

COLLIN COLLEGE
INRW 0300.S08 COURSE SYLLABUS

Course Information

Course Number: INRW 0300.S08

Course Title: Introduction to Integrated Reading and Writing

Course Description: Integration of critical reading and academic writing skills. Successful completion of INRW 0315 fulfills TSI requirements for reading and/or writing. Additionally, this is a combined lecture/lab, performance-based course designed to develop students' reading and academic writing skills. Emphasizing grammar, sentence structure, and paragraph development, the course introduces the student to the writing process and the essay as well as fundamental components of college reading.

Note: May not be used to satisfy the requirements of an associate degree. Developmental courses may be taken for a combined total of no more than 27 credit hours. In addition, you may repeat this course only once after receiving a grade, including "W". If you drop this course before census day, it will not count against you.

Class Information: INRW 0300

Section: S08

Meeting Times: Mondays, Wednesdays, and Fridays 11:00 AM- 11:50 AM

Meeting Location: SCC B234

Course Resources/Supplies to purchase:

2 Textbooks: (must be new) plus one online lab access code:

1. *Ten Steps to Building College Reading Skills* by John Langan, 6th edition plus access code/subscription for Townsend Press Learning Center (online lab) Townsend Press Learning Center Online Lab access is packaged with the *Ten Steps to Building College Reading Skills* textbook in the Collin bookstore. Townsend Press Online Lab Access may also be purchased online with a credit card: Subscriptions may be purchased online: <http://www.townsendpress.com/store/product/ten-steps-plus-student-access-printed/>. Call (888) 752-6410 or e-mail cs@townsendpress.com for details.
2. *English Brushup* by John Langan & Janet M. Goldstein, 6th edition

Supplies: 4 Form 882E Scantrons, 1 Blue Examination Book, a 3-ring notebook/binder, notebook paper, 5 pocketed tabbed dividers, pencil, pen, eraser, highlighter, a small stapler

Course Credit Hours: 3

Lecture Hours: 3

Lab Hours: 1

Prerequisite: TSI placement in Adult Basic Education Levels 3-6 for Developmental Reading/Writing. Consult the Testing Center Director if you have questions about an assessment

Student Learning Outcomes:

State-mandated Outcomes: Upon 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.
- **Additional Collin Outcomes:** Upon successful completion of this course, students will:
 1. Strengthen writing by using conventional grammar skills to produce grammatically correct sentences and paragraphs.
 2. Strengthen reading skills by using context clues to determine meaning; and identifying topics, main ideas, and supporting details.
 3. Write well-developed paragraphs and short essays, with clearly stated thesis statements and logical development in grammatically and mechanically correct language, that demonstrate readiness for the next level of Integrated Reading and Writing.

Instructor Information:

Instructor's Name: Linda Kapocsi

Office Number: SCC K219, inside Suite K216

Office Hours: M 8:20-8:40; 12:20-12:40, TU 11:30-12:40, W 8:20-8:40; 12:20-12:40, TH 11:30-12:40, F 8:20-8:40; 12:20-2:20

Phone Number: 972-578-5528 **Email:** lkapocsi@collin.edu

Website: <http://iws.collin.edu/lkapocsi/>

In case of emergency, call the Academic Affairs Office at 972-881-5800.

Method of Evaluation:

Class Work/Homework/Vocabulary	35%
Lab Work	25%
Major Assessments	20%
Final Exam/Portfolio	20%

Attendance Policy: Attend class regularly with no more than three hours of absences. Students are expected to attend each class and to arrive on time. Each absence beyond **three class hours** will result in the final grade being lowered. If a student is **late or leaves class early** three times, it will count as one absence. If a student is absent, it is his/her responsibility to ask the instructor or classmates about missed assignments.

