INSTRUCTOR AVAILABILITY:
Instructor: Anna Masters
E-mail Address: amasters@dcccd.edu       Communications Office: L367
E-mail is the quickest, most reliable way to reach me. Communications Office Phone: 972-860-4555

My goal is for you to be successful in this class; therefore, I am here to assist you in any way that I can. E-mail is the quickest and most reliable way to reach me. I can also be reached before or after classes.

WELCOME FROM YOUR INSTRUCTOR:
Hi Class!

I want you to be successful and pass this class at the end of the semester. I hope you want the same. If we work together, we can accomplish this goal. By participating in class regularly, completing in-class and homework assignments on time, and focusing your attention on our class while in class, I know you will be able to improve your reading and writing skills and move with confidence into college-level coursework.

I am your advocate. I can’t help you unless you let me know that you need assistance. If you have any concerns about the class or your participation in the class during the semester, please let me know immediately. I’m very happy to have you in class and look forward to a great semester!

Prof Masters
**DIRW 0310 CATALOG DESCRIPTION:**
Integrated Reading and Writing is a performance-based course designed to advance students’ critical reading and academic writing skills. The course teaches strategies for applying critical reading skills for organizing, analyzing, and retaining material and developing a variety of written work appropriate to the audience and purpose. The course fulfills TSI requirements for reading and/or writing.

**DIRW 0310 COURSE PREREQUISITES:** Students will be placed in this course based on the advice of their academic advisors.

**DIRW 0310 STUDENT LEARNING OUTCOMES:**
In this course, successful 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.

**REQUIRED BOOKS AND SOFTWARE:**
In order to be successful in this class, you will need three kinds of software and one book. These items are required just as your course fee is required. You will not be successful in the course if you do not purchase them quickly because you will be unable to do your work.

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<tr>
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<tbody>
<tr>
<td>Textbook: <em>Fusion Book 2</em></td>
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<tr>
<td>Lab: Single sign-on access to <em>CourseReader, Aplia, and Write Experience</em></td>
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<tr>
<td>2. Flash drive (1 or 2GB)</td>
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<tr>
<td>3. Highlighter</td>
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<tr>
<td>4. 3-Ring Binder with dividers</td>
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<tr>
<td>5. Blue or Black ink pens</td>
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<tr>
<td>6. Notebook paper</td>
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Required means you MUST have the materials listed above. Without them, you will be unable to participate in class. This will affect your grade and your ability to be successful.

**HOMEWORK ASSIGNMENTS:**
In order to improve reading and writing skills it is important to read and write daily. Homework assignments are to be completed and turned in on time.
LATE WORK/MAKE-UP POLICY:

_All homework is due before class starts._

Late homework, missed assignments and essays, and missed tests and quizzes receive a grade of zero; however, to allow for the fact that extenuating circumstances do occur, the four lowest homework grades will be dropped from the average. No timed writing, multi-draft essay, or article analysis grades will be dropped.

Late multi-draft essays will be accepted up to one class meeting after the due date and must be turned in before the beginning of that class. _Late essays can earn only a C (70--acceptable) or an F (0--unacceptable)._ 

MINIMUM REQUIREMENTS:

Instructors will specify minimum requirements for each essay and post these requirements on eCampus. Essays that do not meet minimum requirements will receive a zero.

PLAGIARISM:

All the writing you turn in under your name should be your own. Plagiarism includes (but is not limited to): copying phrases, sentences, paragraphs, essays, or ideas from another person, from a website, or from a book without giving proper credit to the author. Your instructor will explain plagiarism in more detail. _Essays which contain plagiarism will receive a zero._

ATTENDANCE POLICY:

Students are expected to attend every class, to arrive on time, to be prepared, and to actively participate. Students who will be absent from class for a scheduled BHC athletic event in which they are participating must notify the instructor at least one week in advance. _Arrangements for completing assignments must also be made in advance._

Please note: There is no such thing as an “excused” absence in college. All absences are recorded as such.

CLASSROOM ETIQUETTE:

Prepare for class. Have all your materials ready, and arrive on time. Treat your instructor and fellow students with courtesy and respect. If you are unavoidably absent, email your instructor and take responsibility for catching up on the work you missed.

