  
INRW  
Southeast College

Integrated Reading and Writing

INRW 0420 (72716) – Fall 2015

Face to face and Lab Work Course / 8 weeks

Instructor: Jan Arbuckle Phone: 713-718-5240/7000

Class Day/Time: T/TH 7pm to 9:30pm Building FM 103

Email:janice.arbuckle@sbcglobal.net Office Hours: By Appt.

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| --- | --- |
| **Your Course ID:** | arbuckle63484 |

**Important Notice:**

This course is an enhanced course which means that we will be on MySkillsLab Online for much of our work and assignments. Students in this course must have access to a computer and the web to be successful, which can include working from one of the college computer labs. If you do not have this capability, advise me immediately, so that you can be enrolled in a course which will allow you to be successful.

**Developmental Integrated Reading and Writing**

This course is a combined 3 hour lecture/ 2 hour lab (1 hour technology lab & 1 hour 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 ENGL 1301.

Approval Number ....................................................................................... 32.0108.59 12

CIP Area ............................................................. Reading, Literacy, and Communication

Maximum SCH per student ............................................................................................... 9

Maximum SCH per course ................................................................................................ 4

Maximum contact hours per course ................................................................................ 96

**Prerequisites:**

Students are responsible for registering for and taking the correct courses to meet department, institutional, and state requirements. A student who is taking developmental English, reading, or math to meet minimum standards as set by the state government will be blocked from registering for certain college-level courses based on a lack of prerequisites. Example: a student tries to register for History 1301; however, the student has not passed the reading and writing sections of the placement test. The student also has not completed Developmental Integrated Reading and Writing orGUST 0342 and ENGL 0310 (or ENGL 0349 for the non-native speakers). The student will be blocked from registering for HIST 1301 because prerequisites have not been me

**Course Goals**

By semester end, the student who passes with a "C" or above will have been able to”:

1. Complete and comprehend reading assignments.

2. Attend class regularly, missing no more than 12.5% (8 hours) of instruction.

3. Participate in small group/class discussions to analyze and interpret essay models.

4. Write three or four passing essays as assigned.

5. Complete all of the assigned sections in MySkillsLab

6. Pass the final essay with 70%+ and achieve a 70%+ average in the course.

In Developmental Integrated Reading and Writing**,** students receive instruction and write essays that will improve their writing skills. Students will learn reading and writing strategies, the application of writing process steps, cultivation of content at the sentence, paragraph, and essay levels, standard grammar, sentence, and word usage, and the standard conventions of mechanics (punctuation, capitalization, and spelling). Students are expected to demonstrate basic mastery (70% or higher scoring) as they progress through the course. When students complete the course, they will have met specific goals of basic mastery in writing and reading skills, standard usage, and mechanics conventions.

**Developmental Integrated Reading and Writing**

Is the integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing.

Learning Outcomes

Upon the successful completion of this course, students will:

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 Materials**

**Textbook:**

***The Writer’s World & Bridging the Gap;*** Pearson Custom Library

Gaetz, Lynne, and Suneeti Phadke

My SkillsLab

**Course Calendar**

**INRW 0420 16 Week**

**Week Discussion Homework**

**One** Intro to Class

Diagnostic

Intro to MySkillsLab

**Chapt. 27:** *Organizing Textbook Info.* pp 593 – 646 as assigned

**Chapt. 19:** *Writing The Essay* pp 451-475 as assigned **Chapt. 27:** continued as assigned

**Two Chpt. 19:** continued as assigned

**Chpt. 20:** *Essay Patterns*pp 476 – 519 as assigned

Narration Essay

**Chpt 20:**  continued as assigned

**Chapt. 21:** *Compound Sentences* pp 520 – 531 as assigned

Narration Essay Continued

**Chpt. 21:** continued as assigned

**Chapter 28:** *Inference*pp 647 – 712 as assigned

**Chapter 22:** *Complex Sentences* pp 532 – 543 as assigned

**NARRATIVE ESSAY DUE**

**Three Chpt. 28:** continued as assigned

**Chpt. 20: Definition Essay**  as assigned

**Chpt. 22:** *Complex Sentences* as assigned

**Week Discussion Homework**

**Chapter 28:** continued as assigned

**Chapter 26:** *Commas* pp 574 – 587 as assigned

Definition Essay

**Chapter 22:**  continued as assigned **TEST 1**

**Four Chapter 26:** continued as assigned  **Chpt. 29:** *Point of View* 713 – 768 as assigned

**DEFINITION ESSAY DUE**

**Chpt. 29:** continued as assigned

**Chapter 20: Argument Essay** as assigned

**Chapter 25:** *Subject-Verb Agreement* pp 560 – 574 as assigned

**TEST 2**

**Chapter 25:** continued as assigned

Argumentative Essay continued (Research)

