**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 | ONLINE | 20211lMW: 9:30 AM – 10:50AM

# Fall 2020 | 16 Weeks (8.24.2020-12.11.2020)

Virtual HCC Online | Location Canvas |

3 Credit Hours | 48 hours per semester

## Instructor Contact Information

Instructor: P. Dennis-Jones, M. Ed. Office Phone: 713-718-7168

Office: Virtual Online Office Hours: MTW: 8:00AM -9:00AM

HCC Email: patricia.dennisjones@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

My preferred method of contact is my HCC email. Please contact me with questions or concerns via email at patricia.dennisones@hccs.edu, or my Canvas Inbox. I will respond to emails within 48 hours Monday through Thursday; 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 INRW 0300: Integrated Reading and Writing for English 1301. It is with great pleasure to be your online professor this summer semester. This is a paired (co-requisite) or learning community course (English 1301 and INRW 0300. This supplemental course will provide you with the required tools to help you be successful in core college level reading and writing intensive courses. It is imperative for you to take this course seriously. As your professor, I want you to be successful. It is my duty as well as my responsibility to provide you with opportunities to demonstrate knowledge of critical

 thinking and application processes focusing on reading and writing. However, it is your responsibility, to complete assigned reading and writing activities, submit assignments in a timely manner, participate in online discussions and other online activities. These assignments have been selected to improve your writing and comprehension skills. I know that with hard work, focus, and persistence you are capable of successfully completing this course. Work hard, be diligent and avoid procrastination. READ, READ, Re-READ, WRITE.

## 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.](https://www.hccs.edu/resources-for/current-students/student-handbook/)

## Learning Management System

This section of INRW 0300 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) and / or the[Learning Web](https://learning.hccs.edu/) to supplement in-class assignments, exams, and activities. All assignments are online at the Canvas. Please be aware of the desired form of submission for each assignment. You will have examples for each major assignment with a format grading rubric. Please review the formats, information and instructions about how you are expected use in Canvas or the Learning Web. To access Eagle Online Canvas or the Learning Web. When accessing the Internet, it is recommended that you use [FIREFOX](https://www.mozilla.org/en-US/firefox/new/) or [CHROME](https://www.google.com/chrome/browser/desktop/index.html) AS THE INTERNET BRWOSER.

### HCC Online Information

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

### Scoring Rubrics, Sample Assignments, Other Resources

Look at the Learning Web for samples pages for assignment format, and rubric also see the feedback section of each submission of assignments. Lastly, always check the Announce Box in Canvas about changes, updates and other important information.

**Instructional Materials**

## Course Reader Information

Course Textbook Information: The course textbook for this class will be the same as the one used in your paired English 1301 class. In addition, Open Education Resources (OER) materials will be posted in your Canvas class. See the weekly Modules.

## Other Instructional Resources

Additional materials needed: Flash Drive (8GB). All work turned in to me must be typed in the correct format. Written format for each assignment will be given.

### 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](http://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 [http://library.hccs.edu](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](https://www.hccs.edu/resources-for/current-students/student-handbook/)

**Assignments**

 Assignments for this course will correlate with your ENGL 1301 reading and writing assignments. Class assignments will not only supplement your ENGL 1301, but they will provide intensive reading and writing skills that support other college level coursework. This is an application course.

##  Missed Assignments

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## All assignments are to be submitted by their due dates. If you cannot complete and submit your assignments by the due date, contact me by HCC email. Because we do not have to meet in a classroom at certain, I believe you can complete your assignments on time. Plan, manage your time and set priorities Assessments are expected to be taken when scheduled.

 In this class you will be required to take a pre-test and post-test as well as complete any supplemental lab activities and skill-based test. All students will be required to take a comprehensive end of semester assessment

## Online Activities

Your online class allows you to engage in multiple activities on writing and reading skills to enhance your understanding of these processes. You are expected to participate and complete the necessary class activities at home online.

The professor will conduct assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you will have ample opportunity to discuss your concerns with your professor.

## Grading Formula

Grading Formula

HCC Grading Scale

A = 100 – 90………………………….…………………4 points per semester hour B = 89 – 80: …………………………………………… 3 points per semester hour

 C = 79 – 70: …………………………………………… 2 points per semester hour

 69 and below = F or IP……………………………. 0 points per semester hour

 IP (In Progress) ………………………… …………. 0 points per semester hour

 I (Incomplete)......................................0 points per semester hour W(Withdrawn)…………………………………..........0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit.

COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.

**Grading Percentages**

**(The grading formula will be available in Canvas)**

### HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

**Course Calendar**

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.

 WEEKLY CALENDAR (**Scheduled Activities are Subject to Change by Instructor)** Refer to your Canvas assignments , lectures, powerpoints and videos. Take notes. **Read daily your HCC email for class notes.**

|  |  |  |  |
| --- | --- | --- | --- |
|   |  **Topic** |  **Activities** | **Assignments**  |
| Weeks 1-2 | **Introduction****Meet & Greet** | **Choose a book of your choice or read the one from English 1301(not your** **textbook) for pleasure and your Dialectic journal writing. Read the importance of reading**  | Read the importance of Reading. (Discussion # 1) |
|  |  | **Introduction to the Class****Introduction to Canvas****Introduction to Syllabus****Diagnostic Test**  |  |
|  | **Writing/Reading Processes** | **Writing Process****Reading Process** | **View Power Point**: The Reading & Writing Processes **Read the selection : “Why I Write”** |
| Weeks 34 | **Essay Writing/Organization****Exposition/Essay Patterns** | **Writing the essay****Types of evidence****Identifying Topics****Topic Sentences****Main Ideas, Supporting Details** **Audience, Purpose, Tone****Primary/ Secondary Support**  | **Discussion Board Activities****How to ORGANIZE essays: comparison/contrast, cause/effect,process, argument** |
| Weeks5-6 | **Active Reading/ Critical Thinking****Library/Evaluating Sources** | **Critical Reading and Writing Skills****Virtual Library Research** | **View video: https://youtu.be/iOGvwPmKoqQ** |
| Weeks7-8  | **Analysis/Three Appeals** |  | **Discussion Questions** |
| WEEK 8 | **Outlining** |  |  |
|  |  |  |  |
| Week 9- | **MLA/In-Text Citations/Works Cited** |  |  |
|  |  |  |  |
| Week 10 | **Evaluating Arguments** |  | **Editing handouts/****Practices activities** |
| Week 11 | **Peer Analysis** |  |  |
| Week 12- | **Writing Style/Sentence Combining** |  | **Selected readings****Journal writing** |
| Week 13 | **Revising /Editing** |  |  |
| Weeks 14-16 | **Visual Literacy****Course Completion** |  | **No final given in this class**. |

## 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

All students are expected to submit original work that is free from collusion. Scholastic Dishonesty will result in a referral to the Dean of Student Services. 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/>

## Attendance Procedure

It is imperative that you attend class in order to be successful. You are expected to attend all scheduled classes. Although **it is your responsibility to drop a course for nonattendance,** the instructor has the authority to drop you for excessive absences. You may be dropped from a course prior to the college drop deadline (see academic calendar) once you accumulate absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For a 3-credit hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after **6 hours of absence (after missing more than 3 classes).** The 6 hours includes accumulated minutes for arriving late to class and leaving class early and lab time missed.

## Student Conduct

Students are expected to maintain a cooperative and collaborative learning environment. Disrespect of others and unnecessary distractions in the learning environment will not be tolerated.

## Instructor’s Course-Specific Information (Change TITLE as Needed)

# 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

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://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. 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](http://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

<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