



**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 0410: Integrated Reading and Writing I
Lecture/Lab | CRN 12181**

Fall 2019 | 12 Weeks (8.26.2019-12.15.2019)

In-Person | Katy Campus – Rm 383/384 | MW 10:30- 1:00 p.m.

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Barbara Eley
Office: Spring Branch, Room 305
HCC Email: Barbara.eley@hccs.edu

Office Phone: 713-718-5410(message only)
Office Hours: By Appointment Only
Office Location: Spring Branch Faculty Area

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.

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

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. It is a combined 3 hour lecture/1 hour technology/writing lab. 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.

My Personal Welcome

I welcome you to a course that will provide you with a variety of instructional strategies. The strategies will improve and enhance your reading and writing skills.

Prerequisites and/or Co-Requisites

Prerequisite for INRW 0410 - Placement based on scores from TSI Assessment

| Placement | Reading | ABERD | Writing | ABEWD | WS |
|-----------------------|---------|-------|---------|-------|-----|
| INRW 0410 + INRW 0100 | 310-349 | 3-4 | 310-349 | 3-4 | NA |
| INRW 0410 + INRW 0100 | 310-349 | 3-4 | 310-349 | 3-4 | 0-3 |
| INRW 0410 | 310-341 | 5-6 | 310-349 | 5-6 | NA |
| INRW 0410 | 342-350 | NA | 310-349 | 5-6 | 0-3 |
| INRW 0410 | 342-350 | NA | 350-362 | NA | 0-3 |

ABERD: Adult Basic Education Reading Diagnostic (TSIABER)

ABEWD: Adult Basic Education Writing Diagnostic (TSIAWD)

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

Canvas Learning Management System

This section of INRW 0410 will use [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 Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

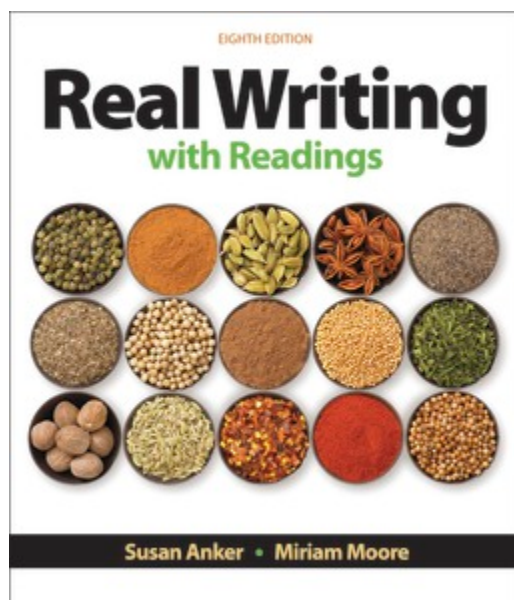
Scoring Rubrics, Sample Assignments, etc.

Look on your course Learning Web page or in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

Instructional Materials

***Real Writing with Readings* 8th ed. with Access Code by Susan Anker**

ISBN: 9781319312176 Bedford/St. Martin's (Macmillan Education Imprint)



Flash Drive (8GB), College Level Dictionary and Thesaurus, Binder/Folder, Notebook/Notebook Paper, Pens/Pencils, Highlighter, Scantrons (Form 882-E)

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 3 hour lecture/ 1 hour lab (1 hour technology/ 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 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)

Upon successful completion of INRW 0410, the student 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.

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

Written Assignment

Your assignments for this course will be clearly linked to the course student learning outcomes and learning objectives. Written assignments are to be submitted in blue or black ink or typed. Typed assignments are to be double spaced, Times Roman and size 12 font. Students will compose paragraphs or essays that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style.

In-Class Activities

To be successful in this class, it is the student's responsibility to:

- *Attend class and participate in class discussions and activities
- *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

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

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.

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/>

Syllabus Modifications

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

Instructor's Practices and Procedures

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.

Academic Integrity

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

Attend class and participate in class discussions and activities.

Student Conduct

Students are to conduct themselves respectfully and cooperatively.

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