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 | 13346
Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)
In-Person | Katy Campus, Room 350 | Monday / Wednesday 11:00
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Mary Lawson, Ph.D   Office Phone: 713-718-2365
Office: Katy 228B   Office Hours: MW 8:30 – 9:30
HCC Email: mary.lawson@hccs.edu   and by appointment

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 your concerns or just to discuss course topics.

Instructor's Preferred Method of Contact
Email is the best way to contact me. I will respond to emails within 24 hours Monday through Friday; I will respond to weekend messages on Monday.

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

I am glad you are here and look forward to a positive, productive semester. This course is a support course for ENGL 1301; all of the work we do, therefore, will be closely related to what is happening in ENGL 1301.

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. You will complete three modules this semester, and all readings and out of class assignments (excluding essays and grammar practice) can be found in the modules. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use FIREFOX or CHROME as your browser.

Please note: This course does have a different course shell than ENGL 1301. Please make sure you are using both shells.

Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. To access the course website in Canvas, please go to https://eagleonline.hccs.edu/login/ldap and log in with your HCC username and password.

Instructional Materials

Course Reader Information

For this course, we will be reading *Black Sugar* by Miguel Bonnefoy. You can get it in the bookstore, or you can order / rent it online (Amazon has copies for around $4). Or, you can use the copies on two-hour reserve in the library.

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. Successful completion of this course requires a combination of reading the assigned readings, 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), studying the material, and working on writing skills, using the course objectives as your guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**
- Provide the grading scale and 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
- Arrange to meet with individual students as required

As a student, it is your responsibility to**:**
- 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
- Keep documentation of submitted assignments, including through Turnitin.com and through Canvas.
- Be aware of and comply with academic honesty policies, including plagiarism, in the HCCS Student Handbook

Assignments

Written Assignments and Essays

The three essays you complete in ENGL 1301 will be the major part of this grade, but the percentages will be a bit different in the grading formula (see below). In addition, you will complete one brief presentation and one short essay for the reading culture scholarship program related to the book, *Black Sugar*.

In-Class Activities

Anything you work on in class will be averaged into your daily / homework grade for this class only.

Grading Formula

Critical Analysis: 20%
Annotated Bibliography: 20%
Research Paper / Service Portfolio: 20%
Black Sugar Presentation: 5%
Black Sugar Short essay: 10%
Discussion Board Posts / Journals / Quizzes: 20%
NoRedInk: 5%

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		Introduction activities
2		Begin annotated bibliography
3		Continue annotated bibliography
4		Continue annotated bibliography
5		Continue annotated bibliography
6		Submit annotated bibliography
7		Begin critical analysis
8		Continue critical analysis
9		Continue critical analysis
10		Critical analysis due
11		Begin research paper / service portfolio
12		Continue research paper / service portfolio
13		Continue research paper / service portfolio
14		Continue research paper / service portfolio
15		Finish research paper / service portfolio
16		Final Exam

Please see your Canvas page for more specific calendars. Calendars will be separated by unit—so you will see one calendar for each main unit. They will open as the unit opens.

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/

In this course, the first violation of academic integrity, including but not limited to collusion and plagiarism, will result in a 0 for the assignment. The second violation will result in an F for the course and a referral to the appropriate Dean of Student Services.

Attendance Procedure

Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent; if you are in class and fail to participate, you are absent; if you arrive to class more than 20 minutes late or leave more than 20 minutes early, you are absent.

HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. When you miss class, you are still responsible for what happens that day. If you know you must be absent or if you have an emergency, let me know **before class** and make plans to meet with me in office hours. If you have more than four (4) absences before the official date of record (September 9), you will be withdrawn from the course.

Please note: If you are dropped from ENGL 1301 for attendance, you will also be dropped from this class and vice versa.

Student Conduct

Our shared responsibility is to develop and maintain a positive learning environment for everyone. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to help me achieve this critical goal.

You will be engaging with your peers in the discussion forums and during peer review. You might encounter ideas that are different from yours. I expect you to be courteous and respectful to your peers at all times. Failure to do so will result in a referral to the appropriate Dean of Student Services and possible dismissal from the course.

Students often communicate with me frequently via email. Please include your name and course number in all email communications, along with an appropriate greeting and correct spelling. These are the basics of written communication but are often lost in online writing. In addition, use your HCC email or Canvas email to contact me; I will not respond to emails sent via outside email addresses.

Instructor's Course-Specific Information

Information on essay submission: Each essay that you submit will have a rough draft, peer review, final draft, and reflection.

All major assignments, both rough and final drafts, must be completed to pass the course. You will submit both rough and final drafts of all essays and complete peer review through Turnitin.com (see registration information on Canvas). When you submit an essay to Turnitin.com, you will receive a confirmation email to the email address you provided; if you do not receive this email, your essay has not been submitted. Make sure to follow the manuscript guidelines for all formal essays and meet the length requirements (as posted on the assignment sheet in Canvas). If you miss peer review, you will lose 10 points from the final essay grade; to recover those points, you will submit your essay through Upswing.

Information on late work: Late daily work will not be accepted. Late essays will be penalized 10 points per day for three calendar days, after which you will receive a 0 on the assignment.

Standard deductions
-    -10: late rough draft per day
-    -10: rough draft not meeting length requirement
-    -10: failure to peer review
-    -10: late final draft per day for three days
-    -10: final draft not meeting length requirement

-5: incorrect format
-5: per source missing from final essay (for essays requiring sources)

ONE EXCEPTION: One time during the course of the semester, you will be allowed to rewrite an essay that earned a grade you are not satisfied with. In order to resubmit, you have to submit both drafts on time, you have to complete peer review, and you have to meet the length requirements for all drafts. You can only use this option for the critical analysis and the annotated bibliography.

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.

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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