

COLLIN COLLEGE

INRW 0405.S07 COURSE SYLLABUS

Course Information

Course Number: INRW 0405.S07

Course Title: Integrated Reading/Writing I

Course Description: Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. Additionally, seeks to improve students' academic reading and writing skills through extensive integrated instruction emphasizing skills and techniques related to vocabulary, grammar, comprehension, paragraph elements, essay structure, and critical analysis that apply to both reading and writing. Students will demonstrate comprehension of varied texts through written responses, progressing from advanced paragraphs to short essays. The required lab component will target students' individual skills. *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.*

Course Credit Hours: 4
Lecture Hours: 3
Lab Hours: 3

Prerequisite: Meet TSI standard for INRW 0405; or equivalent. 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.

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 2017 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.

INSTRUCTOR

Instructor's Name: Linda Kapocsi

Office Number: SCC Suite K-216, Office K-219

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; 12:00-2:00; other times are available by appointment.

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

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

Class Information: INRW 0405

Section Number: S07

Meeting Times: Tuesdays and Thursdays, 8:30 AM- 11:15 AM. plus online assignments, Testing Center assignments, library assignments, Writing Center assignments, and personal conferences.

Meeting Location: SCC B227

Course Resources/Supplies to Purchase:

1. Textbook (must be new): *In Harmony Reading and Writing* Second Edition by McWhorter
 2. myskillslab access code packaged inside a new *In Harmony* textbook. You may also purchase a myskillslab access code online with a credit card at www.pearsonmylabandmastering.com. Course ID: kapocsi66632
 3. a paperback dictionary (any brand)
 4. a three-ring binder with 5-tab pocketed notebook dividers and loose leaf notebook paper ; a spiral notebook
 5. pens, pencils, a highlighter, a small stapler, and 3 Examination Blue Books
- The McWhorter textbook with access code and the Examination Blue Books may be purchased in the Collin College bookstore.
All supplies must be brought to every class.

Method of Evaluation: The final grade for this course will be based on the following criteria:

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

Lab: MySkillsLab online assignments, including two diagnostic tests, reading and writing skills assignments, and reading level assignments, will comprise the lab portion of this course. See lab instruction guide distributed in class.

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.

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- INRW0405.S07
Date
Title of assignment

Submitting Typed Papers (Summaries, Paragraphs, and 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 0405.S07 Instructor's Name Date Title of Summary/Paragraph/Essay Indent the first paragraph and every paragraph thereafter. Submit typed papers online following instructions in Canvas or Turnitin, accordingly.

Suggested 3-Ring Notebook labels for 5 pocketed tabbed dividers: Section 1: Syllabus/Course Calendar; Section 2: Lab Instructions; Section 3: Handouts and Notes; Section 4: Homework Due; Section 5: Grade Sheet and Graded Work

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 optional extra-credit assignments that can improve your grade.

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

INRW 0405.S07 Assignment Calendar *Meet in our regular classroom unless noted below:

WEEK	LESSON TOPICS:	ASSIGNMENT DUE DATES:
Aug. 28-Sept. 1	Lessons: Introduction; Orientation; Overview of Reading and Writing Processes	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: Chs. 11/12 Complete Sentences; Avoiding Sentence Errors; Online Lab Registration and Orientation Lessons: Cougarweb; Canvas; MySkillsLab: Thursday, Sept. 7 Meet in SCC I230 Lab	DUE Sept. 7: Bring Cougarweb username and password and MySkillsLab access code to lab for assignments.
Sept. 11-Sept. 15	Lessons: Ch. 13 Using Verbs Correctly; Ch. 4 Main Ideas and Topic Sentences; Parts of a Paragraph; Introduce Summary Writing Assignment Online Lab Lesson-Reading and Writing Skills assignments Thursday, Sept. 14 Meet in SCC I230 Lab	Between Sept. 11 and Sept. 30, attend one college seminar of your choice. Sign in, take notes on your own paper, and ask the presenter to sign your notes. Then type a one-paragraph summary about the seminar presentation. Take the paragraph to the Writing Center for a consultation. Due Sept, 14: MySkillsLab diagnostic tests (Reading and Writing Skills “Path Builder” test and Reading Level “Lexile Locator” test
Sept. 18-Sept. 22	Lessons: Ch. 5 Details, Transitions, and Implied Main Idea; More about Summary Writing; Online Lab Lesson: Reading Level Readings assignments Thursday, Sept. 21 Meet in SCC I230 Lab Fri. Sept. 22 – Plano Balloon Festival: SCC Closes @3pm Sept. 24-25 – Plano Balloon Festival: SCC Closed	DUE Sept. 21: MySkillsLab Reading and Writing Skills-Reading and Writing Sentences-“Use Parts of Speech to Build a Sentence”, “Identify and Correct Fragments”, and “Identify and Correct Run-Ons”

