
Developmental English
Southwest College

Integrated Reading and Writing

INRW 420 – Spring 2014

Eagle Online Enhanced

Face to face and Online Enhanced course / 64 hours per semester/ 16 weeks

Monday - Wednesday 12 to 2:30 pm

Stafford HUB Room 319

CRN 81189

**Important Notice:**

This course is an enhanced course, which means that we will be using the HCC Eagle Online and Writing Connect for much of our work and assignments. Students in this course must have access to a computer and the web to be successful, which can include working from one of the college computer labs. If you do not have this capability, advise me immediately, so that you can be enrolled in a course which will allow you to be successful.

**Professor Janis Innis**

**Email:** Janis.innis@hccs.edu

**Phone:** 713-718-2361

Office Hours: Stafford HUB 301.1 Faculty Office Area

TR 2 to 3 or by appointment

**Developmental Integrated Reading and Writing**

This course is a combined 3 hour lecture/ 2 hour lab (1 hour technology lab & 1 hour writing lab), performance-based course designed to develop students’ critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates complementary reading and writing assignments with special emphasis given to reasoning and responding to issues arising from class readings. This course is designed to prepare students for college level reading and writing intensive courses including ENGL 1301. Students will learn to write effective, logical essays, utilizing textual support to develop reading comprehension strategies, and to analyze, synthesize and make value judgments using critical thinking. Lab required. The course fulfills TSI requirements for reading and writing. Students who successfully complete thus course will qualify to take ENGL 1301

Approval Number ....................................................................................... 32.0108.59 12

CIP Area ............................................................. Reading, Literacy, and Communication

Maximum SCH per student ............................................................................................... 9

Maximum SCH per course ................................................................................................ 4

Maximum contact hours per course ................................................................................ 96

**Prerequisites:**

Students are responsible for registering for and taking the correct courses to meet department, institutional, and state requirements. A student who is taking developmental English, reading, or math to meet minimum standards as set by the state government will be blocked from registering for certain college-level courses based on a lack of prerequisites. Example: a student tries to register for History 1301; however, the student has not passed the reading and writing sections of the placement test. The student also has not completed Developmental Integrated Reading and Writing orGUST 0342 and ENGL 0310 (or ENGL 0349 for the non-native speakers). The student will be blocked from registering for HIST 1301 because prerequisites have not been met.

**Course Goals**

By semester end, the student who passes with a "C" or above will have been able to”:

1. Complete and comprehend reading assignments.

2. Attend class regularly, missing no more than 12.5% (8 hours) of instruction.

3. Participate in small group/class discussions to analyze and interpret essay models.

4. Write five or six passing essays as assigned.  Two essays will be timed and impromptu.

5. Complete all of the assigned sections in Reading and Writing Connect.

6. Pass the final essay with 70%+ and achieve a 70%+ average in the course.

In Developmental Integrated Reading and Writing**,** students receive instruction and write essays that will improve their writing skills. Students learn reading and writing strategies, the application of writing process steps, cultivation of content at the sentence, paragraph, and essay levels, standard grammar, sentence, and word usage, and the standard conventions of mechanics (punctuation, capitalization, and spelling). Students are expected to demonstrate basic mastery (70% or higher scoring) as they progress through the course. When students complete the course, they will have met specific goals of basic mastery in writing and reading skills, standard usage, and mechanics conventions.

**Developmental Integrated Reading and Writing**

Is the integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing.

**Learning Outcomes**

Upon the successful completion of this course, students will:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer’s purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

**SCANS or Core Curriculum Statement and Other Standards**

**Developmental Integrated Reading and Writing** Objectives include and incorporate federally mandated SCANS SKILLS (workplace skills) in both curriculum and classroom instruction and applications. SCANS SKILLS include skills development in listening, speaking, reading, writing, critical thinking skills, and computer literacy.

**Course Content Calendar:** Specific assignments and dates will be made for assignments. I may make additional assignments and/or changes in assignments during the semester.

