HCC | HOUSTON COMMUNITY COLLEGE

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 15044
Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)
In-Person | West Loop Center rm. C243| MW 12:30PM-1:50PM
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Hillard Willimas, MA   Office Phone: 713-718-2072
Office: West Loop Center rm. 256   Office Hours: Per student request
HCC Email: hillard.williams@hccs.edu

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
 Hillard.williams@hccs.edu 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

Welcome to INRW 300: It is my distinct pleasure to be your instructor this semester! This course will provide you with the tools to help you be successful in college and after. Take this course seriously, because it could be one of the most important courses you take throughout your collegiate career. One of my goals this semester is to help you feel confident as you embark upon the rest of your studies. I will guide you, cheer for you, coach you, and hold you accountable. This class as well as your other courses will require time management, dedication, and motivation. You are capable of completing this course successfully, and it is my greatest desire that you do! Please work hard to avoid falling behind, keep up with the due dates, complete

your assignments as they are assigned, and always know that you can ask me for help. I look forward to working with you this semester!

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I am available during posted office hours to tackle the questions. So please visit me or contact me by email whenever you have a question.

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 not use Canvas (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.

Course Grading Scale:

Quizzes/Test…………………………………………20%
In-Class assign……………………………………..30%
Read Assignments…………………………………20%
Homework……………………………………………30%
TOTAL……………………………………………….100%

Instructional Materials

Notebook, paper, pens, pencils and collegiate dictionary. Handouts will be provided!

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 on time, late work will not be accepted!**
- 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
- **PLEASE TURN OFF/VIBRATE MOBILE DEVICES AND PUT THEM OUT OF SIGHT DURING THE ENTIRE CLASS PERIOD!**
- **DO NOT USE LAPTOPS OR TABLETS, UNLESS YOU HAVE DOCUMENTATION FROM THE DISABILITY OFFICE!**

Assignments, Exams, and Activities

Grading Formula

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

Course Calendar

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

ASSIGNMENTS MUST BE DONE ON TIME; LATE WORK WILL NOT BE ACCEPTED!

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

It is imperative that you attend class in order to be successful. You are expected to attend all scheduled classes. Although ***it is your responsibility to drop a course for nonattendance,*** the instructor has the authority to drop you for excessive absences. You may be dropped from a course prior to the college drop deadline (see academic calendar) once you accumulate absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For a 3 credit hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after **6 hours of absence (after missing more than 3 classes)**. The 6 hours includes accumulated minutes for arriving late to class and leaving class early and lab time missed. In an online class, the equivalent would be failing to turn in assignments for two weeks.

Student Conduct

Students are expected to maintain a cooperative and collaborative learning environment. Disrespect of others and unnecessary distractions in the learning environment will not be tolerated.

Instructor's Course-Specific Information (As Needed)

Midterm advising will take place, so that students will know their academic status in both INRW 0300 and ENGL 1301.

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

EGLS[3]

The EGLS[3] (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. EGLS[3] 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
Professor Annie Tsui, annie.tsui@hccs.edu. 713-718-5211.