



# INRW0311 – Integrated Reading and Writing

## Course Syllabus: Spring 2024

*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

**Mrs. Diane Ramsay, B.A.E. and M.S.E.T.**

Email: [dramsay@ntcc.edu](mailto:dramsay@ntcc.edu) (emails will be answered within 24 hours)  
No prerequisites are needed for this course.

**Online Office Hours: Monday - Friday after 4:30 pm**

**This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.**

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

### **Course Description:**

Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

**Prerequisite(s):** None

### **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 lengths.
- 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

### **Evaluation/Grading Policy:**

Your assignments will be evaluated using the following point values:

Two Writing Assignments 40%

Project Discussions 10%

Power of Process Reading Assignments 20%

Adaptive Learning Assignments 15%

Quizzes 10%

Vocabulary Practice Assignments 5%

Syllabus Acknowledgment/Course Evaluation 2%

Total 102%

### **Required Instructional Materials:**

Access Code: INRW 0311 Common Places Connect Access (ISBN 9781260105391)

You have inclusive access to the e-book and the assignments for this course. This fee was included in your tuition and fees. You will have instant access inside the course once it begins. ***There is no need to purchase any books for this course unless you would like a loose-leaf copy of the digital book. The loose-leaf version can be purchased at the NTCC bookstore.***

**Publisher:** McGraw Hill **ISBN Number:** ISBN 9781260105391 **Optional**

**Instructional Materials:** None

**Minimum Technology Requirements:**

Students must have daily access to a computer and broadband internet service to take this course. The computer should have Windows XP SP3 or later or MAC OS X10.3 or higher. You will need Office 2003 or higher. The operating system can be checked by right clicking on the “My Computer” icon on the home screen. The Word processing system can be checked by going to “Start” and clicking on “All Programs.” You may not be able to complete your assignments on your smartphone, a tablet, or a Chromebook.

It is recommended that you use Safari, Google Chrome, or Firefox as a browser with the Blackboard LMS (learning management system).

**Required Computer Literacy Skills:**

In order to be successful in this course, students should minimally possess the following technical skills:

- 1) The ability to properly use email, attach documents to email, and open, download, and save attachments
- 2) The ability to properly update personal computer settings
- 3) The ability to properly utilize online help when needed
- 4) The ability to properly use a word processing application
- 5) The ability to properly print an electronic file to a printer
- 6) The ability to properly submit files in the Blackboard assignment windows
- 7) The ability to properly save documents in a .docx, PDF, or .rtf format and save in an electronic form in multiple places, e.g. computer hard drive, portable flash drive, cloud storage, etc.
- 8) The ability to properly connect to a broadband internet system
- 9) The ability to properly search for and locate information on the internet

## Course Structure and Overview:

### Course Assignments

- You will have instant access to your Connect access code to read the text and do most of the assignments in this course.
- This course is set up in folders. Each folder centers around a topic of instruction. Assignments in the modules have due dates and are meant to be done in the order that they appear.
- The Power of Process reading assignments and questions are graded, and they count for part of your average for this course. The questions are based on your knowledge of the text.
- The adaptive learning assignments also count toward your average. Again, the number of questions you receive is based on how well you answer the questions.
- You will have two writing assignments that weigh heavily in the grade center. You will submit your papers to Turnitin. You will find assistance videos on how to use this tool within this course.
- Any use of an AI generator like Chat GPT will result in receiving a zero. All writing must be your own work.

### Communications:

Conscientious and timely completion of assignments is essential for success in this course. The assignments and due dates are in the printable assignment calendar link. You can also view assignment reminders under the Bulletins and Announcements button. Most assignments are graded immediately when you submit. Other assignments will be graded and returned within 72 hours. All written assignments must be typed in MLA format, saved as .doc, .docx, PDF, or .rtf (rich text format) and submitted as attachments. See learning folders for reading assignments, adaptive learning assignments, discussions, and other assignments. **All due dates are posted on the course calendar.**

### Institutional/Course Policy: Late Work Policy

All assignments are due at midnight on the due date. Please submit assignments on time to receive full credit. "Assignments" refers to *all* work that is submitted to the instructor. Students are to submit assignments on or before the stated due date/time. Students must also retain a copy of all pieces of their assignments, which must be produced if requested. **Assignments submitted after the due date/time will only be accepted at the instructor's discretion and may not receive full credit.**

## **Attendance and Participation Policy**

An online class requires consistent engagement. You should plan to log on every day. Failure to participate in course activities, complete required readings, and turn in work will lower your course grade. If you do not log in regularly and meet deadlines, you may not receive credit for this course. **You are to check your NTCC email account daily, which will be the official form of communication for this course.** Your email address is your first initial + your last name + the last three digits of your SSN. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). You have the option to change your password once you have logged in.

Once you log in to the course and submit your syllabus acknowledgment, you are considered in attendance, and the instructor will certify that you are part of the class. If you decide that you cannot complete the course, it is your responsibility to drop or withdraw with the registrar's office. Failure to do so will result in receiving a poor performance grade, usually a grade of "F."

You may **drop** the class prior to the official reporting day (twelfth day - regular semester; fourth day summer term). In this case, the class will not appear anywhere on your transcript. You can **withdraw** from the class after the official reporting date and before the last posted date of withdrawal, and a "W" will be recorded on your transcript. The instructor will not drop or withdraw you from this course, even if you are not actively participating or logging in regularly. It is your responsibility to drop a course or withdraw from the college.

## **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

## **Statement Regarding the Use of Artificial Intelligence (AI) Technology:**

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

## **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

## **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

## **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a

school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.