**Instructional Materials: Most course materials furnished at no or low cost**

**Textbook:** *Writing Connect* (Online textbook located in Writing Connec

**Software**: Writing Connect Online (Subscription is $30) **required to pass the course,**

**no exceptions**

**Online accounts:** HCC Eagle Online (automatically created when registered for the course) HCC Askonline (free, but you must register to use this service)

**Important Dates:**

http://www.hccs.edu/district/events/academic-calendar/spring-2014-reg-16-week/#d.en.175202

**Course Assignments**

**Topic One: Welcome to the Course and Getting Started**

**Topic Two: Diagnostic Essay**

1. **Terms to know: Writing Process; reading and writing strategies and key terms; Purpose and audience; Methods of content development, thesis, topic sentence, paragraph, essay, pattern of development (rhetorical mode), transitions, introduction, conclusion, narration and description, signal words, tones, context clues, author’s bias**
2. **Reading Assignment**
3. **Reading and Writing Connect: Diagnostics; exercises in Weeks 1 and 2**
4. **Reading and vocabulary quiz in Eagle Online**
5. **Diagnostic essay: submit to Eagle Online**

**Topic Three: Effective Paragraph**

1. **Terms to know: Parts of speech, prefixes, root/base words, suffixes, stated and implied main ideas, major and minor details, patterns of organization, author’s tone; annotation; summary**
2. **Reading Assignments**
3. **Reading and Writing Connect: Exercises in Weeks 3 and 4**
4. **Reading and vocabulary quiz in Eagle Online**
5. **Effective Paragraph due, submit to Eagle Online**

**Topic Four: Narrative/Descriptive Essay One**

1. **Terms to know: The four grammatical sentence types, phrase and clause, author’s logic, homonyms; transitions; prefix, suffix, figurative language, rhetorical strategies**
2. **Reading Assignments**
3. **Reading and Writing Connect: Exercises in Weeks 5 and 6**
4. **Reading and vocabulary quiz in Eagle Online**
5. **Narrative/Descriptive Essay, submit to Eagle Online**

**Topic Five: Comparison/Contrast Essay Two**

1. **Reading Assignments**
2. **Reading and vocabulary quiz in Eagle Online**
3. **Comparison/Contrast Essay: submit to Eagle Online**

**Topic Six: Informative (Definition) Essay Three**

1. **Terms to know: Subject verb agreement, third person, and subject verb agreement rules, irregular verb and participle verb form, irregular verbs in past tense, present participle and past participle form, three major sentence errors, point of view**
2. **Reading Assignments**
3. **Reading and Writing Connect: Exercises in Weeks 10, 11 and 12**
4. **Reading and vocabulary quiz in Eagle Online**
5. **Definition Essay Due, submit to Eagle Online**

**Topic Seven: Argument and Persuasion Essay Four**

1. **Terms to know: Pronoun case (subjective, objective and possessive), pronoun agreement and pronoun reference, and the rule for the use of who and whom, Antecedent Agreement, Pronouns- Vague Pronouns, propaganda, logical fallacies, fact versus opinion, expert opinion, bias, evidence**
2. **Reading Assignments**
3. **Reading and Writing Connect: Exercises in Weeks 13, 14, and 15**
4. **Reading and vocabulary quiz in Eagle Online**
5. **Argument and Persuasion Essay Four Due, submit to Eagle Online**

Topic Eight: **Final Exams and End of Semester**

1. Final Exam Objective: **Reading and Writing Connect**
2. Final Exam Essay: submit to Eagle Online

**Instructional Methods:** Approaches used are appropriate to the subject matter and the students: lecture, group learning, online lab work, guided practice, assignments using technology such as power point, oral presentations, library orientations/research, online assignments using discipline -related software, online tutoring services, and many others. **All papers must be typed and submitted to Eagle Online via Turnitin.com. Any papers containing plagiarized work will be assigned a zero with no make-ups.**

**Student Assignments and Assessments**

1. Writing Assignments: 25%
2. Journal (25 pages handwritten on assigned topics) 10%
3. Class work (participation, assignments, and homework) 10%
4. Reading and Writing Connect and Eagle Online Quizzes 15%
5. Mid-Term Exam 10%
6. Final Exam (Objective: based on R/W Connect score) 10%
7. Final Exam Essay 20%

Total 100%

**HCC Policy Statement – ADA Services to Students with Disabilities**

Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office,

**HCC Policy Statement: Academic Honesty**

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 enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating on a test includes:**

1. Copying from another students’ test paper;
2. Using materials not authorized by the person giving the test;
3. Collaborating with another student during a test without authorization;
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
5. Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

**Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

**Turnitin**: The College to encourage students to submit their own work uses **Turnitin**. All essays, including the midterm and final exam essays for this course will be submitted to Turnitin through my class in your account. Any essays not submitted through Turnitin are not valid and will not be graded. Instructions for creating your free account in Turnitin and other important information such as the course code and password will be posted for you in Eagle Online. If you already have an account in Turnitin, you will need only to add this class to your account.