ELEMENTS OF COURSE GRADE:

Your writing grade is constructed like this:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>% of Grade</th>
<th>SLOs</th>
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</thead>
<tbody>
<tr>
<td>Homework and quizzes</td>
<td>10%</td>
<td></td>
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<tr>
<td>Aplia</td>
<td>10%</td>
<td></td>
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<tr>
<td>Timed writing (3)</td>
<td>10%</td>
<td></td>
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<tr>
<td>Multi-draft essays (3)</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Article Analyses (3)</td>
<td>20%</td>
<td></td>
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<tr>
<td><strong>Culminating Project</strong></td>
<td><strong>30%</strong></td>
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(Students must complete all _Aplia_ assignments with a grade of 80% or higher to be eligible to submit the Portfolio)

If by week eight all _Aplia_ assignments are completed with a minimum of 80% on each, your _Aplia_ average will be your _Aplia_ grade.

If any _Aplia_ assignment is completed after week eleven, 10 percentage points will be subtracted from your _Aplia_ average.

If any assigned _Aplia_ module is not completed with a minimum of 80% by week fourteen, you will not be allowed to submit your Portfolio.
A = overall grade of 90-100%
B = overall grade of 80-89%
C = overall grade of 70-79%
D = overall grade of 60-70%
F = overall grade below 60%
# COURSE OUTLINE:
This calendar is subject to change.

<table>
<thead>
<tr>
<th>Week</th>
<th>Aplia Homework</th>
<th>Major In-Class Topics</th>
<th>Major Writing Assignments Due Saturdays by 11:59 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong>&lt;br&gt;1/20-1/23</td>
<td>Aplia Homework&lt;br&gt;Individualized Study Plan&lt;br&gt;Due Sundays by 5:00 p.m.</td>
<td>Introductions&lt;br&gt;Oriention&lt;br&gt;Writing Emails</td>
<td>Email instructor</td>
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<tr>
<td><strong>Week 2</strong>&lt;br&gt;1/26-1/30</td>
<td></td>
<td>Course Software&lt;br&gt;Form and Process</td>
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<td><strong>Week 3</strong>&lt;br&gt;2/2 – 2/6</td>
<td>Intro to Aplia&lt;br&gt;Aplia Diagnostic</td>
<td>Description&lt;br&gt;Reading Process</td>
<td>Descriptive Article Analysis Due</td>
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<tr>
<td><strong>Week 4</strong>&lt;br&gt;2/9 – 2/13</td>
<td>Main Ideas&lt;br&gt;Supporting Details&lt;br&gt;Thesis Statements&lt;br&gt;Patterns of Organization</td>
<td>Writing Process&lt;br&gt;Vocabulary</td>
<td>Descriptive Draft Due</td>
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<td><strong>Week 5</strong>&lt;br&gt;2/16 – 2/20</td>
<td>Fragments/Run-Ons&lt;br&gt;Recognizing Tone</td>
<td>Peer Review&lt;br&gt;Sentence Structure</td>
<td>Descriptive Revision Due</td>
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<tr>
<td><strong>Week 6</strong>&lt;br&gt;2/23-2/27</td>
<td>Recognizing Transitional Words, etc.&lt;br&gt;Verb Tenses</td>
<td>Writing Conferences&lt;br&gt;Sentence Structure</td>
<td>Descriptive Final Due</td>
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<tr>
<td><strong>Week 7</strong>&lt;br&gt;3/2 – 3/6</td>
<td>Context Clues&lt;br&gt;Quoting, Paraphrasing, and Summarizing</td>
<td>Narrative Inferences</td>
<td>Narrative Article Analysis Due</td>
</tr>
<tr>
<td><strong>Week 8</strong>&lt;br&gt;3/16-3/20</td>
<td>Punctuation&lt;br&gt;Subject-Verb Agreement</td>
<td>Writing Narratives&lt;br&gt;Timed Writing</td>
<td>Narrative Draft Due</td>
</tr>
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<td><strong>Week 9</strong>&lt;br&gt;3/23-3/27</td>
<td>Modifier Use&lt;br&gt;Homonyms</td>
<td>Peer Review&lt;br&gt;Modifiers and Commas</td>
<td>Narrative Revision Due</td>
</tr>
<tr>
<td><strong>Week 10</strong>&lt;br&gt;3/30-4/3</td>
<td>Parallelism&lt;br&gt;Pronoun Use</td>
<td>Implied Main Idea&lt;br&gt;Writing Conferences</td>
<td>Narrative Final Due</td>
</tr>
<tr>
<td><strong>Week 11</strong>&lt;br&gt;4/6-4/10</td>
<td>Using Evidence&lt;br&gt;Evaluating Argument</td>
<td>Argument</td>
<td>Argument Article Analysis Due</td>
</tr>
<tr>
<td><strong>Week 12</strong>&lt;br&gt;4/13-4/17</td>
<td>If any Aplia assignment is completed after week eleven, 10 percentage points will be subtracted from your Aplia average.</td>
<td>Writing Arguments&lt;br&gt;Timed Writing</td>
<td>Argument Draft Due</td>
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<tr>
<td><strong>Week 13</strong>&lt;br&gt;4/20-4/25</td>
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<td>Peer Review</td>
<td>Argument Revision Due</td>
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<tr>
<td><strong>Week 14</strong>&lt;br&gt;4/27-5/1</td>
<td>If any assigned Aplia module is not completed with a minimum of 80% by week fourteen, you will not be allowed to submit your Portfolio.</td>
<td>No class Mon. 4/27&lt;br&gt;Writing Conferences</td>
<td>Argument Final Due</td>
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</table>
NOTE - For every college credit hour, a student is expected to spend at least two hours working outside of class. See Cliff Notes online: “Here’s a guideline to what freshman can expect throughout their college years: Each unit of credit requires 2 to 3 hours of outside class work per week. Therefore, a student carrying 15 credit hours should plan to spend 30 to 45 hours each week studying beyond the classroom.”
http://www.cliffsnotes.com/Section/How-much-outside-class-study-time-is-recommended-for-every-hour-of-class-time-for-college-freshmen-.id-305397,articleId-7601.html

