



Division of College Readiness Integrated Reading and Writing Department

INRW 0420: Integrated Reading and Writing II | Lecture & Lab | CRN 13105
Summer 2019 | 5 Weeks (06/03/19 – 07/05/19)
In-Person | Northeast College | Northline Campus
MWF 10:30a - 12:53a NL 218 (Lecture)
TR 10:30a – 12:00p NL 218 (Lecture)
TR 12:00p – 12:53p NL 405 (Lab)
4 Credit Hours | 64 hours per semester

Instructor Contact Information

Instructor: Annie L. Tsui, M.Ed.
Office: NL – Northline Campus
HCC Email: annie.tsui@hccs.edu

Office Phone: 713-718-8119 (NL)
Office Hours: MTWR 1:00 – 2:00; By appointment
Office Location: NL 422.5

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Email: annie.tsui@hccs.edu (713) 718-8119 (NL)

Integrated Reading and Writing Department (INRW) - Spring Branch Campus (713) 718-5410

You will receive the fastest response if you contact me by email. I will respond to emails within 24 hours Monday through Friday.

My Personal Welcome

Welcome to Integrated Reading and Writing. I will present the information so that you can grasp the concepts of reading and writing to apply them now and in future courses towards your academic and career goals. As you read and write with new ideas and facts that may challenge you, I will provide all the available resources to aid you in being successful in this course. Contact me via HCC email or during office hours.

INRW Program Information

Course Description

This course is a combined 3 hours lecture/ 1 hour lab (technology lab/writing lab), performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course

integrates complementary reading and writing assignments with special emphasis given to reasoning and responding to issues arising from class readings. This course is designed to prepare students for college level reading and writing intensive courses including ENGL 1301. Students will learn to write effective, logical essays, utilizing textual support to develop reading comprehension strategies, and to analyze, synthesize and make value judgments using critical thinking. Lab required. The course fulfills TSI requirements for reading and writing. **Students who successfully complete this course will qualify to take ENGL 1301.**

Course Overview

INRW 0420 prepare students for college-level courses such as Freshman Composition, History, Government, Psychology, and other freshman college courses.

Program Student Learning Outcomes (PSLOs)

Upon successful completion of this course, students will be able to:

1. Locate explicit textual information, draw complex inferences, and 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. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. 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.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

Prerequisites and/or Co-Requisites

Prerequisite for INRW 0420 - Placement based on scores from TSI Assessment

Placement	Reading	ABERD	Writing	ABEWD	WS
INRW 0420	310-350	NA	340-390	NA	4
*INRW 0420	342-350	NA	340-390	NA	4
*INRW 0420	342-390	NA	363-390	NA	0-3

ABERD: Adult Basic Education Reading Diagnostic (TSIABER)

ABEWD: Adult Basic Education Writing Diagnostic (TSIAWD)

If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Eagle Online Canvas Learning Management System

Optional: This section of INRW 0420 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you USE **FIREFOX OR CHROME AS YOUR BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Optional: Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Student Success

Instructional Methods

A variety of instructional methods are used throughout the semester. Examples may include class discussions, lectures, readings, reflections, group projects, research, assessments, video/DVD, internet searches, and presentations.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge and opportunities for critical thinking and applications as appropriate.

As a student wanting to improve your academic reading ability, it is your responsibility to do the assigned readings, submit assignments on time, participate in discussions and other activities, attend class (face-to-face and online portions), and enjoy this learning experience as you learn how to better your comprehension.

Student Assignments

Assignments have been developed that will enhance your learning. You will be required to successfully complete the following assignments and acts:

- Complete in-class reading & writing assignments and activities
- Revise essays
- Complete weekly online lab activities (*TBD*)
- Complete weekly reading assignments

Note: Internet or computer access is available throughout HCC campuses. HCC libraries have netbooks for checkout, and there are posted hours for open computer labs.

<https://library.hccs.edu/home>

<https://www.hccs.edu/departments/division-of-instructional-services/institute-for-instructional-engagement-development/open-lab-schedule/>

Not having Internet access/computer is not an excuse for not completing or submitting work.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Program/ Discipline Requirements

In this class you will be required to take a pretest and posttest as well as complete any supplemental lab materials.

Grading Criteria

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

Grading Percentages

Instructor's Choice (Attendance/Journal/Paragraph/Classwork/Homework)	10%
Quizzes (Average)	10%
Lab Component (OER)	10%
Essays – Steps in a Process, Cause and Effect	30%
Major Tests (Average)	15%
Final Exam	25%
Objective (10%) and Argument Essay (15%)	
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Total	100%

Grading Formula

A = 100 – 90:.....	4 points per semester hour
B = 89 – 80:	3 points per semester hour
C = 79 – 70:	2 points per semester hour
69 and below = F or IP.....	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn).....	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.

◆To pass this course, you must earn an overall course average of 70 or above.