Classroom Expectations

Cell Phones, Pagers, Laptops, and Headphones in Classrooms Policy

Cell phones and pagers should be turned off and put away at all times during class times. Do not answer your phone during class time, send or check text messages during class, or leave the room to answer or make phone calls. Headphones are not to be used in classrooms and computer labs and should be put away during class times. Laptops must be put away at all times in this class, unless you have permission to use them for a project. 7-2.4S, pp. 194-5 in the Student Handbook: "Collin College may initiate disciplinary proceedings for student violations, including, but not limited to, a student who: engages in the use of media or telecommunications devices during class, Collin College labs, and/or other learning environments. In addition, all media and telecommunication devices must be

completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room."

Classroom Courtesies

In this class, we treat others as we would like to be treated. Respect and courtesy are expected towards the professor and other students at all times. Any disruptive or rude behavior will not be tolerated. I do not allow food or drinks in our computer labs. As for the classroom, you may bring food and capped/covered drinks as long as they don't bother anyone else and as long as you clean up after yourself.

ACADEMIC ETHICS: Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, faculty are requested to delay posting a grade, for the academic work in question, until the Dean of Students Office renders an administrative decision of the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate penalty.

Late Work

Late work is not accepted. Tests cannot be made up. Near the end of the semester, there will be an opportunity to complete three optional assignments that can replace your three lowest non-test grades.

Withdrawal Policy: See the current *Collin Registration Guide* for the last day to withdraw.

Administrative Withdrawal: Participation in class is an essential requirement of this course. Maintain contact with your professor if you are not able to attend class or complete an assignment on time. If you miss more than 20% of the meetings of a Developmental Education class between the beginning of class and the college withdrawal date, you may be administratively withdrawn from this class. Administrative withdrawal may have academic, financial, financial aid, and visa implications. It will count toward Collins' Repeat Policy and the 27-hour limitation on Developmental Education courses. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course, you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy, please contact your professor.

Repeat Policy: Beginning Fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Please see the "Repeating Courses" section of the Fall 2016 Registration Guide for more information.

Collin College Academic Policies: See the current *Collin Student Handbook*.

Americans with Disabilities Act: Collin 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 opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Other Helpful Information:

Submitting Hand-Written Class Work or Tests:

1. Note: Staple papers in upper left corner as needed.
2. Write in the upper right corner of the first/ front paper:
Your full legal name and Nickname if applicable
Full course name: example- INRW0315.3S1
Date
Title of assignment

Submitting Typed Papers (Summaries, Paragraphs, Essays):

Paper Format: All papers are to be double-spaced and typed in Times New Roman size 12 font. Staple in upper left corner as needed. The mandatory heading must be in the upper left- hand corner of the first sheet, the title centered, and the paragraphs indented as follows:

Student's Name INRW 0300.S08 Instructor's Name Date Title of Summary/Paragraph/Essay Indent the first paragraph and every paragraph thereafter. Submit typed papers following instructions, accordingly.

Note: The instructor reserves the right to make changes to this syllabus during the semester. Changes will be communicated in a timely manner.

INRW 0300.S08 Assignment Calendar

Course Calendar

*Meet in our regular classroom unless noted below:

