

I hear and I forget; I see and I remember; I write and I understand.
Chinese proverb

Course Description and General Information
INRW 0300
MW 4:00 p.m. – 5:15 p.m.
Fall 2018

Instructor: Lynette Bowen

E-Mail: lbowen@southplainscollege.edu lynette.bowen@sbcglobal.net (home);

Contact Information: 806-685-3749 – I am also available by appointment, and I am usually available 30 minutes before and after class.)

If you text or message, you **MUST** leave your name **AND** a message. Otherwise, I will not return your call.

IMPORTANT: I do not reply to texts, messages, phone calls, e-mails, etc. on Friday afternoons and Saturday afternoons. In general, contact me between 9 am and 9 pm.

Note: The instructor reserves the right to modify the course syllabus and policies as well as notify students of any changes at any point during the semester.

A. Required Texts

Evergreen* by Susan Fawcett, 11th edition, bundled with Aplia, loose-leaf **New Only

*Aplia software - bundled with textbook. **Keep all folders!**

*3-ring binder for textbook

Optional:

*3-ring binder (one inch), with seven indices

*Paper and pen/pencil

*Optional: highlighters, sticky notes, and a day planner/calendar

B. Catalog Course Description

INRW 0300 serves as a developmental course for students who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition 1. Successful completion of this course fulfills TSI requirements for reading and/or writing.

C. Instructional Objectives 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 advances 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 American English in reading and writing.

D. General Policies

1. Class begins and ends on time. If the door is shut when you arrive, it is because class has already started. Do not come in. You are already counted absent. It is inconsiderate to me and the other students to interrupt us with your tardiness.
2. Do not leave once class has started. Again, this is rude for me and for the other students. If you feel you must leave, do not come back into class. You will be counted absent.
3. Turn in all assignments on time. **I do not accept late work.**
4. If you miss class, turn in your work BEFORE the next class in order to receive credit for that assignment.
5. THERE ARE NO EXCUSED ABSENCES. An absence is an absence.
6. If you have four absences, you will be dropped from the class.
7. Students are responsible for all assignments, *whether in attendance or not at the time the assignments are made*. Check Aplaia, or with me for assignment information.
8. **No cell phones, pagers, musical devices, ear jacks, and/or other personal electronics during class.** If you cannot do without these things for the duration of the class, then do not come to class (but remember the policy concerning absences).
9. **Turn ALL ring-tones, buzzers, bleeps, and cool sound-effects OFF when you are in class.**
10. All students will take the final exam at the scheduled time.

Very Important!

11. Participation makes the class better for everyone. I expect students to have questions—that means you are thinking! There are no stupid questions in my class.

E. Homework Expectations

Textbook Assignments

You will have regular assignments from your textbook. I expect you to complete every part of every assignment. Homework is graded as a 100 (if assignment is complete) or a 0 (if even one blank is left empty). HOWEVER, I do not expect you to get every exercise correct all the time. If you are unsure of an answer, make the best guess you can, then mark that question. At the beginning of the next class, I will do a homework completion check, then will give you the opportunity to ask whatever questions you want about the assignment. I expect you to have questions, and I will be more than happy to help you to answer those questions.

Aplia on-line assignments

You will have regular Aplia assignments. I will activate specific assignments each week that you must complete according to the time set by Aplia. These assignments will be graded. I will give you instructions as we progress through the semester.

Keep your Aplia folder! You will need this information in order to set up your Aplia account. I will give you more specific information about this later.

Computer Lab and On-line Lab Information

*** If you choose not to complete Aplia and computer assignments, you will not pass the class.**

You are responsible for:

- Your SPC e-mail account information
- Your SPC password
- Your Aplia password

********I do not have any information about any passwords and cannot help you if you do not have your passwords!********

ALL official SPC information needs to be communicated through SPC's e-mail system. If you need to get in touch with me, send a note to my SPC account (lbowen@southplainscollege.edu). I also recommend that you send any info to my home account (lynette.bowen@sbcglobal.net). Likewise, if I need to get in touch with you, I will send a note to your SPC e-mail account.

