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:         Muhammad Habibullah
Office:            WH226
Phone:             972-238-6222
E-mail:            mhabib@dcccd.edu
Office Hours:      By Appointment

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.

REQUIRED MATERIALS

• Required Text and Software: The Effective Reader/Writer by D.J. Henry (loose-leaf version)
  AND   MySkillsLab. ISBN: 0134066499

• Required: Criterion (ISBN 0-88685-382-6)

• Required: 3-ring binder for loose-leaf textbook

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 or DREA 0305 AND DWRI 009 or DWRI 0305 (grade A, B, or C) OR testing placement

MAJOR COURSE ASSIGNMENTS/TOPICS
Subject to Change

The Reading/Writing Process
Project One: First 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>
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<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Homework, Quizzes, and Other Daily Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>MySkillsLab</td>
<td>10%</td>
</tr>
<tr>
<td>Projects</td>
<td>50%</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 attend and participate in enrolled courses.

To help you meet the course objectives, this class includes regular reading and writing assignments both in and out of class, group activities, and exercises. This means that being in class and on time is required.

There is a strong correlation between class attendance and college success. Your class involvement enables you to learn more actively and effectively; therefore, class attendance is essential and is counted a percentage of your final grade.
I take roll at the beginning of class. Avoid arriving late to class to avoid disrupting our learning session. If you are late, it is your responsibility to be sure your attendance record has been changed in order to avoid being marked absent. **Two tardies equal one absence.** Once you are absent, it is your responsibility to obtain the missed class lecture information from me or a classmate.

If you become seriously ill and have to miss several classes, it may be best for you to reschedule the class next semester. Once you have missed four classes, please make an appointment with me so we can determine if you can successfully complete the course.

If you miss a quiz, you must make arrangements with me to take it outside of class time.

**Late Work Policy**
I expect all work to be turned in on time. However, illnesses, death in the family, or other traumatic events unfortunately are part of life. A make-up assignment or an extended date will be given if you contact me within 24 hours and provide documentation.

**EXTRA CREDIT**
During the semester, you may earn extra credit by visiting the Richland Writing Center in Medina 216 for assistance on writing or grammar assignments or completing a Connections Workshop. **You may earn a maximum of two points added to your final class average – one point for each tutoring session or workshop you complete.**

When you complete a tutoring session or workshop, you will receive a verification of attendance. You must turn that form in to your instructor in order to receive credit. Call 972-238-6226 or go by M216 to schedule an appointment.

**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 “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 should 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/](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/regisresource/tsi.htm](http://www.richlandcollege.edu/qep2013/) 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](http://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](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](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. **Inclement 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. **Six Drop Rule**

12. **Richland College Institution Policies:** [https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/](https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/)

13. **Computers are to be used for class activities only.**

14. **Disclaimer Reserving Right to Change Syllabus:** The instructor reserves the right to amend the syllabus as necessary.

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17. **Richland College Institutional Policy Statements**

<p>| 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 |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Information</th>
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<tbody>
<tr>
<td><strong>Withdrawal Policy</strong></td>
<td>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 contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170) or log onto <a href="http://www.richlandcollege.edu/advising/dropwithdrawal-policy-and-procedures-for-credit-classes/">http://www.richlandcollege.edu/advising/dropwithdrawal-policy-and-procedures-for-credit-classes/</a>.</td>
</tr>
<tr>
<td><strong>Repeating a Course</strong></td>
<td>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 <a href="http://www.dcccd.edu/thirdcourseattempt/">http://www.dcccd.edu/thirdcourseattempt/</a>.</td>
</tr>
<tr>
<td><strong>Texas Success Initiative Assessment Requirements and Course Placement Guidelines</strong></td>
<td>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 <a href="http://richlandcollege.edu/texas-success-initiative-tsi">http://richlandcollege.edu/texas-success-initiative-tsi</a>.</td>
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<td><strong>Financial Aid Attendance and Participation Requirements</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Academic Honesty</strong></td>
<td>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 <a href="http://www.richlandcollege.edu/conduct">http://www.richlandcollege.edu/conduct</a>.</td>
</tr>
<tr>
<td><strong>Americans with Disabilities Act</strong></td>
<td>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 <a href="http://www.richlandcollege.edu/dso/">http://www.richlandcollege.edu/dso/</a>.</td>
</tr>
<tr>
<td><strong>Religious and Ethnic Holiday Observance</strong></td>
<td>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.</td>
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### Syllabus Change Disclaimer

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### 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.

*Updated January 2016*