

**Division of College Readiness**

**Integrated Reading and Writing Department**

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

# INRW 0300: Integrated Reading and Writing Course

# for ENGL 1301 | Lecture | 18826

Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)

Online with a Schedule | Kaltura Live Room

<https://smart.newrow.com/#/room/hzv-291>

MW 9:30-10:50 am

3 Credit Hours | 48 hours per semester

## Instructor Contact Information

Instructor: Deborah Adams MA Office Phone: 713-718-2411

HCC Email: deborah.adams@hccs.edu Office Hours: MW 9:30-10:50

Office: Kaltura Live Room <https://smart.newrow.com/#/room/hzv-291>

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 or just to discuss course topics.

### Instructor’s Preferred Method of Contact

Please contact me with questions or concerns preferably via Canvas Inbox or through email at [deborah.adams@hccs.edu](mailto:deborah.adams@hccs.edu). I will try to 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 student 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.

## Personal Welcome

Students co-enrolled in INRW 0300 and ENGL 1301 participate in a learning community. INRW 0300 will support your performance in ENGL 1301 and provide the opportunity for you to explore, develop and apply skills that will help you to meet the challenges of ENGL 1301. To achieve these goals, INRW 0300 is designed as a hands-on workshop.

## Prerequisites and/or Co-Requisites

Students must have test scores to be placed into INRW 0300. (Note: INRW 0300 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.](https://www.hccs.edu/resources-for/current-students/student-handbook/)

## Learning Management System

This section of INRW 0300 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) for all assignments, exams, and activities. All your assignments as well as supplemental materials will be available to you in the modules found in Eagle Online Canvas. Each week, you will complete several reading and writing assignments reflecting activities or skills needed to excel in ENGL 1301, all of which will be found in the Canvas course shell. When accessing the Internet, it is recommended that you use [FIREFOX](https://www.mozilla.org/en-US/firefox/new/) or [CHROME](https://www.google.com/chrome/browser/desktop/index.html).

This semester, there are three modalities for English courses: *Online Anytime (WW), Online on a Schedule (WS),* and *Flex Campus (FC)*.

*Online Anytime (WW)* classes are traditional online courses; coursework is online, and there are no meetings at specific times. Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online. Attendance will be taken through completion of online assignments.

*Online on a Schedule (WS)* classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online. Attendance will be taken each class period.

*Flex Campus (FC)* are in-person classes. Faculty will hold class as per the assigned schedule, and students will be assigned to attend in person or online each class period utilizing Canvas Eagle Online. On the days when you are not assigned to be in person, it is expected that you will attend virtually (online).

This section of INRW 0300 is *Online on a Schedule* (WS) and meets on Monday and Wednesday 930-10:50 am.

This section of INRW 0300 is *online on A Schedule* and meets on <<CUSTOMIZE the meeting days and times for your course.>>

### HCC Online Information and Policies

<http://www.hccs.edu/online/>

### Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <<Insert the link for your course (either Canvas or Learning Web)>>

**Instructional Materials**

## Course Reader Information

The required handbook for this course is *The Little Brown Compact Handbook*, 14th Edition

Little, Brown Handbook, The

By: H. Ramsey Fowler; Jane E. Aaron; Michael Greer

* Publisher: Pearson
* Print ISBN: 9780134759722, 0134759729
* eText ISBN: 9780134770659, 013477065X
* Edition: 14th
* Copyright year: 2019
* Format: PDF

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in online and in-person environments. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) 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](http://library.hccs.edu/).

### Supplemental 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 for INRW 0300**

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) for all Courses

INRW 0300 is a support course paired with ENGL 1301, which satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee and the INRW Discipline Committee have specified that ENGL 1301 and INRW 0300 address the following core objectives:

* ***Critical Thinking***: Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
* ***Communication***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
* ***Personal Responsibility***: Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
* ***Teamwork***: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

## Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

## Course Student Learning Outcomes (CSLOs) for INRW 0300

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

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

**Student Success in INRW 0300**

As with any three-hour course, expect to spend ***at least*** ***six hours per week*** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments, and participating in class discussions. 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 your 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 calculated
* Facilitate an effective learning environment through class activities, discussions, and lectures
* Provide a description of any assignments
* Inform students of policies
* Provide the course outline and class calendar that will include a description of assignments
* Arrange to meet with individual students as required

