HCC | HOUSTON COMMUNITY COLLEGE

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 | CRN 13106

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)
In-Person | Katy Campus Room 219 | TTH 9:30- 10:50 am
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Karen W. Hackley M.A	Office Phone: 713-718-5677
Office:	Spring Branch Rm AD7	Office Hours: MW 11- 12:30
HCC Email:	Karen.hackley@hccs.edu	Available to students TTH 11:12:20 (Katy)

Please feel free to contact me concerning any questions or 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 via email at karen.hackley@hccs.edu or at Canvas Inbox. 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 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

Welcome to our course. Students co-enrolled in INRW 0300 and ENGL 1301 participate in a learning community. We will often have a workshop atmosphere in the course where every student will receive individualized attention. Our work in this course is largely participation in the activities that will help in improve your success in English 1301. These two courses are linked in terms of content. Your success in this course is important to me, so please contribute just as much attention and work as you would for any other course.

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.

Learning Management System

This section of INRW 0300 will use Eagle Online Canvas to supplement in-class assignments, exams, and activities. At times, you may need to review the notes and submit particular assignments. Be sure that you have consistent access to the Internet and our Canvas course. HCCS Open Lab locations may be used to access Eagle Online Canvas or the Learning Web. When accessing the Internet, it is recommended that you use FIREFOX or CHROME.

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:
https://eagleonline.hccs.edu/courses/103161

Instructional Materials

Course Reader Information

We will be using Open Educational Resources in this course. These will all be available on Canvas or provided for you in class.

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.

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

Assignments

Assignments

Some of the assignments given in this course will be directly linked to the notes, assignments, and exercises in the accompanying 1301 course:

Diagnostic Essays
Paragraph Development
Individual developed Revision Assignments from graded essays
Drafting/Conferencing for upcoming essays
Formal Tone assignments
Tentative Thesis Statement exercises
MLA Exercises
Summarizing, Paraphrasing, Quoting
Evaluating Secondary Sources
Integrating Direct Quotes
Responding to Direct Quotes
Individual Conferencing throughout the semester
Using Upswing and face to face writing tutors
Additional Assignments as needed

Exams

Any quizzes and exams will be given on Canvas in our English 1301 course. These quizzes may cover MLA information, readings, essay notes, etc.

In-Class Activities

Participation, group activities, and discussion will be some of the activities in this course. It is imperative to participate in all activities in this course.

Grading Formula

A 90-100% =exceptional work; superior in both style and content

B 80-89% =above average work; superior in content

C 70-79% =average work, good enough but not extraordinary

D 60-69% =below average work; mean mechanics, style, content

F 50-59% =failing work; deficient in mechanics, style and content

W (Withdrawn) may be given if a student misses more than 12.5% of instruction (6 class hours) before the drop deadline.

FX will be awarded for those who discontinue coming to class after the drop deadline.

I= Incomplete

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

Course Calendar

<<MODIFY this basic schedule to work in your class -OR- INSERT your own.>>

Week	Dates	Topic / Assignments Due
1	8/26-30	Introduction to the Course/ Diagnostic Essay/ Canvas Notifications
2	9/2-6	Reading Stages/ Annotations
3	9/9-13	Group Work on Introduction/ Conclusion Development
4	9/16-20	Q&A and Activities on Responding to Author's main points
5	9/23-27	Draft Conferencing for Rhetorical Analysis
6	9/30-10/4	Q&A over MLA and Research process/ Topic Brainstorming
7	10/7-11	Finding Valid Sec. Sources/ Essay Development
8	10/14-18	Writing Development/ Summarizing, Paraphrasing, Quoting
9	10/21-25	MLA Integrating Quotes and Essay Development
10	10/28-11/1	Draft Day/ Conferencing

Week	Dates	Topic / Assignments Due
11	11/4-8	How to Analyze a short story/ film
12	11/11-15	Group work/ Literary Devices/ Responding to quotes
13	11/18- 22	Film Q&A Film Analysis
14	11/25-27	Group Work Analysis versus Plot Summary/ Thanksgiving Break
15	12/2-6	Conferencing for Film Analysis/ Last Thoughts
16	12/9-13	Final Averages

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/

Scholastic Dishonesty: The Houston Community College System Student Handbook 1999/2000 defines the following criteria: "Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion." Please refer to the Handbook for the specifics of cheating on a test. "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 means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 to F for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System."

Attendance Procedure

Attendance: Texas State Law designates 87.5% minimum attendance for college courses. This requirement allows a 12.5% absence maximum which computes as 6 hours. MW or TR classes have 4 absences. A student who exceeds the maximum absences is dropped from the course.

Student Conduct

The guidelines for student conduct are specifically defined in The Student Handbook 2002/2003. [As] "mature, responsible adults …they will voluntarily observe these rules as a matter of training and habit. Students [will] not interfere with or disrupt the orderly educational processes of the College System." It is expected that students will demonstrate both courtesy and cooperation in the classroom. A student who either cannot or will not extend both courtesy and cooperation may not continue the course.

Instructor's Rules

HCCS Policy: Ringing cellular phones, texting, using computers (unless for note taking during class) interrupts instruction. Students must remember to TURN OFF phones and refrain from texting and surfing the Internet when they are in class. You have registered for the class, that means that you must be here physically and intellectually every class meeting. A student who does not cooperate may be dismissed from class. It is also disruptive to leave the classroom after receiving a call. Unless it is an emergency, answer or return calls AFTER class is dismissed.

Late Work: With an excused absence, work may be turned in upon your return or as scheduled by the instructor. Otherwise, late work will not be accepted.

Paper Format: All papers are to be double-spaced. The mandatory heading, which follows MLA, must be in the upper left-hand corner of first sheet, the title centered, the paragraphs indented as follows:

Student's name
English 1301, Assignment Name
Instructor's Name
Date

<div align="center">Title of Essay</div>

Indent the first paragraph and every paragraph thereafter. Staple the paper in the left hand corner only if turning in by hand, however most essays will be submitted on Canvas to Turnitin.com. There is no need for covers of any kind.

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. EGLS[3] 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](#) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

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

disAbility Services
http://www.hccs.edu/support-services/disability-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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