Students in INRW 0420 classes will earn a grade of A, B, C, F, FX, or IP*. IP means "*in progress*." Students complete the course but have not demonstrated mastery of the topics. *However, if a student already earned an IP in this course during a previous semester, the student will earn a letter grade of A, B, C, F, or FX this semester.

HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

5 WEEKS CALENDAR

(Tentative Scheduled Activities or Materials Subject to Change by Instructor)

In order to be successful, it is imperative all assignments have been thoroughly completed and understood. Be prepared for daily quizzes during class sessions. Fridays will be major exam days. Writing and reading assignments will be determined throughout the semester. All major essays are to be submitted to www.turnitin.com before or by the due date and time. No late papers accepted after due date and time. A grade of zero is earned for the essay.

<p>Week 1 06/03 – 06/07</p> <p>06/06 Thursday, Official Day of Record (Summer I)</p>	<p>Day 1 Welcome and Introduction to Syllabus Student Information Form and Learning Contract Discussion of Plagiarism</p> <p>Day 2 <i>Main Ideas and Supporting Details</i> <i>Finding Your Topic and Writing Your Thesis Statement</i></p> <p><u>Sentence Mechanics</u> <i>The Basic Sentence</i> <i>Fragments: Incomplete Sentences</i> <i>Run-Ons</i></p> <p>Online Lab Practice</p> <p>Day 3 <i>Annotation-Bibliography-Paraphrasing-Transition Words</i></p> <p>Day 4 Group Work – Types of Rhetoric Writing <i>Illustration: Writing That Gives Examples</i> <i>Description: Writing That Creates Pictures in Words</i> <i>Classification: Writing That Explains Groups</i> <i>Definition: Writing That Tells What Something Means</i> <i>Comparison and Contrast: Writing That Shows Similarities and Differences</i> <i>Cause and Effect: Writing That Shows Relationships Between Events or Results</i></p> <p>Online Lab Practice (Tentative)</p> <p>Day 5 Quiz – Sentence Mechanics, Main Ideas/Thesis</p> <p><i>How to Write a Process Analysis Essay</i> <i>--Process Analysis Essay Topic Selection</i> <i>Problems with Subject-Verb Agreement</i></p>	<p><u>Introductory Reading</u> <i>Emotional Intelligence</i></p> <p><u>Introductory Reading</u> <i>Be Specific</i></p> <p>Bring headphones to class</p> <p>Information Technology (713) 718-8800</p> <p><u>Process Analysis Reading</u> <i>Metamorphosis</i></p>

<p>Week 2 06/10 – 06/14</p>	<p>Day 6 <i>Process Analysis Essay (Continued)</i></p> <p><i>MLA Formatting</i> <i>Verb Tense: Using Verbs to Express Different Times</i></p> <p>Day 8 <i>Process Analysis Essay (Continued)</i> <i>Coordination and Subordination: Joining Sentences with Related Ideas</i></p> <p>Day 9 <i>Process Analysis Essay DUE Thursday, June 13</i> Submit to www.turnitin.com by 11:59pm</p> <p>Day 10 Major Test 1; Online Lab Practice <i>How to Write a Narration Essay</i></p>	<p>Create Account www.turnitin.com</p> <p>Narration Readings <i>Commencement Address</i> <i>Good Scars</i></p>
<p>Week 3 06/17 – 06/21</p>	<p>Day 11 <i>Narration Essay (Continued)</i></p> <p>Day 12 <i>Narration Essay DUE Tuesday, June 18</i> Submit to www.turnitin.com by 11:59pm <i>Parallelism: Balancing Ideas</i> <i>Word Choice: Using the Right Words</i> <i>Concise Language</i></p> <p>Day 13 <i>How to Write an Argumentative/Persuasive Essay</i> Selection of Argumentative Topics <i>MLA Formatting (Source Reference)</i> <i>Coherence</i> <i>Bias</i> <i>Point of View</i> <i>Logical Fallacies</i> <i>Deductive/Inductive Reasoning</i></p> <p>Day 14 June 20 NL 407 Mandatory Library Orientation Note: Library Quiz following Library Orientation Find and print 2 Articles with Opposing Points of View ----Proponent (For) and Opponent (Against)</p> <p>Day 15 Major Test 2; Online Lab Practice <i>Argumentative Essay (Continued)</i></p>	<p>Argumentative Reading</p>

	<p>Monday, June 24 (Summer I) Last Day for Administrative or Student Withdrawal Grade of “W” is Recorded</p>	
<p>Week 4 06/24 – 06/28</p>	<p>Day 16 Argumentative Essay DUE Thursday, June 27 Submit to www.turnitin.com by 11:59pm</p> <p>Day 17 Argumentative Essay (Continued)</p> <p><i>Adjectives and Adverbs: Using Descriptive Words</i> <i>Misplaced and Dangling Modifiers: Avoiding Confusing Descriptions</i></p> <p><i>Commonly Confused Words: Avoiding Mistakes with Soundalike Words</i> <i>Spelling: Using the Right Letters</i></p> <p>Day 18 Argument Essay (Continued) Grammar Quiz Online Lab Practice</p> <p>Day 19 Annotation Commas (,) Other Punctuation (;:()----) Capitalization: Using Capital Letters</p> <p>Day 20 Major Test 3 Online Lab Practice</p>	
<p>Week 5 07/01 – 07/03</p>	<p>Day 21 Final Exam Information</p> <p>Day 22 Tuesday, July 2 Last Day of Instruction To Be Announced</p> <p>Day 23 Final Exam – Multiple Choice, Fill in the Blanks, Short Answers</p> <p>Grades Posted by Monday, July 8</p>	

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will inform students verbally during class instruction or in writing of any such changes.