As a student, it is your responsibility to**:**

* Attend class and participate in class discussions and activities
* Read and comprehend the texts
* Complete the required assignments
* Ask for help when there is a question or problem
* Keep copies of all documents, including this syllabus, handouts, and all assignments
* Be aware of and comply with academic honesty policies, including plagiarism, in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/)

**Assignments**

## Assignments

All of the assignments will be related to the skills needed to elevate your performance in ENGL 1301. Assignments will generally reflect academic challenges that arise in ENGL 1301 and will fall into the following categories: Reading strategies that enhance comprehension primarily in identifying and understanding the main idea of passages, both short and long; articulating the relationships between ideas in order to provide explanations that will act as support for the claims you make in essays; summarizing passages and building working outlines for writing assignments; understanding the format, construction and purposes of paragraphs and essays and how they work together; the purposes of authors and how to understand them through the devices they employ in order to make persuasive points to the audience, such as tone, word choice, and organization; how to do research and when to and where to implement it fully in your writing, finally, as they arise, attending to troublesome, recurrent, global grammatical roadblocks that have a quick fix but can make an enormous difference to the clarity of your ideas.

## Exams

Depending on time available there will be a number of short assessments (15 to 25 questions) that may focus on strategies for comprehension of readings or production of ideas in writing or understanding of purposes of writing. Any exams in this class will be available online. All reading and writing assessments in this class will count as 15% of the total grade.

Quizzes in INRW 0300 will occur as needed to practice a particular skill or concept. They will be scheduled and a due date will be established in class.

## In-Class Activities

This class is designed to create a place to practice the written skills that are required of you in ENGL 1301. As such, your success in the class will rely on the ability to participate by posing questions and discussions as individuals, but also the ability to share and explore insights through collaboration with other students to achieve a particular academic goal. Assignments in this class may start with collaborative efforts and end with individual results reflecting what you have learned from one another in order to understand and achieve the specific goals set for each assignment. This class will also serve as a writing workshop focusing on outlines, rough drafts and final drafts assigned in ENGL 1301.

## Grading Formula

**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

I (Incomplete)...............................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.

**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 will have ample opportunity to discuss your concerns with your instructor.  Your instructor will assist you in finding resources on campus that will improve your performance.

**Grading Percentages**

**Essay rough and final drafts/summaries/outline writing**

**short in-class writing/grammar practice/group activities……………….60%**

**Reading/Writing Assessments……………………………………………………..15%**

**Attendance/Class participation……………………………….……………………25%**

**Total                                                                                   100%**

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

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

**Course Calendar**

| **Week** | **Dates** | **Topic / Assignments Due** |
| --- | --- | --- |
| 1 | 1/18 | **1/18—MLK Day, No Class**  Introduction to the course, review of course syllabus  Gaining an understanding of the goals of the class.  In-class reading and writing diagnostic.(TH) |
| 2 | 1/25 | In-class reading and writing diagnostic (M)  Active Reading and Thinking Skills  Annotating Text and Developing Vocabulary  Main Ideas in Summary Writing – Coherence/Cohesion |
| 3 | 2/1 | What Are the Elements of Paragraphs and Essay Writing?  **2/1—Date of Record; last day to withdraw without a grade. Dropping a co-req class means that you will be dropping two classes, INRW 0300 and ENGL 1301)** |
| 4 | 2/8 | Using MLA to format a heading and a paper.  Discussion: Continue Developing Essay One |
| 5 | 2/15 | **Monday 2/15—President’s Day—No Class**  Discussion: Support for Main Ideas: Elements of Paragraphs and Essays.  Discussion: Revision of Essay 1 |
| 6 | 1/22 | Discussion: Varying Text Patterns and Transitional Words and Phrases.  Discussion: Organizing, Drafting and Summarizing; Problems in Grammar |
| 7 | 3/1 | Discussion: Mechanics of Essay Writing and Developing Main Ideas  Beginning Research and In-Text Citations |
| 8 | 3/8 | Discussion: Elements of an Essay- Author’s Purpose:  Discovering the Agenda of an Author |
| 9 | 3/15 | **Spring Break March 15-March 21** |
| 10 | 3/22 | Discussion: Using Sources: How to Quote, Use In-Text Citations and format Works Cited  Continue to develop Final Draft for Essay Two |
| 11 | 3/29 | Discussion: Discussion of paraphrasing, summarizing, quoting and plagiarism  Discussion of Argument Topics  **4/2—Friday, Spring Holiday** |
| 12 | 4/5 | Review of MLA Bibliographic Information  Continue to develop rough draft for Annotated Bibliography  **Tuesday, April 6—Last Day to Withdraw** |
| 13 | 4/12 | Discussion: How to think about Revising and Editing  Continue to develop rough draft: Argument Essay |
| 14 | 4/19 | Discussion about Revisions for Annotated Bibliography  Continue to develop final draft for Annotated Bibliography |
| 15 | 4/26 | Discussion of Revisions for Argument Essay; How to Revise an Argument |
| 16 | 5/3 | Final Draft for Argument Essay  **MW Classes: Wednesday 5/5—Last Day of Instruction**  **TTR Classes: Thursday 5/6—Last Day of Instruction**  **Final Exams: Begin Week of 5/10**  **Semester Officially Ends: 5/16** |