DROP/WITHDRAWAL POLICY:
Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either Admissions or Advising. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel the need to withdraw.

STOP BEFORE YOU DROP:
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access https://www1.dcccd.edu/catalog/ss/oep/dw.cfm.

FINANCIAL AID STATEMENT:
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

RELIGIOUS HOLY DAYS:
A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

ADA STATEMENT:
Students are responsible for notifying the Disability Support Services Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services. Disability Support Services is located in Building S, Room 136 and may be reached by telephone at 972-860-4673 or by email bhcADAservices@dcccd.edu.

ACADEMIC INTEGRITY:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. The Student Code of Conduct can be found in the Brookhaven College Student Handbook or online at https://www1.dcccd.edu/catalog/ss/code.cfm.
REPEATING THIS COURSE:
The Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester.

GRADE REPORTS:
Final grade reports are not mailed to students. You may obtain your final grades online at econnect.dcccd.edu.

FERPA:
The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. For more information about FERPA, you may access https://www1.dcccd.edu/catalog/about/privacy.cfm?loc=2.

IMPORTANT DATES—SPRING 2015
January 19 (M)  Martin Luther King, Jr. Day Holiday
January 20 (T)  Classes Begin
February 2 (M)  12th Class Day
February 19 (R) Conference Day- day and evening classes will not meet.
February 20 (F) Professional Development Day- Friday day classes will not meet. Friday evening, Saturday and Sunday classes will meet.
February 23 (M) Classes Resume
March 9-13 (M-F) Spring Break- College buildings & offices will be closed for the week.
March 16 (M)  Classes Resume
April 3 (F)  Holiday
April 6 (M)  Classes Resume
April 16 (R)  Last Day to Withdraw
May 11-14 (M-R) Final Exams
May 14 (R)  Semester Ends
May 18 (M)  Last Day for faculty to submit grades electronically through eConnect to the Registrar's Office

SYLLABUS IS SUBJECT TO REVIEW
This syllabus is subject to review, revisions, additions, and deletions by the instructor.