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 | 12345
Summer II 2020 | 5 Weeks (7.13.2020 – 8.17.2020)
Online
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Dr. Mary Lawson	Office Phone:	713-718-2365
Office:	Via WebEx	Office Hours:	Contact me as needed
HCC Email:	mary.lawson@hccs.edu		

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 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

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 and/or the Learning Web for all assignments, exams, and activities. <<INSERT HERE: Include more specific information about how you expect students to use Eagle Online Canvas or the Learning Web here.>> Example: Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the course on Canvas, it is recommended that you use FIREFOX or CHROME.

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

HCC Online Information and Policies
http://www.hccs.edu/online/

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. <<Insert the link for your course (either Canvas or Learning Web)>>

Instructional Materials

Course Reader Information

You will not need a textbook for this course.

Other Instructional Resources

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. 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

The essays you write for this course will be the same as the essays you write for ENGL 1301. In theory, the grade you earn in 0300 will be very similar to the grade you earn in 1301. The only difference is that you will do supplemental daily activities that will count toward your daily / homework grade in this class only.

Grading Formula

Diagnostic Essay: no points but required to stay in the course
Critical Analysis: 25%
Annotated Bibliography: 30%
Media Analysis: 25%
Discussion Board Posts / Journals / Quizzes: 15%
Grammar Bytes Assignments: 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

Week	Dates	Topic
1	July 13 - July 19	Introduction to the course
		Diagnostic Essay
		Critical Analysis Essay

2	July 20 - July 26	Finish Critical Analysis
		Begin Annotated Bibliography
3	July 27 - August 2	Finish Annotated Bibliography
		Begin Media Analysis
4	August 3 - August 9	Work on Media Analysis
5	August 10 - August 16	Finish Media Analysis

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

HCC policy states that a student may not miss more than 12.5% of class, which is four class meetings in a regular, 16-week semester. Because of the shortened timeline and nature of the online course, in this class, if you fail to log and complete work for more than four days, you will be dropped from the course for failure to participate.

In addition, you will have three assignments (the meet / greet discussion, the syllabus quiz, and the diagnostic essay) to complete by the end of the day on July 15. All three are found in Canvas. Failure to complete both will result in automatic withdrawal from the course.

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.

To ensure respectful, appropriate engagement, we will follow these guidelines:
   1. Listen more than you speak (or, in this case, think more than you type).

2. Enter as a learner.
3. Speak from your own experience.
4. Assume good will, but remember that intent does not ever equal impact. Attend to impact.

Since this is an online course, you will be communicating 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 Policies

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

All major essay 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 the assignment submission box in Canvas. 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.

Information on late work: Late daily work will not be accepted. It is your responsibility to make sure the essays have been submitted, so double check. You could even take a screen shot or picture of submitted assignments just in case. Both rough and final drafts of 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 for three days
-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)

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
- Ability 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/

Ability Services
https://www.hccs.edu/support-services/ability-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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