College Readiness and Mathematics Division
Non-Course Based Integrated Reading & Writing 0071-43400
Classes meet (INET) MTWRF

<table>
<thead>
<tr>
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<td>(preferred method of communication)</td>
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<tr>
<td>Office Hours:</td>
<td>2pm – 3pm M-F or by appointment.</td>
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<td>(Appointment requests must be made at least 24 hours in advance and receive confirmation from instructor.)</td>
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Course Description: This course focuses specifically on the reading and writing process and development of fundamental language skills, such as idea generation, drafting, organization, revision, and utilization of standard American English, identifying main ideas and supporting details, summarizing, paraphrasing, as well as recognizing tone, audience, diction, and arrangement of ideas. This course operates online and will provide individual support for each student to facilitate greater success in the linked ENGL 1301 course. Students must be enrolled in ENGL 1301 to be in this NIRW one hour lab. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

Course Rationale: Developmental language courses introduce foundational strategies that serve academic verbal and linguistic comprehension for a wide variety of credit courses at Eastfield College. Developmental courses prepare each student for college-level composition. Each of the reading and writing strategies focused on in this course are further refined in English 1301 and 1302. Additionally, since reading and writing skills are required of students both in and out of college, Developmental courses prepare each student to succeed in her/his college work and, subsequently, in his/her career. In this course, students will develop language comprehension skills to various time and audience constraints. This skill will help students cope successfully with essay tests, term papers, and paragraph development, as well as reports and other occupational correspondence. Students will learn to write in what is called Standard American English (SAE) or “print dialect”—the language that we read. It may differ from the way that we speak as different dialects are spoken all over the country. However, no matter what language we speak, we must all know how to navigate SAE.

SUPPLIES: Pens (black or blue), lined loose-leaf notebook paper, USB flash drive or an online memory database (e.g. Dropbox), highlighter pen, notebook or binder, portfolio folder, and internet access.

Textbook and Other Course Materials:
MySkillsLab must be purchased to compliment course materials: Online Classroom ID preston29505**
**Students need to purchase and register for MySkillsLab using this course ID by no later than week two.

Developmental Courses
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level coursework. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes, such as English 1301/1302, History 1301/1302, and Math 1414. Students who do not meet assessment standards may complete prerequisites by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases, retesting will also be required. It is up to each student to be aware
and informed about requirements that are subject to change. Additional information is available from the TSI Office. [https://www1.dcccd.edu/cat00910/admiss/tsi.cfm?loc=4](https://www1.dcccd.edu/cat00910/admiss/tsi.cfm?loc=4)

NCDW 0071 Student Learning Outcomes
Upon successful completion of this course, students will:

- Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying length.
- Comprehend and use vocabulary effectively in oral communication, reading, and writing.
- Identify and analyze the audience, purpose, and message across a variety of texts.
- Describe and apply insights gained from reading and writing a variety of texts.
- 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.
- Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
- 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.
- Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
- Develop and use effective reading and revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
- Recognize and apply the conventions of standard English in reading and writing.

COURSE WORK:
1. Diagnostic & Timed Writing
   a. Analysis
   b. Argument

2. Daily Grades: quizzes, online grammar exercises, MLA review practice, journals etc.

3. MySkillsLab pathway

LATE WORK POLICY: No late work will be accepted for this course.

EVALUATION PROCEDURES:
A student’s course grade for the semester is determined by the student’s performance on course assignments.

All students must complete each assigned MySkillsLab module with a minimum grade of 80% in order to pass NIRW. In order to earn full credit (A or B), all modules must be completed with a minimum grade of 80% by the end of week eight. In order to pass NCDW (C or B), all modules must be completed with a minimum grade of 80% by the end of week fourteen.

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

WRITING EXPECTATIONS: All essays must be written in complete sentences using standard MLA essay format and Standard American English. Assignments must be computer generated; no hand-written essays will be accepted. Essays not meeting all requirements will not be accepted.

1. Essays must be typed and double-spaced, including the heading and header, using size-12 Times New Roman font in black on a plain white background, according to basic MLA formatting.
2. Essays must follow the Sweet 16 rules of writing: posted in eCampus under **Writing Resources**.

3. **Do not** use a cover sheet. The first page must have the following heading information:

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John Doe
Professor Preston
NIRW 0071-43400
01 January 2015
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**Eastfield College Email Policy**: Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html).

