



**Division of College Readiness
Integrated Reading and Writing Department**

<http://www.hccs.edu/departments/division-of-college-readiness/college-readiness-academic/integrated-reading-and-writing-department/>

**INRW 0100: Companion Course for INRW 0410 | Lecture/Lab
| CRN 15146**

Fall 2019

In-Person | Missouri City Campus, Room 102 | Tuesday 8:00 a.m.-9:10 a.m.
1 Credit Hour | 12 hours per semester

Instructor Contact Information

Instructor:	Barbara Eley	Office Phone:	713-718-0000
Office:	Spring Branch, Room 305	Office Hours:	By Appointment Only
HCC Email:	Barbara.eley@hccs.edu		832.725.8589

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics. Feel free to contact me.

Instructor's Preferred Method of Contact

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

This course will provide you with the opportunity to address those areas in your reading and writing background to prepare you to successfully pursue your college and career paths. As you advance through the course, you will develop skills and strategies that teach you what to learn as well as how to learn. The metacognitive skills will enhance your chances of success in achieving your college and career goals.

Prerequisites and/or Co-Requisites

Students may enter this course who have received both of the following scores or have demonstrated remediation needs in only one area (reading or writing) on the TSIA: WRITE: WS: 2 and/or READ: 333– 341.

Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Course Goal

The goal of INRW 0100 is to prepare and support students in the successful completion of INRW 0410.

Instructional Materials

Instructional Materials: *Connect* access code (McGraw-Hill Education), notebook, folder/binder, and a writing utensil to record information provided by your instructor.



Class Calendar

(Scheduled Activities or Materials Subject to Change by Instructor)

All course assignments will be completed using *Connect*. A professor/tutor will be available during lab hours to assist you with your work. Reading/Writing placement tests focus on items that assess your reading comprehension and writing abilities through referring and reasoning/inference items, usage/mechanics items and rhetorical skill items. The materials you complete in this course will address the aforementioned areas.

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/>.

Course Overview

This course is a combined 1 hour lecture/ lab performance-based companion course designed to develop students' critical reading and academic writing skills. Students who enroll in this course wish to accelerate their time in preparatory studies in order to reach credit level English expeditiously. The course integrates complementary reading and writing assignments with special emphasis given to reasoning and responding to issues arising from class readings. Students who successfully complete this course and INRW 0410 will qualify to take INRW 0420.

Core Curriculum Objectives (CCOs)

INRW is a developmental course designed to develop students' critical reading and academic writing skills. The HCCS INRW Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<http://www.hccs.edu/departments/division-of-college-readiness/college-readiness-academic/integrated-reading-and-writing-department/>

Course Student Learning Outcomes (CSLOs)

Student Learning Outcomes

The goal of INRW 0100 is to prepare and support students in the successful completion of INRW 0410.

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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.

Learning Objectives

Learning Objectives for each CSLO can be found at Learning Objectives can be found at <http://www.hccs.edu/departments/division-of-college-readiness/college-readiness-academic/integrated-reading-and-writing-department/>

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class
- Completing assignments
- Participating in class activities
- Using the tutoring and other support services

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

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 making up assignments
- Provide the course outline and class calendar that 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

Missed Assignments

It is the responsibility of the student to turn in assignments on the designated due date, however, some form of proof or documentation may be required for late work. Individual circumstances will be reviewed and decided upon on a case by case basis.

Instructional Methods

Course assignments will be completed using **Connect**. All assignments in **Connect** for **Reading** focus on vocabulary, dictionary skills, main ideas, supporting details, graphics and visual aids, outlining and mapping, summarizing and paraphrasing, and combined skills. **Writing** emphasizes basic grammar, sentence skills, punctuation, mechanics and spelling, usage and style, craft of writing, paragraph development, and research.

Program/ Discipline Requirements

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

Final Exam

All students will be required to take a comprehensive departmental final exam consisting of multiple-choice and short answer questions.

Grading Formula

Grading Criteria

If you find you are not mastering the material and skills, you are encouraged to reflect on how you are approaching the assignments and how your instructor/tutor can assist you. 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.

(Revise grading percentages/criteria as needed)

Class attendance and Participation	25%
Completion of <i>Connect</i> Module Requirements (Revise as needed)	75%
- 16 hours to be completed in class	
- 100% or better in each section to demonstrate mastery of Module Activity and Module Test	
Total	100%

HCC Grading Scale

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.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week	Dates	Topic / Assignments Due
1		<ul style="list-style-type: none"> -Orientation -Diagnostic Assessment (TSI Test Results) -Learning Contract Agreement -Enrollment in <i>Connect</i>- Student ID Number Required for Login and Password - Bring own headphone -Individualized Assignment
2		<ul style="list-style-type: none"> (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
3		<ul style="list-style-type: none"> (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
4		<ul style="list-style-type: none"> -Report to ??? (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
5		<ul style="list-style-type: none"> -Report to ??? (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
6		<ul style="list-style-type: none"> -Report to ??? (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
7		<ul style="list-style-type: none"> -Report to ??? (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
8		<ul style="list-style-type: none"> -Report to ??? (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
9		<ul style="list-style-type: none"> -Report to ??? (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
10		<ul style="list-style-type: none"> -Report to ??? (Lab) during assigned hours

Week	Dates	Topic / Assignments Due
		-Continue working on individualized assignment -Seek assistance as needed
11		-Report to ??? (Lab) during assigned hours -Continue working on individualized assignment -Seek assistance as needed
12		-Final Exam Week Report to ??? (Lab) Final Assessment Grades posted online by XXXXXXXX

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Late-work may be assessed a penalty. You might consider requiring documentation of an emergency to allow a make up. Please also clearly state that a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. You are responsible for proctoring make-up exams if you allow them.

Academic Integrity

Read the following statement: **Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.**

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

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

HCC Policies

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

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare

- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- 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 long and short term conditions, 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/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> Interim Department Chair Contact Information
 Professor Annie Tsui, annie.tsui@hccs.edu, 713-718-8418