INRW 0311.322 – Integrated Reading and Writing – HYB
Course Syllabus: Fall 2024

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office Hours In H114	Monday	Tuesday	Wednesday	Thursday	Friday
	8:00-9:30 1:30-3:00	1:30-3:00	8:00-9:30 1:30-3:00	1:30-2:00	9:00-11:00

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: Three Credit Hours
This course is designed to develop students' critical reading and academic writing skills necessary for success in college-level academic work. Instruction will focus on applying critical reading skills for organizing, analyzing, and retaining material, and length of the assignment. The course integrates fundamental reading skills with foundational skills in writing by developing a variety of academic essays. This course fulfills TSI requirements for reading and writing.
Prerequisite(s): None

Student Learning Outcomes:
From the Texas ACGM, upon successful completion of this course, students will be able to:
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.

Evaluation/Grading Policy:

		900 and above	**A**
Participation	**300 pts.**	800-899	B
Three Papers (100 pts each)	**300 pts**	700-799	C
Weekly Assignments (**Blackboard**)	**400 pts.**	600-699	D
Total	**1000 pts**	**Below**	**F**

Grades will be returned to the student as follows:
• Blackboard assignments within twenty-four hours of the due date.
• Papers and Presentation within one week of due date.
• Quizzes and Participation grades will usually be updated within one week, but the final total with any extra credit will be entered by finals period.

Required Instructional Materials: *Everyone's An Author, 4th edition (inclusive)*
Publisher: Norton   ISBN Number: 978-0-393-61746-7
Additional Readings (power points, etc. . .) online

Optional Instructional Materials:
A Flash Drive and WEPA card

Minimum Technology Requirements:
This course requires you to access a computer that can run Blackboard, Zoom, and Word.

There are basically four options:
 1) If you have your own computer and solid internet access at home, please use your own.
 2) If you have your own computer, but less than optimal internet access, you can bring your laptop to campus and plan to access the campus' WiFi in one of the areas available on-campus.
 3) If you do not have your own computer, all computers available in the LRC and other campus computer labs are sufficiently equipped to complete class assignments.
 4) Additionally, there are computer kiosks available in the SUB and BT buildings from which you can check out one of a limited number of laptops for personal use for limited periods of time.

Required Computer Literacy Skills:
Basic Word Processing and Email skills

Course Structure and Overview:
This is the Co-Requisite version of INRW, which means the class meets for eight weeks and is paired with an eight-week ENGL 1301 that will begin at mid-term in order to fulfill the Texas Success Initiative (TSI) requirements for college-readiness within one semester. Both courses meet twice a week for eight weeks with additional required instruction/assignments done online via the learning management system BLACKBOARD.

When in the class, students will learn to compose, draft, and revise three formal papers. Class meetings will be reserved for lecture, writing activities, and practice as well as presentations. Class participation is an essential element in this course. Each student will be expected to participate in all activities which occur in class. These activities are designed to sharpen skills and provide tools for use in this and other classes. Participation in these activities directly affects the student's grade at the end of the semester. Out of class, students are expected to complete all the readings of the required chapters, finalize all papers, and complete the online weekly activities by deadline.

YOU CANNOT PASS THIS COURSE WITH OUT COMPLETING THE ONLINE ASSIGNMENTS!

This course requires daily computer and internet access. You should expect to spend no less than 10 hours a week in this course. Pay close attention to deadlines for all assignments. Due dates are specified in the syllabus, repeated in each assignment folder, and posted in the classroom each class period.
> Note: You, of course, have the option to retake your TSI test at any point during the course, but the testing center cannot report your scores to the professor. If you re-take and pass with a score sufficient for placement in ENGL 1301, you must report that success to the professor, who can then credit you for the course and advise you on further placement. If you disappear and do not complete the course requirements, even if your re-take was sufficient to get you into ENGL 1301, you will receive a failing grade for INRW.

Assignments:

Participation:
This part of the course is primarily done through attendance, discussion, and completion of in-class activities, but it will also include your peer review.

Weekly Blackboard:
The primary "weekly assignment" will be the assignments **required on Blackboard,** which **MUST BE COMPLETED** during the week of the assignment but may be revised during the remainder of the course.