**HCC Policy Statements**

**Class Attendance** *-*You are expected to attend class and stay current with all assignments on a timely basis. Class attendance and participation is required. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

Students will be dropped from a course with an “FX” after accumulating absences in excess of four absences and/or not submitting essays, taking quizzes or participating in chats or discussions on a timely basis.

**Self-Paced:** **This is not a course that you can work at your own pace.** Such courses are called “self-paced” and do not require any interaction with a professor and/or other students. This is not that type of course. Research has demonstrated that students that do not maintain a schedule for attending and completing assignments will fail to complete the course.

**Student Visas and Funding:** If you are attending HCC on a student visa and/or must maintain a certain number of course hours to remain eligible for college funding or a scholarship, you will lose your visa and/ or funding when an “FX” is issued. In these situations, it is your responsibility to attend class and maintain their status for a visa or funding. Note: All students have three “excused” absences for the semester/course. Once those four absences have been taken, there are no additional “excused” absences. Use these three “excused absences” wisely. They should be for emergencies, illness, accidents, funerals, and so forth. The college does not permit an “FX” to be changed, once it is assigned. Tardies, leaving early, and leaving during class that are more than 15 minutes are counted as absences. College students are expected to be on time, stay for the entire time, as well as not leave class and return. These behaviors are disruptive to the other students and their learning.

**HCC Course Withdrawal Policy:** If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

**Early Alert:** To help students be successful in their courses, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences, poor academic performance, and/or other reasons. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**Withdrawals:** If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. **Your professor may drop students with a “W” who do not attend, submit work, and/or participate in the class activities.**

**Repeat Course Fee:** The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**Instructor Requirements:**

**Extra credit work**: No extra credit work will be given.

**Dictionary Policy**: Use of a dictionary for translation, spell check, definition, etc. is encouraged for all assignments.

**Late Paper/Work Policy**: No late work can be accepted.

**Format of compositions:** Typed (12 pt. Font, Times New Roman), double-spaced, front side only. Submissions not meeting these standards will have points deducted for not following instructions.

**Tutoring and the writing process:** All HCC tutoring services are free and available at various locations and times. The face to face tutoring schedule will be posted in Eagle Online. To create an account in Askonline, go to: <http://www.hccs.askonline.net/>

**Online Classroom Conduct:** “According to its policy on student conduct the Houston Community college views college-level students as adults who subscribe to a basic standard of conduct…*N*o student may disrupt or otherwise interfere with any educational activity being performed by a member of the College System. In addition , no student may interfere with his/her fellow students’ right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars” (HCC Student Handbook, p. 34).<http://www.hccs.edu/hccs/current-students/student-handbook>

This is an adult learning environment and you are expected to be able to conduct yourself in an adult manner. All postings in chat or discussion will be polite with respect shown to the professor and students alike at all times. Those postings that do not meet this standard will be removed and the person posting the same will be advised why. If the problem continues unabated, the same person can be dropped from the course.

**Program/Discipline Requirements for Completion of the course:** Students must write a minimum of five essays (two in class) and must earn a minimum of 70 on: 1) the final in class essay and 2) an overall course average of 70 to successfully complete this course.

A = 100 – 90; 4 points per semester hour

B = 89 – 80: 3 points per semester hour

C = 79 – 70: 2 points per semester hour

IP = 69 – 60: 0 point per semester hour

F = 59 and below 0 points per semester hour

FX = Excessive Absences 0 points per semester hour

W = Withdrawn from the Course 0 points per semester hour

IP (In Progress), W (Withdrawn), I (Incomplete), F, FX, or AUD (Audit) receive 0 or no grade points. 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.

**EGLS3 -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**As your Instructor, it is my responsibility to:**

1. Provide the grading scale and detailed grading formula explaining how student grades are to be derived
2. Facilitate an effective learning environment through class activities, discussions, and lectures
3. Description of any special projects or assignments
4. Inform students of policies such as attendance, withdrawal, tardiness and make up
5. Provide the course outline and class calendar which will include a description of any special projects or assignments
6. Arrange to meet with individual students before and after class as required

**To be successful in this class, it is the student’s responsibility to:**

1. Attend class and participate in class discussions and activities
2. Read and comprehend the textbook
3. Complete the required assignments and exams:
4. Ask for help when there is a question or problem
5. Keep copies of all paperwork, including this syllabus, handouts and all assignments