



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTEGRATED READING AND WRITING

INRW 0401 – 01

Lecture Instructor: Professor JL Crawford

Lab Instructor: Professor Richard Hoxworth

NOTE: This is Hybrid/Blended Summer Course.

Course Description

This course integrates the critical reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing, in standard written English, through the processes of generating ideas, drafting, organizing, revising, and editing. It focuses on textbook reading and academic writing at a Lexile of 700-1000. The course fulfills TSI requirements for reading and/or writing. Semester Hours 4 (3 lecture and a lab component lab).

Prerequisites and/or Corequisites

Prerequisite: READ 0300 or credit by TSI assessment.

Course Notes and Instructor Recommendations

This course requires a lab component. Completion is required, and the lab completion grade is part of the requirements..

Instructor Information

Instructor Name: JL Crawford

MCC E-mail: jcrawford@mclennan.edu

Phone Number 254-299-8925

Faculty Office: 116

Teacher Conference Hours: 12:30 – 1:30 Monday - Wednesday

Other instructor information: Your lab instructor is S. Edwards-Lombard. Her email address is sedwards-lombard@mclennan.edu

Required Text & Materials

Text: *Common Places*

Authors: Lisa Hoeffner Martin and Kent Hoeffner

Publisher: McGraw Hill Copyright: 2019

****Note: You will need to acquire a copy of the text as soon as possible. Go to the bookstore and get the loose-leaf version. You have already paid for it in your tuition.** Here is a link to the [MCC Bookstore](http://www.mclennan.edu/bookstore/). (<http://www.mclennan.edu/bookstore/>).

Methods of Teaching and Learning:

- The hybrid portion of this class consists of class discussions, classwork and three major writing projects, a reading comprehension exam, a midterm exam including reading comprehension assessment, and a final/exit exam.
- Class time will be spent applying the concepts you have read about in the textbook.

- Lab time will be spent on McGraw-Hill Connect. Lab time is completely online and outside of lecture classroom time.

Course Objectives and/or Competencies:

1. Locate explicit textual information; describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Describe, analyze and evaluate information within and across a range of texts.
4. Identify and analyze the author's message across a variety of texts.
5. Describe and apply insights gained from reading and writing a variety of texts.
6. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.

7. Demonstrate ability to use an effective writing process to produce paragraphs and brief compositions in Standard English prose.
8. Recognize and apply the conventions of Standard English in reading and writing.
9. Improve our punctuation mechanics.
10. Improve our spelling proficiency.
11. Expand our vocabulary.
12. Develop disciplined habits of reading and writing regularly.

How Connect (the lab) Works

- Your lab instructor is Dr. Sylvia Edwards-Lombard. You can contact her at sedwards-lombard@mclennan.edu
- Students: Please log in to Brightspace and go to this INRW course. Click on Connect Lab and follow the instructions to get started. You have thirteen Connect Lab units to complete, each by the due date posted in Brightspace.

- Because lab work is done individually, you may work ahead on labs until all lab assignments are done. Try to score 100 on each unit and aim for at least 70.

- **Lab Grades.** At the end of the semester, each student's lab grades will be considered by the lecture instructor when determining the student's final course grade.

Integrated Reading and Writing

INRW 0401-01

Course Outline

Unit 1 <i>Learning to Be a Successful Student</i> Week 1	Getting Started with Lab and Connect Learning to Write a College Essay <i>Unit 1, Task 1 Project 1 Due</i> Chapter Readings
Unit 2 Week 2	Unit 2: Mastering MLA Style (formatting a paper, citing sources, doing Works Cited page) Learning to write a college essay Chapter Readings
Unit 3 Week 3	<i>Unit 3 Task 1</i> Chapter Readings Project 2 Due Reading Comprehension Exam
Unit 4 <i>Week 4</i>	Unit 4: Chapter Reading Working on the Argument/Essay
Unit 5 Week 5 Final Essay	Unit 5: Formatting, Researching & Working with Sources Project 3 Due <i>Wednesday of Week 5</i>

Late Work, Attendance, and Make Up Work Policies:

Late work is not generally accepted. If you have an emergency situation that prohibits you from making progress in the course, contact me to discuss the best course of action. Documentation will be required. Attendance will be taken at each class meeting. If you are consistently tardy or leave early, you will be counted absent. If you miss more than eight class meetings, you are in violation of MCC's attendance policy.

Drop Policy

The college requires instructors to take attendance. A student will be dropped if he or she is absent for 25% or more of the course. For an online course, attendance will be measured by assignments. Lab participation is also required. Students, whether present or absent, whether face to face or online, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades and withdrawals.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum to include respecting other students and the instructor, exercising prompt and regular attendance, communicating in a polite and respectful manner, and maintaining an attitude that seeks to take full advantage of the education opportunity. These expectations apply to online learning as well (lab). **In the face-to-face classroom, discriminatory comments, talking, texting, cell phone usage), profanity, and any type of threatening/disruptive communication will be grounds for an instructor-initiated withdrawal of students and/or referral to McLennan Community College's discipline officer. In addition, plagiarism (copying and pasting someone else's work) will never be acceptable and will also be grounds for referral to McLennan Community College's discipline officer.** These behaviors are unacceptable in an online learning environment as well.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 254-
2998122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.