## 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 Policies

## Academic Integrity

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/>

Ultimately, your ability to perform well in ENGL 1301 and in other advanced content courses, your work needs to be derived from your own individual efforts. Sometimes it is tempting to use the words of someone else, thinking that they can say it better that you can. The struggle to say (and write) things well is a kind of evolution that will develop for you as a write over the semester. The result is that for your purposes in your papers that you produce, no one can say what you mean better than you can. The penalties for using someone else’s work can be severe.

**Plagiarism** (using another's ideas or words without giving credit), **collusion** (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat will face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. Students will turn in all written work through Turnitin.com which will show if the writing is original or borrowed from other sources.

## Attendance Procedure

Our class is designed to be *Online on a Schedule* *(WS)* which means that we will meet virtually in an online classroom for the same days, the same amount of time, and the same frequency as though we were in a classroom. Therefore, your online attendance will indicate your presence or absence. My expectation is that you will attend every session, and you will complete every session. Any student who does not attend the class before the date of record on February 1, will be dropped from the class. As the class progresses, if you check in at the beginning of class just to be counted present, but you do not remain in attendance for the entire time class is in session, then that is an absence. Four absences make a student eligible to be dropped from the class. **Keep in mind that for a co-req class like this one, if you are dropped for this class, you will also be dropped for the co-req class, ENGL 1301).** **You cannot have one without the other and, therefore, would be dropping two classes off of your enrollment.**

Everyone is going to experience failures of technology in a live online class like this, and that will always be a consideration, but it will not be a continuous winning strategy for not being present. A segment of your grade is determined by your attendance and your participation. I take that segment of your grade seriously and, ultimately, will determine that segment of your overall grade by observing your earnest attendance in the class and the clear demonstration of your engagement with the material.

## Student Conduct

Since our class is Online on a Schedule, that means we will be sitting in class for lecture, discussion, and in-class activities. That means that as a class we need to practice civil engagement. Taking turns speaking, raising your hand, addressing others in a congenial way are expected behaviors. I will be available to speak to you personally by appointment with any concerns or questions you have. There will not be any tolerance for disruptive or disrespectful behavior, either in the classroom or in any other portion of the class such as Student Lounge, Chat or Discussion.

## Other Ways to Access Information

In addition to information discussed verbally in lecture, all information and instructions concerning assignments will also be posted in specific modules in Canvas. I have only required a handbook for this class as a resource for the writing process. The remainder of the source reading materials I will make available to students in class. For writing assignments, I also generally record a desktop video which will appear in Media Gallery and will review and explain the written assignment. This recording will be in addition to the classroom discussion when I make the assignment. My preference for communication with students is through Canvas Inbox. Please send your questions about any aspect of the class through that application and I will answer in the same way.

All the writing assignments that you work on in this class will be a continuation of the writing assignments begun in ENGL 1301. Some assignments may be turned in through Canvas turn-in, but the summary assignment, all the essays, both rough drafts and final drafts, and the short Reflection pieces will be turned in through Turnitin.com. I will be using Turnitin.com outside of the Canvas class as a standalone resource. If you do not already have an account, you will be asked to open one as we get closer to turning in the first graded writing assignment. You will need a course code supplied by me to open an account. You will not need this immediately, and I will let you know in plenty of time before we use it.

# 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
* Ability 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](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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.

## 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](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

# Office of Institutional Equity

<http://www.hccs.edu/departments/institutional-equity/>

## Ability Services

<https://www.hccs.edu/support-services/ability-services/>

## Title IX

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

<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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