



**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 | 18880**

Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)

Online on a Schedule | 11:00-12:50 a.m.

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Nichelle Puder, M.A.

Office: Virtual

Office Phone:

713-718-5498

Office Hours:

MW 9:00 - 12:00 p.m.

TR 2-4 p.m.

Or by Appointment

(Webex Meeting or Chat)

HCC Email: nichelle.puder@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

Please contact me with questions or concerns via email at nichelle.puder@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

This semester is very exciting as I look forward to seeing students for additional time after class to help with their writing. Since I use different formats to help students express themselves, our time after English 1301 will include group activities as well. My mind is open to new possibilities to see your thoughts.

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 Connect to supplement in-class assignments, exams, and activities. When accessing the Internet, it is recommended that you use [FIREFOX](#) or [CHROME](#).

This semester, there are three modalities for INRW courses: *online Anytime* (WW), *online on A Schedule* (WS), and *flexCampus* (FC).

FC - The course modality of this class is *flexCampus*.

Faculty will hold class as per the assigned schedule, and students will be assigned to attend in person or online each class period utilizing Canvas Eagle Online.

On the days when you are not assigned to be in person, it is expected that you will attend virtually (online).

Attendance will be taken each class period.

WS - The course modality of this class is *online on A Schedule*.

Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online.

Attendance will be taken each class period.

WW - The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments.

This section of INRW 0300 is *Online on A Schedule* and meets on T/Th 11-12:20 p.m. through Webex Meetings.

HCC Online Information and Policies

<http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, Other Resources

Rubrics are posted via Canvas Eagleonline. Sample assignments are also on Canvas.

Instructional Materials

Course Reader Information

Writing and Grammar Website: McGraw-Hill, *Connect*, Online. Cost \$42.50
Connect: Online Grammar and Writing Site.
OER: Posted to Eagle Online Canvas Modules (No cost)
Access: Laptop (Ownership or borrow from library).
Supplies: Large pack of printing paper, notebook, one pack of scantrons, pen, and pencils.

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

In this course, we will work on improving assignments, essays, reports, group presentations, assigned in English 1301.

Exams

A Multiple-Choice/True-False and Short Answer Final Exam will be given.

In-Class Activities

Daily group work assessing readings and major group work are staples of the course. These group opportunities will help you get to know your classmates, share ideas, organize those ideas, and present them to the class.

Grading Formula

Discussion Posts/Quizzes/Other	50%
Writing/Editing/Tests/Other	50%

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		See Eagle Online Canvas Course Shell
2		See Eagle Online Canvas Course Shell
3		See Eagle Online Canvas Course Shell
4		See Eagle Online Canvas Course Shell
5		See Eagle Online Canvas Course Shell
6		See Eagle Online Canvas Course Shell
7		See Eagle Online Canvas Course Shell
8		See Eagle Online Canvas Course Shell
		Spring Break
9		See Eagle Online Canvas Course Shell
10		See Eagle Online Canvas Course Shell

Week	Dates	Topic / Assignments Due
11-16		See Eagle Online Canvas Course Shell

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/>

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 enforcing roles. You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college.

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. 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 in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. 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, **Monday, January 25, 2021**, you may be automatically withdrawn from the course.

Student Conduct

You are expected to be prepared and engaged in class. When you are not, your grade is affected at first in minor ways then in major ones. Not being prepared or engaged in class can cause you to fail the course.

Makeup Up Policy

Makeup work **without any points** deducted will be accepted without penalty at the discretion of the professor. All other late work will loss **ten points per class day late. In class quizzes and in class group work cannot be made up.**

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/>

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

Professor Annie Tsui, annie.tsui@hccs.edu, 713-718-8418