This is a fast-track class which meets for eight weeks instead of the usual 16. A regular fast-track meets for six hours each week.

Instructor: Professor Amy Boltrushek  
Office: WH 227  
Class Time: I-net  
Phone: 972-238-6040

INSTRUCTOR AVAILABILITY:

My goal is for you to be successful in this class; therefore, I am here to assist you in any way that I can. Although I am not on campus full time nor do I have an office on campus, I can be reached by voicemail, by email, and before or after class.

REQUIRED MATERIALS

- **Text and Software**: The Effective Reader/Writer by D.J. Henry (loose-leaf version) AND MySkillsLab. If you purchase a used textbook, you must also purchase the access code for MySkillsLab separately. See the options below.

**OPTION 1**: The Effective Reader/Writer with MySkillsLab (loose-leaf version) ISBN: 032189262X


- **Criterion** (ISBN 0-88685-382-6)
- **3-ring binder** for loose-leaf textbook

**Required Supplies:**
any standard English dictionary and Thesaurus
1 folder
1 spiral notebooks—for journal and class notes
a USB/jump drive
3 different colored highlighters and/or markers

**Other requirements:**
a working dcccd email account  
Reliable Internet access  
Strong typing skills  
Comfort with computers

Keep these numbers handy:

Dallas County Community College District eCampus Support: 972.669.6402 (For DCCCD eCampus system Only)
Criterion Support: 1-866-717-1915

**CATALOG DESCRIPTION**

Course 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. (3 Lec.)

**DIRW 0310 LEARNING 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.

**DIRW 0310 COURSE PREREQUISITES**

Successful completion of DREA 0091 and DWRI 0091 (grade A, B, or C) or testing placement.

**MAJOR COURSE ASSIGNMENTS/TOPICS**

*Subject to Change*

The Reading/Writing Process  
Project One: The Informative Essay  
Project Two: Summary Writing  
Project Three: Reading & Writing for Argument  
Final Exam

In addition, grammar lessons are included with each of the above units throughout the semester.

**Your final course grade will come from several sources:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework, Quizzes, Rough Drafts and Other Daily Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>MySkillsLab</td>
<td>15%</td>
</tr>
<tr>
<td>Projects One</td>
<td>15%</td>
</tr>
<tr>
<td>Project Two</td>
<td>15%</td>
</tr>
<tr>
<td>Project Three</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Grading Scale:**
- A = 90-100
- B = 80-89
- C = 70-79
- F = below 70

*Throughout the semester, I may require you to visit The Learning Center for tutoring if additional help is needed.*
To pass DIRW 0310, a student must earn an overall grade of at least 70% 
A = overall grade of 90-100%
B = overall grade of 80-89%
C = overall grade of 70-79%
F = overall grade below 70%

There is no D grade offered in DIRW 0310.

ATTENDANCE AND MAKE-UP POLICY

In order to be successful, students must log into eCampus and participate in enrolled courses. There is a strong correlation between class participation and college success. Your class involvement enables you to learn more actively and effectively; therefore, frequent and consistent participation online is vital to your success. You are responsible for checking eCampus daily.

Failure to check announcement, email, and each week’s learning unit for new assignments and information will not constitute a sufficient excuse if you fall behind in your assignments. All course activities (homework, exercises, and essays) will be submitted online. Make sure now that you have reliable access to the Internet and sufficient self-motivation to ensure your success in this course.

If you become seriously ill and have to miss several assignments, it may be best for you to reschedule the class next semester.

Essays

You will submit at least four final writings. Unless you are otherwise instructed, rough drafts must be typed and edited electronically through Criterion. You will also submit your Rough Draft to Richland College's Online Writing Center for tutor review. To receive credit for your rough draft, you will need to revise your rough draft a minimum of four times in Criterion, and submit (and incorporate) your tutor’s feedback.

Final drafts of writings must be typed (using 12-point font and MLA format) and submitted electronically as Word or Rich Text attachments through eCampus. ***Final Drafts of writings will not be accepted without the prior submission of a Rough Draft (via Criterion and the Online Writing Center***.

Late Work Policy

No late work is accepted. All assignments are due on the dates indicated on the course calendar. No exceptions.

EXTRA CREDIT

No extra credit is available for this course.

DEADLINE FOR WITHDRAWAL

If you are unable to complete this course, it is your responsibility to withdraw formally. Dropping a course requires paperwork that you must initiate and complete. The withdrawal request must be received in the Registrar’s Office by TBA. Failure to do so will result in 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.

OTHER ITEMS OF INTEREST

1. 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. Cell phone use is not permitted in class.

2. Ask for help when you need it and get help as soon as you realize there is a problem. We’ve all needed help in something at some point in our lives. If you find yourself not understanding the assignments, please set up an appointment with me. You can drop by during my office hours or arrange a mutually convenient time if you can’t make my office hours.
In addition, Richland College offers free tutoring services through The Learning Center (TLC), located in Medina 216. You must have a valid Richland I.D. to use the tutoring services. Call 972-238-6226 or stop by Medina 216 to schedule an appointment. Hours for the Writing Center are posted in the TLC. Computers for your use are available in the TLC; however, you must have a pay-per-print account set up.

