



# Integrated Read/Write for ENGL-14167

## INRW-0300

SS 2021 Section 1615 3 Credits 09/20/2021 to 12/12/2021 Modified 09/18/2021

### Course Meetings

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#### Course Modality

On Line On A Schedule

#### Meeting Days

Monday & Wednesday

#### Meeting Times

11:00 AM - 12:20 PMAdd

#### Meeting Location

Online

### Welcome and Instructor Information

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#### Professor: Professor Karen Welcher Hackley

Email: [karen.hackley@hccs.edu](mailto:karen.hackley@hccs.edu)

Phone: 7137185677

Website: <https://learning.hccs.edu/faculty/karen.hackley> (<https://learning.hccs.edu/faculty/karen.hackley>)

#### 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.

#### My 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.

#### Preferred Method of Contact

Please contact me with questions or concerns via email at [karen.hackley@hccs.edu](mailto: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.

## Office Hours

Monday, Wednesday, 11:00 AM to 12:00 PM, Online

## Course Overview

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### Course Description

#### Integrated Reading & Writing Course for ENGL 1301 | INRW | 0300

A corequisite course in support of ENGL 1301: 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.

#### Requisites

### 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.

### Department Website

[Integrated Reading and Writing Department | Houston Community College - HCC \(hccs.edu\)](https://www.hccs.edu/integrated-reading-and-writing-department)

## Core Curriculum Objectives (CCOs)

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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.
- **Personal Responsibility (PR):** students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making through weekly case studies and activities throughout the course.
- **Teamwork (TW):** students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal throughout the course in various activities, assignments, and the group presentation.
- **Social Responsibility (SR):** students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities by considering the skills the student will acquire in training for their proposed field and seeking volunteer organizations or charities to explain how they could use those skills to serve the community.

## Student Learning Outcomes and Objectives

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Program Student Learning Outcomes (PSLOs)

Can be found at:

[English | Houston Community College - HCC \(hccs.edu\)](https://www.hccs.edu/english)

## Course Student Learning Outcomes (CSLOs)

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.

## Departmental Practices and Procedures

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### Department Specific 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

### Program-Specific Student Success Information

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 in Eagle Online, 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.

## Instructional Materials and Resources

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### Instructional Materials

Open Educational Resources will be used in the course.

### Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<< [add link] >>

## Other Instructional Resources

### Courseware

Content here...

## Open Educational Resources

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

Price: \$0

## ✓ Course Requirements

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### Assignments, Exams, and Activities

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

Type	Weight	Topic	Notes
In Class Assignments/ Quizzes, etc	100%	Topics and deadlines will be given in class.	Describe the assignment here.

### Grading Formula

Grade	Range	Notes
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
IP	60-69	

## \* Instructor's Practices and Procedures

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### Incomplete Policy

Add Content Here

### Missed Assignments/Make-Up Policy

**Late Work:** Because this is a summer course, no late work will be accepted. There will be plenty of time given to complete the work given this semester. However, 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.

### Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

## Attendance Procedures

There is an attendance policy that you must follow. In addition to attending and participating in our daily Webex meetings, you must complete the Discussion posts for regular attendance each week. Once you have missed two Discussion posts, you may be dropped from the course. If you have not logged in after one week, you will be withdrawn from the class. If you have a doctor's appoint or court date, convey that information to me to keep the lines of communication open.

## 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 Course-Specific Information

**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

Title of Essay

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.

## Devices

Be sure that you have consistent Wi-Fi, as well as a reliable computer that can handle Webex meetings, Canvas activities, writing assignments (Microsoft Word). See Canvas for all other programs you may need.

## Faculty Statement about Student Success

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.

## Faculty-Specific Information Regarding Canvas

This course section will 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. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Instructional Modalities

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

## Social Justice Statement

## HCC Policies and Information

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## HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

## Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://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

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://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 \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

## Ability 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 <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-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](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<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/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## 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 in person and/or online
- 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.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies



Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

## 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 during office hours, and 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
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)) 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<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

## 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.

## Student 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 \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) 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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

## Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>  
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

## Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

## Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)  
([https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH))

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## 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.

When	Topic	Notes
<b>Introduction to the Course</b> Week 1 Webex Meeting	Introduction to the Course	<div style="border: 1px solid black; padding: 5px;">             Introduction to the Course/ Diagnostic Essay/ Canvas Notifications           </div>
<b>Introduction to the Course</b> Week 2 Webex Meeting	Reading Strategies and Diagnostic Essay	How does this Course help me?  Learning Reading Strategies and College Reading Skills
<b>Reading Annotations</b> Week 3 Webex meeting	Reading Annotations	3 Stages of Readings  Annotations over "My Family Slave"
<b>Lecture/Draft Days</b> Week 3 Webex Meeting	Drafting, Revising, MLA formatting	Research and Presentations are due. Using Upswing. Paragraph Development
<b>Draft Conferences</b> Week 4 Webex Meeting	Draft Feedback and Conferences	Discussion Posts on Thesis Statements and Drafts
<b>Lecture/Breakout Sessions</b> Week 5 Webex meeting	Cause and Effect Research Essay	Q and A after notes in class.
<b>Reading Annotations</b> Week 6 Webex Meeting	Reading Annotations	Annotations and Notetaking  MLA Research Process
<b>Drafting and Revising</b> Week 7 Webex Meeting	Draft Feedback and Conferences	
<b>Midterm and Drafting</b> Week 8 Webex Meeting	Midterm and Drafting	
<b>Drafting/Revising</b> Week 9 Webex Meeting	Draft Feedback and Conferences	
<b>Activity</b> Week 10 Webex Meeting	Revising and Editing Stations	Revision Stations Power point
<b>Lecture</b> Week 11 Webex meeting	Film Analysis "The Slap"	Reading Log Notes
<b>Cause and Effect Research Essay</b> Week 12 Webex meeting	Cause and Effect Research Essay Due Date/ Draft Day	Drafting, Revising, Editing  MLA Secondary Sources Annotations and Reading Discussions

When	Topic	Notes
Lecture Week 13 Webex meeting	Q and A Film Analysis Notes	
Film Analysis Drafting Week 14 Webex meeting	Film Analysis "The Slap"	How to write a "Film Analysis" essay.
Final Averages Week 15 Webex meeting	Final Averages	

## Additional Information

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### Departmental/Program Information

Add Content Here

### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Professor Annie Tsui

[annie.tsui@hccs.edu](mailto:annie.tsui@hccs.edu)

713-718-8418

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/>