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**INRW 0100 (INRW 0410 Companion Course)**  
**CRN 18436– Spring Semester 2017**  
**1-hour lecture/lab course / 16 hours per semester / 16 Weeks**  
**Class Time: Tuesday 8:00p-9:00p Location: Westloop/Room 143G**

**Professor:** H. Williams, MA

**Instructor Contact Information:** hillard.williams@hccs.edu (best contact)  
713.718.2454

**Office location and hours:** Westloop 2<sup>nd</sup> floor rm. C256 303/3.12 - (713) 718-6363  
Monday – Thursday by Appointment

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 your concerns and just to discuss course topics. Feel free to come by my office anytime during these hours.

**Course Description**

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.

**Prerequisites**

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.

**Course Goal**

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

**Student Learning Outcomes**

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

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.

**Instructional Methods**

Course assignments will be completed using *Connect and/or supplementary materials*. 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.

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 class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required.

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

- Attend class, work diligently on *Connect* modules, and participate in class discussions and activities
- Complete the required assignments and assessments
- Ask for help when there is a question or problem
- Retake the TSI Assessment (optional) after completing the course.

**Program/ Discipline Requirements**

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

**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 “T” do not affect GPA.

## 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.

<b>Class attendance and Participation</b>	<b>10%</b>
<b>Completion of <i>Connect</i> Module(s)</b>	<b>70%</b>
- 16 hours to be completed in class	
- 100% completion in each section to demonstrate mastery of Module Activity/Module Test	
<b>Supplemental Instruction Assignments</b>	<b>20%</b>
(Reading, Writing, Vocabulary, Quizzes)	
<b>Total</b>	<b>100%</b>

**Instructional Materials:** *Connect* access code may be bought at any HCC Bookstore or McGraw-Hill's website for \$45 plus tax. You may also need to bring a notebook, a folder for materials, and a writing utensil to record information provided by your instructor.

**Course assignments will be completed using supplemental materials/*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. If the assigned module(s) are not completed during class, they are to be completed as a homework assignment.**

**Assignments and feedback on your progress will be in the online system *Connect*. 100% completion in each section would demonstrate Mastery of the Module Activity and Module Tests.**

**It is your responsibility to successfully complete and master each section of the modules.**

**Information Technology Assistance (713) 718-8800**

**WEBSITE:** [www.mhbm.com](http://www.mhbm.com)

**Section Web Address:** <http://connect.mheducation.com/class/p-davis-hcc-inrw-ncbo-0100-s17>

**Withdrawal:** Students with excessive absences or fail to complete the work their individualized assignment in accordance with their agreement, will be withdrawn.

**Personal Communication Device Policy:** All personal communication devices (any device with communication capabilities including but not limited to cell phones, blackberries, pagers, cameras, palmtop computers, lap tops, PDA's, radios, headsets, portable fax machines, recorders, organizers, databanks, and electronic dictionaries or translators) must be muted or turned off during class. Such activity during class time is deemed to be disruptive to the academic process. Personal communication devices are to not be on the student desk.

**EGLS3 -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

### **HCC Policy Statements**

Access Student Services Policies on their website:

<http://www.hccs.edu/district/students/>

Access Distance Education Policies on their website:

<http://de.hccs.edu/>

Access Continuing Education Policies on their Website:

<http://www.hccs.edu/continuing-education/>

Access Students Rights, Policies, and Procedures

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

### **Disability Support Services**

*Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services. If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.* <http://www.hccs.edu/district/students/disability-services/>

**Central College**

713-718-6164

**Northwest College**

713-718-5667 or 713-718-5408

**Coleman College**

713-718-7376

**Northeast College**

713-718-8322

**Southeast College**

713-718-7053

**Southwest College**

713-718-7909

**Adaptive Equipment/Assistive Technology**

713-718-6629 or 713-718-5604

**Interpreting and CART Services**

713-718-6333

### **Discrimination**

*Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or [oiie@hccs.edu](mailto:oiie@hccs.edu). Additional information may be obtained online.*

Visit <http://www.hccs.edu/district/departments/institutionalequity/>

*Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or [renee.mack@hccs.edu](mailto:renee.mack@hccs.edu)*

*Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.*

*It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly Know your rights and how to avoid these difficult situations.*

*Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.*

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

#### Useful Web Resources:

- Information: [www.hccs.edu](http://www.hccs.edu) ; <http://learning.hccs.edu/faculty/annie.tsui>
- Tutoring & Support: <https://hccs.upswing.io/>
- Purdue OWL: <http://owl.english.purdue.edu/owl/resource/747/01/>
- Grammar PP: <http://grammar.ccc.commnet.edu/grammar/powerpoint.htm>
- HCCS Prep Online: [http://tlr.hccs.edu/gcpass/prep\\_home.htm](http://tlr.hccs.edu/gcpass/prep_home.htm)
- Turnitin: [http://www.turnitin.com/en\\_us/training/student-training/student-quickstart-guide](http://www.turnitin.com/en_us/training/student-training/student-quickstart-guide)
- CANVAS Eagle Online: <https://eagleonline.hccs.edu/login/ldap>