Papers:
In class, we will be following the writing process from brainstorming to drafting to peer to reviewing to revision for three papers. Those papers will be turned in (with all drafts included) for 100 points each.

Communications:
EMAIL (preferred contact): Check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC, and if you do not check it regularly, you will miss important deadline information. Most emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours during normal waking hours.
TEXT MESSAGING (903-220-3658): I do not usually give my private phone number to students, but these are not usual times. I respect your privacy. Please respect mine. If you must text me, please identify yourself in the text and try to stay within normal business hours.
PHONE: The phone number at the top of the syllabus is to my campus office. I will only access and return messages to that number during my stated office hours.

Institutional/Course Policies:

Preparation:

While you are in college, it is your job as a student to come to class ON TIME prepared for the work of the day. That means for your days in class, make sure you have read the assignment BEFORE class; have your assignments finished and IN HAND, and NEVER walk in a classroom without the textbook, blank paper for notes or activities, and a WORKING writing utensil.

That means for your days via Web, you need to set up your computer well before class time and get signed in for the beginning of class. You should also have read the assignment BEFORE class; have your assignments finished and the textbook, blank paper for notes or activities, and a WORKING writing utensil available. Think of them—the textbook, the paper, the pen—as the tools of your trade while you are in school.

Attendance:
I track attendance carefully. You are expected in class every day the class is scheduled to meet. I will occasionally use quizzes to keep track of attendance, and no attendance quiz can be made up.
Late Assignments:
I do not accept late assignments. Important Due dates are announced clearly in the syllabus and all due dates are repeated in class regularly and written on the board.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements
In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Video Recording of Course Activities
Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

NTCC Academic Honesty/Ethics Statement:
NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

Statement Regarding the Use of AI Technology
Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). In particular, using generative AI tools to substantially complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. (**Adapted from the Stanford University Office of Community Standards, 31 August 2023)**

If you do your own original work for every assignment, you will not have a problem with Academic Honesty issues.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term): You should have read everything scheduled **before** class starts. Things in Bold are important "issues"— important assignment dates or class absences. Note the bold date in () is the beginning date of that week, not necessarily the date you are doing a particular assignment.

Week 1 (Aug 26): A) Introductions / B) Writing Sample (Opinion)
        Blackboard Assignment: Autobiography Assignment (paragraph)

Week 2 (Sept 2): A) Discussion The Need for Rhetoric and the Writing (Chapters 1, 3, & 5)
        B) Skill building ("The Basics"—Sentences)
        Blackboard Assignment: Writing Rhetorically (3-5 paragraphs)

Week 3 (Sept 9): A) **Monday No Class -- Labor Day** B) Peer Review Training Session

Week 4 (Sept 16): A) **Writing Sample Revision (Opinion) Due for Peer Review**
        B) Skill-building ("The Basics"—Paragraphs and Topic Sentences)
        Blackboard Assignment: Respond to Peer Review (3-5 paragraphs)

Week 5 (Sept 23): A) Discussion on Chapter 14, p. 195-233—Narration
        B) Discussion/Activity for Description & Narration
        Writing Sample Revision (Opinion) "Final" Due (Min. 1000 words)
        Blackboard Assignment: Respond to Narration Samples (3 short answer)

Week 6 (Sept 30): A) Skill-building ("The Basics"—Essays and Thesis) & Chapter 9 (p. 107-128)
        B) **Narrative Due for Peer Review**
        Blackboard Assignment: Respond to Description (3 timed writings/one compilation paragraph)

Week 7 (Oct 7): A) Discussion on Chapter 15--Analysis & **Narrative "Final" Due (Min. 1000 words)**
        B) Documentation and Sources
        Blackboard Assignment: Respond to Analysis Samples (3 short answer)
        Blackboard Assignment: Course Evaluation

Week 8 (Oct 14): A) Drafting the Analysis
        B) Review/Prep for ENGL 1301 &
        Analysis Due by 5 p.m. on Wednesday (Min. 1000 words)
        Blackboard Assignment: Revisiting Autobiography (3-5 paragraphs)

On October 21, the second 8-week classes begin. For us, ENGL 1301 will begin.