For Aplia assignments, you are allowed two "free passes." These can be used if you have computer glitches. If you do not use your free passes, Aplia drops your two lowest grades.

SPC has computers that are available for students to use. You also have good tech support and a helpful staff if you have problems with any SPC computer. Just remember that your computer assignments must be completed *whether or not you have a computer at home*.

F. Grades

Writing assignments	60%
short writing assignments	5%
journal writing	5%
pre-writing, essays	15%
rewriting/rough drafts, essays	15%
final, polished copy, essays	20%

You will write at least three formal essays during this semester in addition to other assignments.

Other assignments	40%
homework	10%
Aplia lab work	10%
reading/grammar quizzes	10%

Final Exam (Grammar and Writing)

10%

Extra Credit

You must have CREDIT before you get EXTRA CREDIT! This is NOT a substitute for your required work—it is IN ADDITION to your required work!

Choose any book you want off of the Reading Rack at the front of the classroom. For every 30 pages you read, you earn 5 points. This will be added in with your homework completion grade. You will need to fill out a short reading form to let me know what you have read.

Please return your book in a timely manner.

Other extra credit opportunities may be available throughout the semester.

G. Notebook Sections

Class Information
Assignment Sheets
Handouts
Journal Writing
Work in Progress
Finished Work
Notes

H. How to Turn In Formal (Typed) Written Assignments

Formal written assignments must be:

- A. typed
- B. double-spaced
- C. 12-pt Times Roman
- D. 1- inch margins
- E. no fancy fonts or graphics

Your header should look like this:

Your first name and last name

Professor Bowen

INRW 0300

Date

top sheet

final copy ALWAYS goes on top
rough draft (at least three, you may have more)

bottom sheet

ALL of your prewriting notes

I. Pathway to ENGL 1301 (Composition I)

1. If you make a B in this class, you may enroll in Composition 1 next semester.
2. If you do not make a B in INRW 0300, you may either retake the class or take and pass the writing and/or/reading sections of the TSI.

J. TSIA Writing, Essay, and Reading Tests

1. You may sign up to take the TSI writing, essay, and/or reading tests anytime they are offered during the semester if you feel you are ready.
2. If you have taken the TSI Writing Test at least once, then you may retake the essay portion only or the multiple choice part by itself.
3. If you attend class each day and pass the writing and/or reading sections of the TSI during the semester, then show your scores to me and to Victoria Huffines at the front office. You will then receive the final grade of A, B, or C. You do not need to drop the course, but you are no longer required to attend the course.
4. Visit the SPC College Testing Center website to find out dates when the TSI is offered and to register online: <https://www2.registerblast.com/plainview/Tab/View/23>

K. Statement of Nondiscrimination

The instructor will do her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

L. Diversity Policy

In this class, the instructor will endeavor to establish and support a civil environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves,

M. Americans with Disabilities Act (ADA) Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at the Plainve Center 806-716-4302 (main office). Other disability service are available at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

N. Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. ***It is the student's responsibility to work with the instructor to arrange accommodations.*** Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

