



# INRW 0311 Integrated Reading And Writing

Course Syllabus: Summer I, 2017

---

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

## Janet Macbeath, Instructor

**Office:** BT-121

**Phone:** 903-434-8100

**Email:** jmacbeath@ntcc.edu

| Office Hours | Monday      | Tuesday     | Wednesday   | Thursday    | Friday | Online |
|--------------|-------------|-------------|-------------|-------------|--------|--------|
|              | 10:20-12:30 | 10:20-12:30 | 10:20-12:30 | 10:20-12:30 | n/a    | n/a    |

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Catalog Course Description:** This course is designed to provide the basic writing and reading skills necessary for success in college-level academic work while incorporating the use of computers. Instruction will focus on English grammar, sentence structure, paragraphs, essay writing, and specific writing and reading weaknesses of the student. No college credit is given for this course. Prerequisites for this course include: ENGL0301, READ0301 or placement exam.

### Required Textbook(s):

“The Bedford Reader”, 12<sup>th</sup> edition. Kennedy, X. J., Kennedy, Dorothy M., Aaron, Jane E.

**Publisher:** Bedford/St. Martin's

**ISBN Number:** 978-1-4576-3695-0

### Student 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 and 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.

**Lectures & Discussions:**

Discussions on various chapters throughout the textbook.

**Evaluation/Grading Policy:**

- Writing Evaluation 30%
  - Essays utilizing a variety of organizational patterns or purposes
  - Grammar/editing/proofreading activities
  - Final essays will include a rough draft and final. Five points will be deducted if the rough draft is not included.
- Reading Evaluation 20%
  - Comprehension/structure/vocabulary activities using a variety of texts
  - Online/in-class activities
  - Reading comprehension and vocabulary tests
- Grammar quizzes 10%
- Prewriting/Rough Draft/Peer Editing 5%
- Integrated Writing Assignments 15%
- Final Exam 20%

**Tests/Exams:**

Final Exam

**Assignments:**

We have weekly reading and writing assignments. **Rough drafts and final essays must be typed.**

**Other Course Requirements:**

Flash Drive to back up your work.

Spiral notebook

Pen or pencil

Sticky notes

**Student Responsibilities/Expectations:**

1. Arriving to class on time and staying until dismissed
2. Turning off cell phones
3. Limiting leaving class
4. Using class time wisely
5. Not carrying on personal conversations during instruction
6. I do not accept late work.
7. Homework is due when you come into class, not after class begins.
8. In-class assignments cannot be made up.
9. Essays are due on the assigned date. No late essays will be accepted. Essays may be emailed if you are absent and will be due by 8:00 p.m.

**NTCC Academic Honesty Statement:**

"Students are expected to complete work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

## **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

## **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 arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

## **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.

## **Other Course Policies:**

### **Attendance:**

Regular and punctual attendance is expected and necessary for successful completion of this course. If a student is absent, it is his/her responsibility for initiating procedures to turn in writing assignments. No excuses. Your essays will be due on the due date by 8:00 p.m. Do not come in and tell me your computer crashed or you do not have Microsoft Word. There are no exceptions. My personal recommendation is for you to use class time wisely and turn your essay in during class on the day it is due. I know that life can be unpredictable, though. Do not make it a habit of scheduling dentist or doctor appointments during this class. We have in-class assignments, and if you are absent, you cannot make up these assignments.

**Arriving to class late:** Do not make it a habit of arriving to class late. Unfortunately, I realize there are incidents that occur, and you cannot avoid being late. If you are late, I will count you absent. It is your responsibility after class to make certain I know you attended class. If you are late for three classes, I will count this as one of your absences.

## **RE-TESTING POLICY**

If the TSI assessment is retaken before the student completes a developmental course, the resulting score will determine placement in subsequent courses. It is the student's responsibility to take the score to the instructor of the class. That instructor will give the student a grade of CR on the final grade sheet, and the student will no longer be required to attend that class for the rest of the semester.