WEEK	LESSON TOPICS:	ASSIGNMENT DUE DATES:
Aug. 28-Sept. 1	Lessons: Introduction; Orientation; Subjects and Verbs; Getting Off to a Strong Start; Active Reading; Complete Sentences	1. Purchase required course materials 2. Determine username and password for Cougarweb and Canvas 3. Get a Student ID Card in SCC F130.
Sept. 4-8	Mon. Sept. 4 – Labor Day Holiday: All Campuses Closed Lessons: More about Verbs; Vocabulary in Context; Summary Paragraph Writing; Introduce Seminar Summary Project Online Lab Registration and Orientation Lessons Fri. Sept. 8 Meet in SCC Lab I-230	DUE Sept. 8: All course materials, Cougarweb username and password, and ID Card
Sept. 11-Sept. 15	Lessons: Subject-Verb Agreement; Main Ideas; Online Lab Lessons Fri. Sept. 15 Meet in SCC Lab I-230	Sept. 4-25: Attend a Collin College seminar. (Sign in. Take notes. Get notes signed by presenter. Type a one-paragraph summary.)
Sept. 18-Sept. 22	Lessons: Sentence Types; Supporting Details; Online Lab Lessons Fri. Sept. 22 Meet in SCC Lab I-230 Fri. Sept. 22 – Plano Balloon Festival: SCC Closes @3pm Sept. 24-25 – Plano Balloon Festival: SCC Closed	This week: Take your summary paragraph to the Writing Center for feedback. DUE Sept. 15: Townsend Press Assignment 1: Vocabulary in Context, Main Ideas, and Supporting Details
Sept. 25-Sept. 29	Lessons: Peer Review; Fragments, Run-Ons, and Comma Splices; Locations of Main Ideas; Generalization and Examples Writing	Sept. 25: Peer Review Typed Seminar Summary Paragraph DUE Sept. 27: Typed Seminar Summary Paragraph and Writing Center Visit Receipt
Oct.2 -Oct. 6	Lessons: Pronouns; Relationships I and II;	Write Examples Paragraph and take it to the Writing Center DUE Oct. 6: Townsend Press

		Assignment 2: Locations of Main Ideas, Relationships I and II
Oct. 9-Oct. 13	Lessons: Commas Workshop; Review for Exam 1; Exam 1	Oct. 9: Peer Review Typed Examples Paragraph Due Oct. 11: Typed Examples Paragraph and Writing Center Receipt DUE Oct. 13: Take Exam 1 in Classroom
Oct. 16 -Oct. 20	Lessons: Punctuation Marks; Inferences; Essay Writing Oct. 20: Last Day to Withdraw	DUE Oct. 18: NORedInk Diagnostics
Oct. 23 -Oct. 27	Lessons: Capital Letters; Implied Main Ideas; Cause/Effect Essay Writing	
Oct. 30 -Nov. 3	Lessons: Misplaced Modifiers; Argument; Review for Exam 2; Take Exam 2 Thurs. Nov. 2- ESL Open House SCC Atrium 10am-1pm	DUE Nov. 1: Townsend Press Assignment 3: Inferences, Implied Main Ideas, Argument DUE Nov. 3: Take Exam 2 in Classroom
Nov. 6 -Nov. 10	Lessons: Parallelism; Reading Skills/Selections	Write your Cause/Effect Essay and take it to the Writing Center
Nov. 13 -Nov.17	Lessons: Reading Skills/Selections; Workshop	Nov. 13: Peer Review Typed Cause/Effect Essay DUE Nov. 15: Typed Cause/Effect Essay and Writing Center Receipt
Nov.20 -Nov. 24	Lessons: Reading Skills/Selections; Workshop Nov. 22-26 - Thanksgiving Holiday: All Campuses Closed (Classes DO meet on Monday and Tuesday of this week.)	
Nov. 27 -Dec. 1	Lessons: Reading Skills/Selections; Workshop Review for Final Exam	DUE Nov. 27:: NORedInk 3 Lessons DUE Nov. 29: Optional Extra Credit Folders and Extra Optional Townsend Press Online Assignments
Dec. 4-Dec. 8	Lessons: Conferences; Reading Skills/Selections; Review for Final Exam	
Dec. 11-Dec. 15	No Classes except Final Exam on Wed. Dec. 13	Final Exam: Wed. Dec. 13 – In the Classroom

Final Grades:

To obtain your final grade for each course, check the Cougarweb home page, under the heading “Student Quicklinks”. Click on “Final Grades” at the end of week 17. Remember, your final average grade (A, B, and so on) on your transcript will be followed by the letter “D” which stands for “Developmental Course”. The “D” isn’t part of your grade but just shows that this course was a developmental course. You will also be able to see your final exam grade and your final average in Canvas Grades.