## *The Integrated Reading and Writing Program Statement*

*The Integrated Reading and Writing Program at Houston Community College provides opportunities for students to refresh and advance their reading and writing skills in order to maximize their ability to perform in college-level courses. The program offers courses for both native and non-native students who demonstrate a need to develop the critical reading and writing skills that will be required throughout their college careers and beyond by the TSI assessment. These courses focus on key reading and writing skills with an emphasis on reading comprehension, composition, and critical reading and analysis of a variety of texts.*

### **Additional Information**

◆Please show respect and courtesy for instructor and fellow classmates during class session.

◆Only students officially enrolled in HCC courses are to be in campus classrooms. HCC Administration request no minors on campus, food or drinks in the classroom.

◆HCCS policy requires withdrawal after 12.5% (2 hours) of the total instructional hours missed. <<<*Students will be withdrawn after their second absence.*>>> You will receive a “W.” Students are responsible for lecture notes or assignments if absent. If a student exceeds the two absence limit after the *official day of withdrawal, Friday, November 18, the student will receive a FINAL grade of “FX” for excessive absences. Financial aid funding may be affected.*

◆Cellular phones create annoying and unnecessary interruptions during class. Please switch them to vibrate and leave in your backpack/purse/pocket. If you need to speak or text on your cell phone, quietly leave the room to do so. Laptops may be used during class sessions with approval by the instructor.

◆To pass this course, you must earn an overall course average of 70 or above.

First time students in INRW 0100 classes will earn a letter grade of A, B, C, FX, or IP\*. IP means "*in progress.*" Students have not demonstrated mastery of the topics nor fulfill the requirements of the course.



**SOUTHWEST COLLEGE**

**INRW 0100 – INRW 0410 Companion Course  
CRN 18436 – Spring Term 2017  
1-hour lecture/lab course / 16 in class hours / 16 Weeks  
Class Time: Tuesday 8:00p-9:00p Location: Westloop/Room 143G**

**Acknowledgment of Syllabus**

I read, understood, and agreed to the policies and requirements stated in the course syllabus uploaded to the Learning Web by Professor Williams. I understand that I am responsible for reading the syllabus and for asking my instructor to clarify any information on the syllabus that I do not understand. I also understand that the syllabus and calendar of assignments and/or tests may change, and that I will be informed of any changes.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student ID \_\_\_\_\_

**INRW 0100 – INRW 0410 Companion Course  
Class Calendar  
(Scheduled Activities or Materials Subject to Change by Instructor)**

<b>Date:</b>	<b>Week</b>	<b>Module/Other Assignments</b>
<b>1/17</b>	<b>1</b>	Introduction to course-register for connect
<b>1/24</b>	<b>2</b>	Complete Module: 1 Reading and Writing as Complimentary Processes *Other assignments given by the instructor
<b>1/31</b>	<b>3</b>	Complete Module: 2 Writing Process *Other assignments given by the instructor
<b>2/7</b>	<b>4</b>	Complete Module: 3 Identifying and Developing Main Ideas *Other assignments given by the instructor
<b>2/14</b>	<b>5</b>	Complete Module: 4 Supporting Points and Evidence *Other assignments given by the instructor
<b>2/21</b>	<b>6</b>	Complete Module: 5 Writing in Response to Reading *Other assignments given by the instructor
<b>2/28</b>	<b>7</b>	Complete Module: 6 Writer's/Readers Purpose: Audience and Tone *Other assignments given by the instructor
<b>3/7</b>	<b>8</b>	Complete Module: 7 Writer's/Reader's Purpose: Diction and Vocabulary *Other assignments given by the instructor
<b>3/14</b>	<b>SPRING 9</b>	<b>BREAK</b>
<b>3/21</b>	<b>10</b>	Complete Module: 8-Parts of Speech Review/9 –Coordination and Subordination *Other assignments given by the instructor
<b>3/28</b>	<b>11</b>	Complete Module: 10 Fragments, Run-ons, and Comma Splices *Other assignments given by the instructor



<b>4/4</b>	<b>12</b>	Complete Module: 11 Subject-Verb Agreement *Other assignments given by the instructor
<b>4/11</b>	<b>13</b>	Complete Module: 12 Adjectives and Adverbs *Other assignments given by the instructor
<b>4/18</b>	<b>14</b>	Complete Module: 13 Capitalization *Other assignments given by the instructor
<b>4/25</b>	<b>15</b>	Complete Module: 14 Spelling and Word Use  *Other assignments given by the instructor
<b>5/2</b>	<b>16</b>	Complete Module: 1 Reading and Writing as Complimentary Processes *Other assignments given by the instructor
<b>5/9</b>	<b>17</b>	<b>FINAL EXAM</b>