Sept. 25-Sept. 29	Lessons: Ch. 6 Patterns of Organization; Peer Review Summary Paragraph; Annotation and Article Summary Lesson; Descriptive Writing;	Sept. 26: Peer Review Typed Summary Paragraph Take typed Seminar Summary Paragraph to Writing Center; print receipt DUE Sept. 28: Reading Level Readings Assignment 1
Oct.2 -Oct. 6	Lessons: 7 Steps in Writing an Essay; Ch 10 Essay Writing; Ch 7 Cause/Effect Writing	DUE Oct. 3: Typed Summary Paragraph and Writing Center receipt DUE Oct. 5: MySkillsLab Reading and Writing Skills- Reading and Writing Sentences-“Use Verb Tenses Correctly”, “Avoid Subject-Verb Agreement Errors”, and “Avoid Shifts in Person, Number, and Tense”
Oct. 9-Oct. 13	Lessons: Peer Review Typed Descriptive Paragraph; Ch 3 Vocabulary Building; Reading/Writing Workshop	Oct. 10: Peer Review Typed Descriptive Paragraph Take Descriptive Paragraph to Writing Center; print receipt DUE Oct. 12: Descriptive Paragraph + Writing Center Receipt
Oct. 16 -Oct. 20	Lessons: Vocabulary Building; Reading/Writing Workshop Between Oct. 16 and Oct, 21, visit the SCC Testing Center J232 and take the Reading and Writing Quiz. Take 1 Blue Examination Book and 3 highlighters. Annotate 2 articles and write one summary paragraph of one of the articles. Oct. 20: Last Day to Withdraw	DUE Oct. 21: Reading and Writing Quiz in Testing Center
Oct. 23 -Oct. 27	Lessons: Argument Essays; Introduce Mini-Research Paper assignment and MLA Format	
Oct. 30 -Nov. 3	Tu Oct. 31- Meet in SCC Library L110- Library Instruction Th Nov. 2- Meet in SCC Library L110- Library Instruction and Database Use Between Oct. 30 and Nov. 4, visit the SCC Testing Center J232 and write a 5 paragraph cause/effect essay. Take 1-2 Blue Examination Book/s	DUE Nov. 4: Cause/Effect Essay

	Thurs. Nov. 2- ESL Open House SCC Atrium 10am-1pm	in the SCC Testing Center
Nov. 6 -Nov. 10	Lessons: Research Paper and Writing Workshop; Ch. 9 Reading Critically Part I	Take Mini-Research paper typed essay and typed Works Cited page to Writing Center for at least one consultation. DUE Nov. 9: Reading Level Readings Assignment 2
Nov. 13 -Nov.17	Lessons: Peer Review Typed Mini-Research Paper; Reading Critically Part II	Nov. 14: Peer Review Typed Mini-Research Paper; DUE Nov. 16: Submit Mini-Research Paper in Canvas Turnitin; upload Writing Center Receipt in Canvas ; Bring copies of quoted materials to submit in class
Nov.20 -Nov. 24	Nov.21: Reading/Writing Workshop Nov. 22-26 – Thanksgiving Holiday: All Campuses Closed (Classes DO meet on Monday and Tuesday of this week.)	
Nov. 27 -Dec. 1	Lessons: Review for the Final Exams	DUE Nov. 30: Reading Level Readings Assignment 3
Dec. 4-Dec. 8	Dec. 5: Review for the Final Exams Dec. 7: Take Final Exam Part I: Read, Annotate, and Summarize Articles in our classroom. Bring 1 Blue Examination Book and 3 highlighters.	DUE Dec. 5: Optional Extra Credit Folders and MySkillsLab Reading Level Readings Lexile Increase Bonus Final Exam Part I: Dec. 7 in our classroom – annotation and summary of articles
Dec. 11-Dec. 15	Go to the Writing Center on a day of your choosing between Dec. 11-13 and take your Writing Final Exam. Take 2 Blue Examination Books.	Final Exam Part II: Dec. 11-13 – Go to the SCC Testing Center J232 and take the Writing Final Exam – 5 paragraph essay

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) 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 can also see your final exam grade and your final average in Canvas Grades. After successful completion of INRW 0405 (indicated by a final average of 70+), students may retake the TSI Reading and Writing tests in an effort to move to college-level credit classes and/or take the final level of INRW, which is INRW 0315. See an Academic Advisor in SCC G103 with questions as needed.