3. **Resolution of Classroom Problems:** Students who have concerns that are not resolvable with the instructor may contact Heather Jensen, Program Coordinator for the Developmental Integrated Reading and Writing Program at RLC, 214-890-3841 or hjensen@dcccd.edu.

4. **The Learning Center (Room M216):** This facility provides free tutoring and workshops to help Richland students be successful in all their studies. A schedule for workshops and drop-in help is available at the front counter in room M216.

5. **Grade Reports:** Final grade reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone (972-613-1818). Use your student identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record, or call DCCCD Touch Tone Services. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

6. **Quality Enhancement Plan–Learning to Learn: Developing Learning Power:** Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep2013/.

7. **The Texas Success Initiative (TSI):** 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 course work. 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, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient areas 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 at www.rlc.dcccd.edu/regi/resource/tsi.htm and from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787).

8. **Academic Progress:** Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

9. **Campus Emergency Operation Plan:** Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video: http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv. The complete Emergency Operations Plan can be viewed and printed at the following website: http://www.richlandcollege.edu/emergency.

If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccd.edu)

Contingency Plan: Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.

10. **Inlement Weather Statement:** In case of inclement weather, you may call 972-238-6196 or visit the Richland College website (www.rlc.dcccd.edu) to learn if the campus is closed.

11. Do not bring food or drinks into the classroom.

12. Computers are to be used for class activities only.
Six Drop Rule: 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/6drop

Withdrawal Policy: If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop deadline, you will receive a “W” (withdraw). For more information about withdrawal procedures access the Admissions page on policy/procedures or contact the Admissions/Student Records office at 972-238-6948 (Thunderduck Hall, T170).

Repeating a Course: Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate.

See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

Texas Success Initiative Assessment Requirements and Course Placement Guidelines: The Texas Success Initiative Assessment (TSIA) was designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSIA requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. Passing the TSIA 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 must complete developmental courses in the deficient area with a grade of C or higher. Additional information is available from the TSI Office in T170T or T170S (phone no. 972-238-6115 or 972-238-3787) or at https://richlandcollege.edu/texas-success-initiative-tsi.

Financial Aid Attendance and Participation Requirements: Your instructor is required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet the attendance requirement, you must attend and participate in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Academic Honesty: 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 available at https://richlandcollege.edu/conduct.

Americans with Disabilities Act: If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to https://richlandcollege.edu/dso/

Discrimination and Sexual Misconduct Reporting Information and Requirements: Richland College is committed to ensuring that all community members learn and work in a welcoming and inclusive environment. We support the well-being and development of our students. Richland College prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, or any other basis prohibited by law.
Title VII of the Civil Rights Act of 1964 prohibits retaliation or discrimination based on race, color, religion, age,
and national origin. Title IX prohibits discrimination based on sex, sexual orientation, gender identity, and/or gender expression (failure to conform to stereotypical notions of masculinity or femininity); sexual misconduct (including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation); and sex/gender-based harassment.

Richland College faculty and staff members, unless deemed a confidential resource by law, have an obligation to report and respond to certain issues relating to the health and safety of college community members. This includes information shared with faculty and staff members in person, through electronic communications, or in class assignments. Faculty and staff members must report to the appropriate college officials any allegation of discrimination or harassment. In addition to reporting all discrimination and harassment claims, faculty and staff members are required to report allegations of dating or domestic violence, stalking or retaliation, child abuse or neglect, and/or credible threats of harm.

After receiving a report made by an employee, a Richland College official may want to contact the individual who initially shared the information with the employee. In almost all cases, the individual who shared the information with an employee may choose whether or not to speak with the Richland College official. The college does not guarantee the confidentiality of a report of sexual misconduct or discrimination unless the report is made to a Richland College Licensed Professional Counselor https://richlandcollege.edu/counseling-services/, who does not have this reporting responsibility. Limits to counselor confidentiality are available at https://richlandcollege.edu/counseling-services/confidentiality/.

A report may also be made directly to the Richland College Title IX/EO Coordinator or Deputy Coordinator:
Bill Dial, PhD, PHR, SHRM-CP
Executive Director of Human Resources
Title IX Coordinator
bdial@dcccd.edu
972-238-6386

Ms. Gloria Williams
College Director of Employee Relations
Deputy Title IX Coordinator
https://richlandcollege.edu/police-department/

Further information may be found on the College website: https://richlandcollege.edu/human-resources/title-ix-sexual-misconduct/

**Religious and Ethnic Holiday Observance**: Richland College honors the right of each student to observe the practices of their belief system. It is the student’s responsibility to provide their instructors a written justification for a religious accommodation by the third class meeting or the fourth day after the course begins for online courses. It is the responsibility of the instructor and student to negotiate completion of all missed assignments prior to the absence, if possible.

**Campus Emergency Operation Plan and Contingency Plan**: Campus Emergency Operation Plan: Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.

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Syllabus Change Disclaimer: Instructors reserve the right to amend a syllabus as necessary.

Student Survey of Instruction: The Student Survey of Instruction (SSI) is designed to acquire information on the student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement. In order to minimize the disruption in the classroom, the SSI is now being administered online in select courses. Students will take the survey through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors determine how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.