



Arts and Communication Division
Developmental Integrated Reading/Writing 0310-43671
Classes meet TR

Spring2019
3 Credit Hours
Room C268

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Office Hours: By appointment

Course Description: Integrated Reading/Writing is a performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, and length of the assignment. The course integrates preparation in academic reading and writing skills. The course fulfills TSI requirements for reading and/or writing.

Student Learning Outcomes: Upon the successful completion of this course, students will be able to:

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.

Intellectual Competencies:

1. **READING:** ability to analyze and interpret a variety of printed materials—books, documents, articles, above 12th grade
2. **WRITING:** ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience—above 12th grade
3. **CRITICAL THINKING:** ability to think and analyze at a critical level
4. **COMPUTER LITERACY:** ability to understand our technological society, use computer-based technology in communication, problem solving, and acquiring information

Required Course Materials:

- **Textbook:** *Read Write! Breaking down a Text and Building up an Essay* by Selena Stewart-Alexander, Patrice K. Johnson, and Caitlin S. Stanford, ISBN: 978-1-4652-4593-9. New textbooks come with one time access to the Read Write! Website, which is a required component for the course.
- **Supplies:** Pens (black or blue), lined loose-leaf notebook paper, USB flash drive, highlighter pen, notebook or binder, and internet access. **You may make changes to this portion of the supplies list ONLY.**

NOTE: All supplies are required each class session beginning with week 2.

Operations Policy: The instructor reserves the right to make changes as necessary to the content and conduct of the course.

Grading Scale: A=90-100, B=80-89, C=70-79, F=0-69.

Evaluations Procedures: Your grade will be based on the following weighted categories:

Category	Weight
Essays	30%
Critical Reading Assignments	20%
Final Exam	15%
Journaling	10%
Daily Grades	10%
Read Write! Website	10%
Attendance	5%

Category Specifications:

Essays: DIRW 0310 students will write four essays. Essays include in and out of class papers, prewriting, drafts, peer reviews, and rewrites. Unless otherwise directed, all essays must be in MLA format, typed, double-spaced, minimum 600 words. Only Times New Roman, 12 point font will be accepted. Students are to turn in all of the work associated with each essay. Essay grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days.

Critical Reading Assignments: DIRW 0310 students will complete four critical reading assignments that correspond to the rhetorical modes used to write their essays. Assignment specifications will be assigned by the instructor by the appropriate date.

Final Exam: DIRW 0310 students will complete a final exam consisting of three parts: an in-depth passage analysis, a thematic paper utilizing MLA citation explicating that analysis, and the Read Write! post-test. The passage analysis and thematic paper will be submitted together at the end of the semester inside a portfolio folder. The portfolio folder will include the passage analysis (annotations and notes), prewriting, outline, rough draft, and final draft with a Work Cited page. The passage will be chosen by the instructor and assigned by the appropriate date. The portfolio folder is due the day of the final exam during week 16. The post-test will also be taken in class on this date. ***Please note:*** For some DIRW 0310 sections, the Read Write! post-test will be open before the scheduled final exam date. However, students should **NOT** access the post-test until instructed to do so by their professor. The post-test will be taken **in class** on the scheduled final exam day. Any student

taking the post-test outside of class prior to his/her scheduled final exam day will be given an F for the post-test portion of the final exam.

Journaling: DIRW 0310 students will keep a journal. Journal topics will be assigned by the instructor and may include vocabulary journaling.

Daily Grades: DIRW 0310 students will complete in-class and homework assignments, not limited to but including book work, grammar work, and short reading and writing assignments.

Read Write! Website: DIRW 0310 students will complete work on the Read Write! web component that accompanies their textbook. These activities correspond with the textbook chapters. Activities will be assigned by the instructor.

Attendance: DIRW 0310 students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. The following attendance policy will be adhered to:

- 0-3 absences = full credit for attendance
- 4 or more absences = no credit for attendance
- Three tardies = 1 absence
- Leaving early three times = 1 absence
- Any combination of tardies and leaving early that equals three = 1 absence
- After three absences, you lose all attendance points.

LATE WORK POLICY: No late work will be accepted for this course. You may make changes to the late work policy if you like.

Writing Expectations:

Students will compose essays that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style. All written assignments must be double spaced and in Times New Roman, size 12 font. **Papers not meeting all requirements will not be accepted.**

Obtaining Final Course Grades Using eConnect

Final Grade Reports are no longer mailed. Convenient access is available online at 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.

Texas Success Initiative: 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>

Eastfield College Email Policy: Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts as attachments to an e-mail

(and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to <http://www.dcccd.edu/MOffice>. All communication should be conducted through your official student email account.

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

Email Etiquette: Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:

- Use your DCCCD student email account for emails relating to this course.
- Begin with a greeting or salutation. This is both professional and courteous.
- Use Standard American English and proper grammar, punctuation, and spelling.
- All subject lines for this class should include your name and the course level and section, e.g. John Smith DIRW 0310-41501
- Never type in all uppercase letters.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Sign your name at the bottom of the email. Again, this is both professional and courteous.
- **Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student account.**

Attendance Policy: 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. (Eastfield College, Dallas County Community Colleges Catalog)

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.

PLEASE NOTE: Three tardies = 1 absence. Leaving early three times = 1 absence. Any combination of tardies and leaving early that equals three = 1 absence. After three absences, you lose all attendance points.

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.*

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course 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 video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an

online course, 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. Failure to do so will prevent you from being certified and will affect your financial aid.

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/>.

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 DCCCD Catalog at <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.

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this DIRW 0310 class found guilty of cheating on an examination or of plagiarism will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student's dishonesty or plagiarism).
- The instructor may submit the student's information to the dean who may choose to suspend the student from the college and the district.

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 efcdso@dcccd.edu. For more information: <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 14**. 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:

- Be on time for class and stay the entire class meeting.
- Turn off/silence cell phones upon entering the classroom.
- Help maintain a classroom atmosphere in which everyone can work without disturbance
- Come prepared for each class by having completed assignments.
- Bring required texts and other materials to each class period.
- Notify the instructor prior to a necessary absence.
- Will not bring food or drinks into the classroom.
- Will use respectful verbal and body language toward all persons in the classroom.
- Will use classroom computers and printers for DIRW 0310 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

Wednesday, January 20: Semester begins

Friday, February 26: No day classes; evening classes will meet

Tuesday, February 2: Certification date

Monday, March 14-Friday, March 19: No classes: Spring Break

Friday, March 25: No classes: holiday

Thursday, April 14: Drop date

Monday, May 9-Thursday, May 12: Final Exams

Thursday, May 12: Semester ends

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

Tentative Course Calendar:

Week 1: Introduction to the class, the reading and writing processes

Week 2: The reading and writing processes

Week 3: The reading and writing processes, reading and writing exemplification

Week 4: The reading and writing processes, reading and writing exemplification

Week 5: The reading and writing processes, reading and writing exemplification

Week 6: Reading and writing descriptive-narrative, introduction to critical reading and writing

Week 7: Reading and writing descriptive-narrative, critical reading and writing

Week 8: Reading and writing descriptive-narrative, critical reading and writing

Week 9: Reading and writing cause and effect, critical reading and writing

Week 10: Reading and writing cause and effect, critical reading and writing

Week 11: Reading and writing argument, critical reading and writing

Week 12: Reading and writing argument, critical reading and writing

Week 13: Reading and writing argument, critical reading and writing

Week 14: Begin working on final exam project: critical analysis and thematic paper

Week 15: Continue working on final exam project, course review for multiple choice final exam

Week 16: Multiple choice final exam

