



**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 14307**

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)
In-Person | West Loop Rm. C247 | TuTh 6 p.m.-7:50 p.m.
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Hillard Williams, MA	Office Phone:	713-718-2072
Office:	West Loop, Room 256	Office Hours:	Tu Th 5:00 p.m.-6:00 p.m.
HCC Email:	hillard.williams@hccs.edu	Office Location:	West Loop rm. 256

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

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. 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've been expecting you! I will be your professor this semester. I am here to facilitate your learning and am looking forward to getting to know you. To be successful in this course, I encourage you to read everything, study, and use the discussions to develop your skills. You will be learning about a variety of topics that impact your reading and writing skills as a

student. Be sure to stay on task as this course has assignments and assessments that are due at specific times throughout the course. By mastering the concepts of this course, you will be equipped with knowledge and skills to enter your college-level reading and writing courses. You **will** use what you learn!

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](#).

Cengage Mindtap

This section of INRW 0410 will use Cengage Mindtap:

<https://www.cengage.com/dashboard/#/course-confirmation/MTPQ9B5N8WH5/initial-course-confirmation> to supplement class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Cengage Mindtap. **USE CHROME AS THE INTERNET BROWSER.**

Scoring Rubrics, Sample Assignments, etc.

Grading Percentages

Selected in Class/Homework Assignments	10%
Cengage/APLIA (Required 100% completion)	25%
Writing Assignments-(3-required essays)	25%
Major Tests	15%
Final Exam	25%

Total	100%
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Instructional Materials

Fusion Book 1 3rd Edition 7th ed. with Access Code by KEMPER/MEYER/VAN RYS/SEBRANEK
ISBN: 978-1-337-61500-6 Cengage



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 nine libraries and six 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; **LATE WORK/ASSESSMENTS 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
- **Turn cell phones off or place them on vibrate, and put them out of sight during the duration of the course!**

Assignments, Exams, and Activities

Written Assignment

INRW 0410 requires three essays:

Information regarding essays, and essay logistics will be given out during class prior to the essay due date!

Exams

Chapter assessments and final exam dates are on the course calendar; pop quizzes will not be announced! HCC does not provide students with Scantron forms. They are sold in campus bookstores.

In-Class Activities

Will be given and completed in class, you must be present to complete and earn a grade for any in-class 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/>

Course Calendar

Will be distributed in class!

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 submitted on time!

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here is 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

You are expected to attend each class session and be on time, being tardy or leaving early can be counted as an absence. Attendance will be taken daily! Please visit the student handbook regarding attendance.

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)

Students may monitor their course grades through <https://www.teacherease.com/>

Electronic Devices

Will not be allowed, unless you have an accommodation letter from the ADA Counselor.

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

The Integrated Reading and Writing Program Statement

The Integrated Reading and Writing Program at Houston Community College provide 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.



SOUTHWEST COLLEGE
INRW 0410 Integrated Reading and Writing I
CRN 14307– Term Fall 2019
3 Credit Hours | 48 hours per semester

Acknowledgment of Syllabus:

I read, understood, and agreed to the policies and requirements stated in the course syllabus provided 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 _____