



**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 0300: Integrated Reading and Writing| Lecture
CRN 20586**

**Fall 2020 | 12 Weeks (9.21.2020-12.13.2020)
| Online with a Schedule | 10:00 – 11:50 Tuesday & Thursday
3 Credit Hours | 48 hours per semester**

Instructor Contact Information

Instructor: Barbara Eley
HCC Email: Barbara.eley@hccs.edu

Office Phone: 713-718-5410
Office Hours: By Appointment Only

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 the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Feel free to contact me via email or by my cell at 832.725.8589. 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

The Department of Integrated Reading and Writing helps students refresh and advance essential reading and writing skills and equips them with abilities for independent learning. We work to maximize student success in college level reading and writing intensive courses.

My Personal Welcome

I welcome you to this course as a student enrolled in INRW 0300 and Engl 1301, your participation in this learning community will enhance your skills in reading and writing. My goal is to provide you with a variety of instructional strategies that will heighten your learning experience. As you read, write and wrestle with new ideas and facts that may challenge you, I am available to support you. Keep in mind that phone, email and communication through Canvas will be the best way to reach me. Since our course will be taught on line, do not panic if there is a breakdown in communication. Just be patient, re-submit or re-contact. My

goal is for you to walk of the course with a better understanding of reading and writing strategies that will make you a better student. So please, contact me whenever you have a question or concern.

Prerequisites and/or Co-Requisites

Students must have test scores to be placed into 0300. (Note: INRW is a corequisite course with ENGL 1301. When you enroll in INRW 0300, you will also be co-enrolled in ENGL 1301. You must take both courses together. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of INRW 0300 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. All materials, assignments and papers will be submitted through Canvas. **Do Not submit assignments through email.** HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

Scoring Rubrics, Sample Assignments, etc.

Look in 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

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

INRW 0300 is a corequisite course in support of ENGL 1301, which is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

Core Curriculum Objectives (CCOs)

INRW 0300 is a support course paired with ENGL 1301, which satisfies three (3) hours of the communication requirement in the HCC core curriculum. The HCCS English Discipline Committee and the INRW Discipline Committee have specified that ENGL 1301 and INRW 0300 address the following 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/programs/areas-of-study/liberal_arts_humanities-education/english/

Course Student Learning Outcomes (CSLOs)

Upon completion of INRW 0300, the student will be able to:

1. Demonstrate knowledge of individual and collaborative writing processes..
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts
5. Use Edited American English in academic essays...

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

There is no short cut for success in this course; it requires reading (and probably re-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

Written Assignment

This class is designed to create a place to practice the writing and thinking skills that are required of students in a college setting. You will complete assignments in support of English 1301.

In-Class Activities

This is a participation class. Assignments in this class may start with collaboration efforts and end with individual results reflecting what you have learned from one another in order to improve your reading and writing skills. Most in-class assignments will be related with some aspect of composition of essay, outline, summary, or research assignments

Grading Formula

Class Participation	80%
Final Assessment	20%

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	Topic / Assignments Due
1	Introduction to the Course / Course Goals
2	Writing Process / Audience / Purpose
3	Essay Writing / Organization
4	Exposition / Essay Patterns
5	Active Reading / Critical Thinking Skills
6	Using the Library / Evaluating Sources
7	Analysis / The Three Appeals
8	Using MLA / In-text Citations / Works Cited Page
9	Evaluating Arguments
10	Peer Analysis
11	Revising and Editing
12	Course Review and Completion

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

<< Modify Section & Delete Placeholder Text >> Insert your make-up policy for course work other than the departmental final exam. It is acceptable to have a "no makeups" for exams if you drop the lowest exam. You may also allow makeups accompanied by a late-work 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

<< Modify Section & Delete Placeholder Text >> Insert a specific description of your expectations for academic integrity. Specify the consequences for cheating, plagiarism, collusion, etc. Consider including 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/>

Attendance Procedures

This section of **INRW 0300** is **Online on a Schedule and it meets on Tuesday and Thursday, 10:00 – 11:50**. Student success is based upon following student conduct

procedures and doing one's best. Assignments are due on designated dates, 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

Student Conduct

Students are to conduct themselves respectfully and cooperatively. Scholastic Dishonesty will result in a referral to the Dean of Student Services.

Instructor's Course-Specific Information (As Needed)

Assignments will be graded, returned timely and posted in Canvas.

Electronic Devices

<< **Modify Section & Delete Placeholder Text** >> Insert a specific description of your expectations regarding electronic devices.

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/>

Department Chair Contact Information

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