Useful Web Resources:

- Information: www.hccs.edu ; <http://learning.hccs.edu/faculty/annie.tsui>
- Online Tutoring & Support: <https://hccs.upswing.io>
- Purdue OWL: <http://owl.english.purdue.edu/owl/resource/747/01/>
- Grammar PP: <http://grammar.ccc.commnet.edu/grammar/powerpoint.htm>
- Grammar Bytes: <http://chompchomp.com/exercises.htm>
- Grammar Bytes: <http://chompchomp2.com/exercises.htm>
- Academic Word List: <http://mrbrownslearningspace.com/new-academic-word-list/>
- HCCS Prep Online: http://ttr.hccs.edu/gcpass/prep_home.htm
- Turnitin: http://www.turnitin.com/en_us/training/student-training/student-quickstart-guide
- Eagle Online (CANVAS): <https://eagleonline.hccs.edu>

Instructor's Practices and Procedures**Missed Assessments**

♦If you are absent on the day of an assessment, make-ups are determined on a case by case basis for quizzes or major tests. Quizzes or major tests are to be made up within one week after given in class. There are no *retakes* on quizzes or major tests. There is no makeup for the Final Exam, Wednesday, July 3.

Academic Integrity

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Academic Integrity and Scholastic Dishonesty (pgs. 61-64)

A credential is meaningless if it is not honestly earned; therefore, HCC expects all students to conduct themselves with honor and integrity. Proceedings may be initiated by instructors, department chairs, and/or instructional deans against a student accused of a violation of academic integrity. "Scholastic Dishonesty" includes, but is not limited to cheating, plagiarism, and collusion.

Attendance Procedure

♦*The Official Day of Record is Thursday, June 6. If you withdraw or never attended any of your classes before the official day of record, your enrollment is removed from the instructor's class roster.*

♦Only students officially enrolled in HCC courses are to be in campus classrooms. HCC Administration requests no minors on campus, food or drinks in the classroom.

♦**In-Person Instruction:** INRW 0420 13105 meets Monday through Friday from 10:30a – 12:53p. Your schedule is listed in three rows indicating lecture and lab times for the course. Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. **HCC Policy states that you can miss up to but not exceeding 12.5% of class hours**, which is equivalent to 8 hours or 3 class sessions (approximate). After 10 hours or 5 class sessions of absences, the instructor may withdraw you before or on *Monday, June 24, Last Day for Administrative or Student Withdrawal*. After this date, you may also earn an "FX" for excessive absences.

♦Students are responsible for lecture notes or assignments if absent.

Student Conduct

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
Student Code of Conduct and Discipline Procedures (pgs. 58-59)

- ◆ Please show respect and courtesy for instructor and fellow classmates during class session.
- ◆ Do not work on homework assignments or assignments from other courses during lecture/lab sessions in this course. Homework assignments are not accepted during class. Assignments must be turned in at the beginning of class to receive credit for completion.

Electronic Devices

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Misuse of Electronic Devices in the Classroom (pg. 61)

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly prohibited.

- ◆ Cellular phones create annoying and unnecessary interruptions during class. Please switch them to vibrate and leave in your backpack/purse/pocket. If you need to speak or text on your cell phone, quietly leave the room to do so. Laptops may be used during class sessions with approval by the instructor.

HCC Policies

HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Department Chair Contact Information

Desmond Lewis, desmond.lewis@hccs.edu , 713-718-5211
Spring Branch Campus | 1010 W. Sam Houston Pkwy N, Suite 200-901B | Houston, TX 77043



**Northeast College – Northline Campus
INRW 0420 Integrated Reading and Writing II
CRN 13105 – Term Summer I 2019**

**3 hour lecture/ 1 lab course (technology/writing) / 64 hours per semester/ 5 weeks
Class Time: MTWRF 10:30a – 12:53p**

Acknowledgment of Syllabus

I read, understood, and agreed to the policies and requirements stated in the course syllabus provided by Professor Annie Tsui. I understand that I am responsible for reading the syllabus and for asking my instructor to clarify any information on the syllabus that I do not understand. I also understand that the syllabus and calendar of assignments and/or tests may change, and that I will be informed of any changes.

Student Name: _____
(Print Name)

Student Signature: _____

Student ID: _____

Date: _____