**NOTE**: A student email address is required in this class.

**Email Communication Expectations**
- Use standard American English and proper grammar, punctuation, and spelling.
- Do not type in all upper case letters.
- **All subject lines for emails for this class should read: John Smith NCDW 0073-43204** (your name instead of John Smith, of course).
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Never use email for criticizing people or their work.
- Do not post messages that may be offensive to others; do not refer to personal homepages; your messages need to be course-related without offensive material, especially in a message that goes to the entire class.
- Remember email messages/postings may be viewed by classmates or even minor children, so do not post offensive material or material that might be considered offensive by minors, other adults, or parents.
- Never use email/postings to communicate if you are angry or frustrated with a person.
- Emails concerning the course will not be responded to unless the student has emailed the instructor from a DCCCD student netmail account.

**Attendance Policy**: (Eastfield College, Dallas County Community Colleges Catalog) You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

If a student is unable to complete a course (or courses) in which he/she is registered, **it is the responsibility of the student to withdraw from the course by the appropriate date**. If a student does not withdraw, he/she will receive a performance-based grade, usually a grade of “F”.
Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.

Attendance in this course is determined by performance/completion of work.

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.

**Repeating This Course: (Third Attempt to Enroll in a Course):** Effective for Fall Semester 2005, the Dallas County Community Colleges will 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 charges. 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. See Third Attempt to Enroll in a Course at: [http://www.dcccd.edu/thirdcourseattempt/](http://www.dcccd.edu/thirdcourseattempt/).

**Academic Honesty Statement:** Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCC Catalog at [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm). Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion.

- **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test.
- **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.
- **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**More on Plagiarism:** If you paraphrase in your own words and do not give credit citing the information appropriately, that is also plagiarism. Even unintentional plagiarism will be dealt with severely. Academic dishonesty will not be tolerated in this course.

If you are caught plagiarizing, you will receive an F for the course. The instructor will also submit your information to the dean who may choose to suspend you from the college and the district. Do not place yourself in that situation.

**Food and Drink Policy:** Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**ADA Statement:** Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237 at 972.860.8348 or email efcdsso@dcccd.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html)
Religious Holidays: Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy: If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by Thursday, April 17, 2013. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

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/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA): In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures: http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Classroom Etiquette: Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. No food or drinks are allowed in the classroom. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (Code of Student Conduct) will be followed. It is important that you read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

- will turn off/silence pagers and cell phones upon entering the classroom
- will arrive in class on time and remain until the period is over (arriving late and/or leaving early will be reflected in your attendance grade)
- will help maintain a classroom atmosphere in which everyone can work without disturbance
- will come prepared for each class by having completed assignments
- will bring required texts and other materials to each class period (you must have your own text by the end of week one)
- will notify the instructor prior to a necessary absence
- will have any food or beverage (including water) kept in a closed backpack (or similarly contained)—drinks must be in screw-top containers
• will use respectful verbal and body language toward all persons in the classroom
• will use classroom computers and printers for DWRI assignments only

**Responsibility:** Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

**Key Semester Dates:**
Monday, January 19: Martin Luther King, Jr. holiday—classes do not meet
Tuesday, January 20: First day of classes
Monday, February 2: Certification date
Thursday, February 19: District conference day—classes do not meet
Friday, February 20: District professional development day—classes do not meet
March 9-13: Spring break—classes do not meet
Friday, April 3: Good Friday holiday—classes do not meet
Thursday, April 16: Drop date
Thursday, May 15: Semester ends

**The instructor reserves the right to amend this syllabus as necessary.**

**Tentative Course Calendar:**
See Courselink & Orientation for breakdown of weekly work.

**Timed Writing:** (500-750 words) Typed in 12-point Times New Roman, double spaced, MLA formatting. Timed Writing must be completed within the time limit set (60-minutes) and submitted to the correct link. Any uncited material from an outside source that appears in a final draft will result in automatic failure for the course.

All timed writings for this course must have, at a minimum, five paragraphs: an introduction, three body paragraphs, and a conclusion.

• Introductions must have a focused, specific thesis statement that clearly establishes the student’s position and supporting grounds. Introductions must also provide a hook strategy and some kind of background context that sets up the problem that the thesis (main claim) addresses. The thesis should be the last sentence of the introduction.

• Body paragraphs should have relevant and clearly stated topic sentences, cogent supporting evidence, evaluation/analysis that explains how given evidence backs up the topic sentence, and an explicit connection back to the thesis in the paragraph’s concluding statement. Transition words and phrases should be present to guide the reader through the flow of logic and ideas both within each paragraph and from paragraph to paragraph.

• Conclusion paragraphs have to restate the thesis in different words, offer some larger context for the value of the argument based on only those grounds (evidence) provided, and give a meaningful take away message for the intended audience. Thesis statements will not be copied and pasted into the conclusion, and the assignment prompt will not be used word-for-word at any point in the essay. No new information will be presented in the conclusion that was not already addressed in the essay.

*See sample student essay posted in eCampus under Writing Resources for formatting, tone, and content guide.*