**Chapter 29:** continued as assigned

**Five Argumentative Essay**

**Introduction to MLA Style** as assigned

**Chapter 30:** *Critical Thinking* pp 769 – 821 as assigned

**Chapter 13:** *Tense Consistency* pp 160 – 174 as assigned

**Six Chapter 30:** continued as assigned

**Library Day:** research tools and MLA as assigned

**Chapter 13:** continued as assigned

**Seven Argument Essay Due**

**Chapter 20:** *Compare/Contrast Essay* as assigned

**Chapter 30:** continued as assigned

Compare/Contrast Essay continued as assigned

Review of all Material need to be turned in

MySkillsLab

**Eight Compare/Contrast Essay Due**

**Departmental Final**

**\*\*\*Journals –** For each of the essays there will be correlated readings. The readings will include:

a). context clues

b). questions regarding the readings (comprehension skills)

c). journals are due on the date assigned – **NO LATE JOURNALS WILL BE ACCEPTED.**

**\*\*\*** The instructor reserves the right to change the syllabus as needed

**Instructional Methods**

As an instructor, I use a variety of instructional approaches that are appropriate to the subject matter and the students: lecture, group learning, online lab work, guided practice, assignments using technology such as power point, oral presentations, library orientations/research, online assignments using discipline -related software, online tutoring services, and many others.

**Student Assignments and Assessments**

1. Writing Assignments: 30%
2. Journal (25 pages handwritten on assigned topics) 15%
3. Class work (participation, assignments, and homework) 5%
4. MySkillsLab 15%
5. Tests 20% 1
6. Final Exam 15%

Total 100%

**HCC Policy Statement – ADA**

**Services to Students with Disabilities**

Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating on a test includes:**

1. Copying from another students’ test paper;
2. Using materials not authorized by the person giving the test;
3. Collaborating with another student during a test without authorization;
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
5. Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

**Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

**Turnitin** is used by the college to encourage students to submit their own work. All essays, including the midterm and final exam essays for this course will be submitted to Turnitin through my class in your account. Any essays not submitted through Turnitin are not valid and will not be graded. Instructions for creating your free account in Turnitin and other important information such as the course code and password will be posted for you in Eagle Online. If you already have an account in Turnitin, you will need only to add this class to your account.

**HCC Policy Statements**

**Class Attendance** *-*You are expected to attend class and stay current with all assignments on a timely basis. Class attendance is required. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

Students will be dropped from a course with an “FX” after accumulating absences in excess of four absences and/or not submitting essays, taking quizzes or participating in chats or discussions on a timely basis.

This is not a course that you can work at your own pace. Such courses are called “self-paced” and do not require any interaction with a professor and/or other students. This is not that type of course. Research has demonstrated that online students that do not maintain a schedule for attending and completing assignments will many times fail to complete the course. By participating, students have a great degree of success and are able to move on to other courses in their degree plan.

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Students attending HCC on a student visa or those students who must maintain a certain number of course hours to remain eligible for college funding/scholarships, will lose their visa or funding when an “FX” is issued. In these situations, it is the student’s responsibility to attend class and maintain their status for a visa or funding.

Note: All students have four “excused” absences for the semester/course. Once those four absences have been taken, there are no additional “excused” absences. Use these three “excused absences” wisely. They should be for emergencies, illness, accidents, funerals, and so forth. The college does not permit an “FX” to be changed, once it is assigned.

**HCC Course Withdrawal Policy**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students be successful in their courses, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences, poor academic performance, and/or other reasons. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. **Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.**

**Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**Instructor Requirements:**

**Extra credit work**:

As the course assignments are given for the semester and there are no unreasonable demands requested of students beyond minimum course requirements, no extra credit work will be given.

**Dictionary Policy**:

Use of a dictionary for translation, spell check, definition, etc. is encouraged for all assignments.