O. Campus Concealed Carry

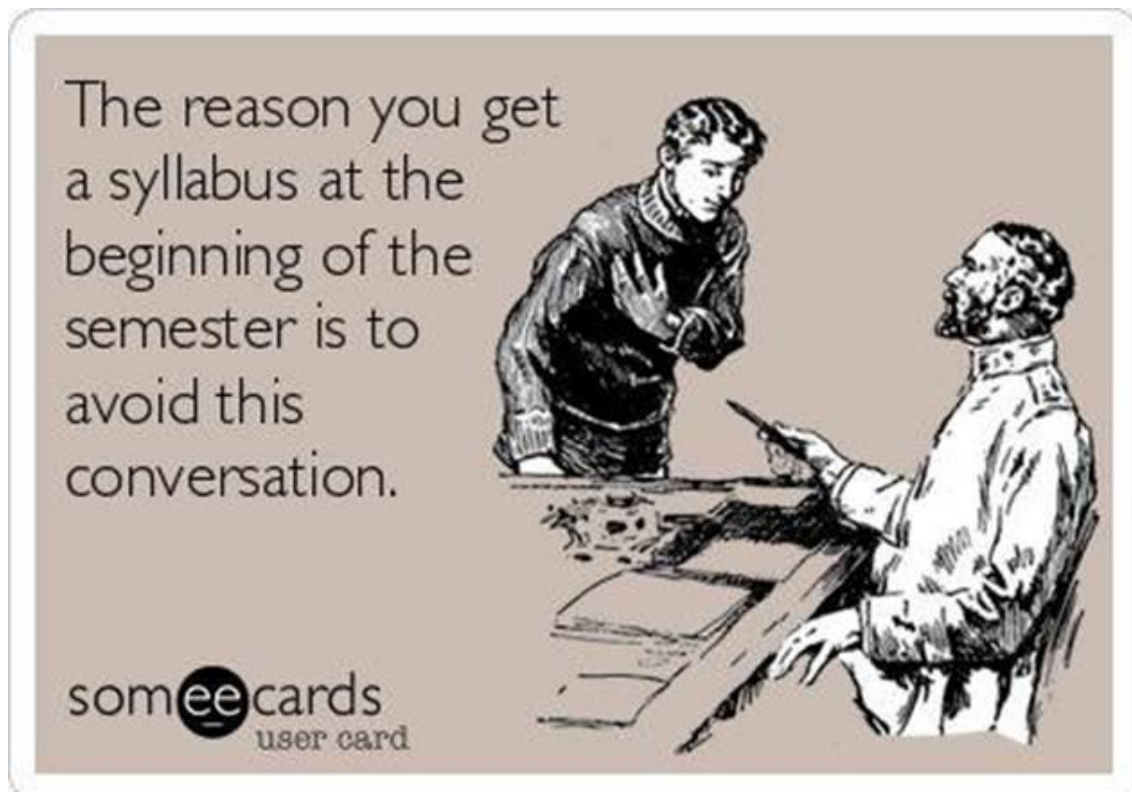
Texas Senate bill - 11(Government Code 411.2031, et al.) authorizes the carrying of a *concealed* handgun in South Plains College building only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC), 46.035 and South Plains College policy, licensed holders may *not* carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php.

When not carried on or about a person, handguns must be in a locked personal vehicle or a locked gun safe.

Pursuant to PC 46.035, *the open carrying of handguns is prohibited on all South Plains College campuses*. Report violations to the front desk security or call 911.

To view the complete Student Guide, go to:

<http://catalog.southplainscollege.edu/mime/media/view/48/1311/2018-19StudentGuide-V6-21-2018.pdf>



SPC INRW 0300
Integrated Reading and Writing
Fall 2018
Lynette Bowen, Instructor

I have read this syllabus, course description, and campus carry policies and procedures. I understand and accept all policies and procedures as described.

Printed Name: _____

Signature: _____ **Date:** _____

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Tentative Student Syllabus
INRW 0300 - Integrated Reading and Writing
Monday/Wednesday 4:00 p.m. – 5:15 p.m.
Fall 2018

How to Succeed in Class:

1. Be on time, every time.
2. Come to class prepared, on time, every time.
3. Come ready to ask questions, discuss, and take pop quizzes.