**Late Paper/Work Policy**:

No late work can be accepted. Ample time is allowed for each and every assignment and I encourage students to plan their time accordingly to submit their work early, thus avoiding any possibility of missing a deadline. Also, if for any reason, students working from home lose the use of that home computer for a variety of reasons: computer breaks down, loss of internet service, computer is sold or pawned for financial reasons, etc., it is important to have a backup plan for using a college computer in those cases. These loss of computer use situations cannot extend due dates for any or all assignments. Each HCC campus has a multitude of student access computers available for your use from 8 am to 9 pm Monday through Friday as well as for shorter hours on the weekend. Make yourself familiar with these computer labs in case you need to use them throughout this course. The labs have “busy” times and “down” times when many computers are accessible. Ask the college staff manning the computer labs when the “down” times are so you won’t have to wait for a computer to become available. By avoiding the “busy” peak computer usage times, will save you time and frustration.

**Format of compositions:**

Typed (12 pt. Font, Times New Roman), double spaced, front side only. Submissions not meeting these standards will have points deducted for not following instructions.

**Tutoring and the writing process:**

Research demonstrates that students who use the college provided tutoring services (face to face or Askonline), when working on their essay drafts, earn at least one letter grade higher than students who don’t use tutoring. As this course is designed to prepare students for college success, you are asked to use the college tutoring for every out of class assignment. Document your work with a tutor by either turning in the face to face tutor’s draft comments and signature with date or print out the complete comments provided you from Askonline with your essay, along with the other documents that demonstrate your use of the writing process. An essay with no supporting documents of the writing process will receive a lower grade. All HCC tutoring services are free and available at various locations and times. The face to face tutoring schedule will be posted in Eagle Online. To create an account in Askonline, go to: <http://www.hccs.askonline.net/>

The Southeast Campus has a writing center located in the Felix Morales Building, Rm 101. This service is free, and I will post hours for the Writing Center as soon as it is available.

**Online Classroom Conduct:**

“According to its policy on student conduct the Houston Community college views college-level students as adults who subscribe to a basic standard of conduct…*N*o student may disrupt or otherwise interfere with any educational activity being performed by a member of the College System. In addition , no student may interfere with his/her fellow students’ right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars” (HCC Student Handbook, p. 34).<http://www.hccs.edu/hccs/current-students/student-handbook>

1. This is an adult learning environment and you are expected to be able to conduct yourself in an adult manner.
2. All postings in chat or discussion will be polite with respect shown to the professor and students alike at all times. Those postings that do not meet this standard will be removed and the person posting the same will be advised why. If the problem continues unabated, the same person can be dropped from the course.

**Program/Discipline Requirements for**

**Completion of course**:

Students must write a minimum of five essays (two in class) and must earn a minimum of 70 on: 1) the final in class essay and 2) an overall course average of 70 to successfully complete this course.

A = 100 – 90; 4 points per semester hour

B = 89 – 80: 3 points per semester hour

C = 79 – 70: 2 points per semester hour

IP = 69 – 60: 0 point per semester hour

F = 59 and below 0 points per semester hour

FX = Excessive Absences 0 points per semester hour

W = Withdrawn from the Course 0 points per semester hour

IP (In Progress), W (Withdrawn), I (Incomplete), F, FX, or AUD (Audit) receive 0 or no grade points. 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.**

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.

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 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

**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 [oie@hccs.edu](https://webmail.hccs.edu/owa/redir.aspx?C=vFuc_xbhHkmOsX20_6yLLIAGdmTtstIInif5z6z2fNhF-bbgcc4MuExBNMICjYLWolqLbA4eLxU.&URL=mailto%3aoie%40hccs.edu). Additional information may be obtained online. Visit [http://www.hccs.edu/district/departments/institutionalequity/](https://webmail.hccs.edu/owa/redir.aspx?C=vFuc_xbhHkmOsX20_6yLLIAGdmTtstIInif5z6z2fNhF-bbgcc4MuExBNMICjYLWolqLbA4eLxU.&URL=http%3a%2f%2fwww.hccs.edu%2fdistrict%2fdepartments%2finstitutionalequity%2f)   
  
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](https://webmail.hccs.edu/owa/redir.aspx?C=vFuc_xbhHkmOsX20_6yLLIAGdmTtstIInif5z6z2fNhF-bbgcc4MuExBNMICjYLWolqLbA4eLxU.&URL=mailto%3arenee.mack%40hccs.edu)