Week 1	Aug 27 & 29	Introductions, course information, syllabus set up notebooks e-mail assignment
		Ch. 1: Exploring the Writing Process Ch. 2: Prewriting to Generate Ideas Ch. 38: Mechanics – Capitalization Ch. 41: Look-Alikes/Sound-Alikes Ch. 40: Spelling
Week 2	<i>Monday, Sept. 3, No class – Labor Day</i>	
	Tuesday, Sept. 4 10:00 a.m. – 2:00 p.m.	Pick up textbooks for ALL classes
	Wed Sep 5	Set up Aplia in computer lab Ch. 2: Prewriting to Generate Ideas Aplia assignments
Week 3	Sept 10 & 12	Ch. 2: Prewriting to Generate Ideas Ch. 3: Process of Writing Paragraphs Ch. 6: Narration - begin formal paragraph Ch. 18: Summarizing Aplia assignments <i>Reading: pp. 630-633, "On the Rez"</i>
Week 4	Sept 17 & 19	Ch. 6: Narration, continued Ch. 3: Process of Writing Paragraphs Ch. 26: The Simple Sentence <i>Reading: pp. 606-607, "Multi-tasking or Mass ADD?"</i> Aplia assignments
Week 5	Sept 24 & 26	Ch. 3: The Process of Writing Paragraphs Ch. 6: Narration, continued Ch. 26: The Simple Sentence

Reading, Bb: *Why Smart People Don't Multi-Task*
Aplia assignments

Week 6	Oct 1 & 3	<p>First Writing Assignment Due: Narrative paragraph due</p> <p>Ch. 4: Achieving Coherence Ch. 5: Illustration – begin second essay Ch. 27: Coordination and Subordination <i>Reading, pp. 634-637, “Four Types of Courage”</i> Aplia assignments</p>
Week 7	Oct 8 & 10	<p>Ch. 4: Achieving Coherence Ch. 5: Illustration/Example Essay – continue Ch. 14: The Process of Writing an Essay Ch. 27: Coordination and Subordination Aplia assignments</p>
Week 8	Oct 15 & 17	<p>Ch. 5: Illustration (Example) Ch. 14: The Process of Writing an Essay Ch. 27: Coordination and Subordination Aplia assignments</p>
Week 9	Oct 22 & 24	<p>Second Writing Assignment Due: Illustration/Example</p> <p>Ch. 9: Definition – begin third essay Ch. 14: The Process of Writing an Essay Ch. 28: Avoiding Sentence Errors <i>Reading, pp. 622-624, “Everything You Need to Know About Generation Z”</i> Aplia assignments</p>
Week 10	Oct 29 & 31	<p>Ch. 9: Continue definition essay Ch. 15: The Intro, the Conclusion, and Title Ch.28: Avoiding Sentence Errors Aplia assignments</p>
Week 11	Nov 5 & 7	<p>Third Writing Assignment Due: Definition Essay</p> <p>Ch. 12: Cause and Effect – begin fourth essay Ch. 15: The Intro, the Conclusion, and Title Ch. 28: Avoiding Sentence Errors <i>Reading, pp. 655-658, “Robots Will Steal Our Jobs, but They’ll give Us New Ones”</i> Aplia assignments</p>
Week 12	Nov 12 & 14	<p>Ch. 12: Cause and Effect essay – continue Ch. 29: Present Tense (Agreement) Aplia assignments</p>
Week 13	Nov 19	<p>Ch. 12: Continue cause and effect essay</p>

Ch. 29: Present Tense (Agreement)

Nov 21

No class – Thanksgiving Holiday

Week 14

Nov 26 & 28

**Fourth Writing Assignment Due:
Cause and Effect Essay**

Ch. 29: Present Tense (Agreement)

Ch. 34: Adjectives and Adverbs

Aplia assignments

Week 15

Dec 3 & 5

Ch. 20: The Essay Examination

Ch. 34: Adjectives and Adverbs

Ch. 36: The Comma

SPC Scholarship Essay

Week 16

Final Exam

Wednesday, 3:15 – 5:15

**All students must take the final exam at this time.
You will have assignments, quizzes, and tests in addition to those listed here.**