



INRW 0302.088 – Integrated Reading & Writing - ONLINE

Course Syllabus: Fall 2026

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

Instructor: Mrs. Diane Ramsay

Office: Online

Phone: Via TEAMS

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Weekday	Office Hours
Monday	Online via TEAMS
Tuesday	Online via TEAMS
Wednesday	Online via TEAMS
Thursday	Online via TEAMS
Friday	Online via TEAMS
Weekend	Unavailable

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:

Prerequisite(s): INRW 0301 or TSI placement.

This course is designed to develop students' critical reading and academic writing skills necessary for success in college-level academic work. Instruction will focus on applying critical reading skills for organizing, analyzing, and retaining material, and length of assignment. The course integrates fundamental reading skills with foundational skills in writing by developing a variety of academic essays. This course fulfills TSI requirements for reading and writing.

Student Learning Outcomes:

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 the 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.

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
10%	Smartbook/Achieve Assignments
10%	Reading/Writing Assignments
10%	Discussions/"3-2-1 Breakdowns"
15%	Four Peer Reviews/Rough Drafts
30%	Three Final Draft Essays
20%	Final Draft Research Essay
5%	Topic Selection/Thesis, Works Cited/Outline

Semester grades for this course will be earned as follows:

Percentage	Letter Grade
90% and above	A
80 %–89%	B
70 %–79%	C
69% and below	F

Assignments and essays are graded and returned within a week of the due date/submission; the exception is the final essay, which is graded more promptly to accommodate the Registrar's guidelines and the campus policies.

- Graded assignments will be returned within one week of the due date. Grades can be accessed in the Blackboard grade center or by clicking on the assignment itself.
- All written assignments must be submitted through Turn It In or via Blackboard as noted within the assignment.

Required Instructional Materials:

Textbook: *The Bedford Reader*, 14th Edition (Kennedy, et al)

Publisher: Macmillian ISBN Number: 9781319221485

Minimum Technology Requirements:

Access to a laptop/computer, reliable internet access.

Required Computer Literacy Skills:

As this is an online class, all students must be fully prepared to use a computer to complete assignments. Students who are unable to use a computer will not be successful in this online course. Students will need:

1. The ability to properly use email, attach documents to email, as well as open, download, and save attachments.
2. The ability to properly use a word processing application.
3. The ability to properly submit files in the Blackboard and Turnitin assignment window.
4. The ability to save documents in an electronic form other than a computer's hard drive (e.g. flash drive or cloud storage).
5. The ability to properly search for and locate information on the Internet.

Course Structure and Overview: The course will be a mix of video lectures with assignments online via Blackboard.

Communications: All NTCC students are provided with free access to Microsoft 360, which includes communication programs like **Outlook** (emails) and Microsoft **TEAMS** (texting/calling). Blackboard is also equipped with an Announcement feature, where instructors may send out messages to the entire class.

- o **You should log into Blackboard at least every other day to stay on top of your assignments!** You cannot complete the work if you do not log in. Make logging in consistently a part of your daily routine to avoid any unnecessary issues with forgetting assignments or overlooking important details.
- o **You need to check your Course Announcements in Blackboard for any announcements.** This is where I will post weekly assignment reminders, any major changes or cancellations, and last-minute updates. If you do not check this, you will miss important information.
- o **You need to check your NTCC student email no less than every other day.**

This is the formal communication method for this course. **Messages sent via personal email addresses will not be answered.**

- o **You are required to download and use TEAMS for class communication.**

This is where we can communicate quickly. I highly suggest you maintain TEAMS on a mobile device or phone you regularly use so you can call or text me if you need more immediate help.

When communicating with your instructor, whether through email or TEAMS, it is important to address your instructor properly.

- Please address me as “Mrs. Ramsay” or “ma’am.”
- Do not use slang words or texting language, as this is unprofessional. (For example, “finna, gonna, wanna, u, lol” etc...) Additionally, do not use emojis, emoticons, or GIFs when reaching out.
- To the best of your ability, use proper grammar, spelling, and punctuation.
- Do not spam. If I do not respond to your message immediately, I am likely busy. Do not spam with multiple messages back-to-back if it takes me a little while to respond. I always make a point to respond to students within 24 hours (during the work week), so patience is appreciated.
- **Do not expect responses on weekends (Saturday-Sunday), after business hours (5:00pm – 8:00am), or on breaks (Thanksgiving Break, Spring Break, etc).** You are more than welcome to message or email during that time, but I will not respond until the next business day.

Course Specific Policies:

Late Work Policy: Diligent and timely completion of assignments is essential for success in this writing course. The assignments and due dates are in the syllabus, in the printable assignment calendar, and on the Blackboard Course Calendar link. **You can also view assignment reminders in the *Announcements* button, where I will post our weekly agenda.**

Part of successful completion of assignments is getting them turned in on time. Because of this, any and all late assignments accepted are subject to **a minimum of a 25 point deduction**, though more may be deducted as the instructor sees fit. Accepting late work is fully the instructor’s choice and is never guaranteed.

- **Rough Drafts and Peer Reviews for essays will NEVER be accepted late under any circumstances.** • **Final Drafts** for our four major essays **may receive a 24 hour grace period** from the due date at the instructor’s discretion. The essay must be submitted to the instructor before the newly extended deadline, and it is subject to the minimum 25-point deduction.
- **Discussion Boards/“3-2-1 Breakdowns” will remain open until the end of the semester.** If students miss a discussion or some responses, they are always welcome to go back and complete it even after the original deadline for partial credit.
- **Achieve Assignments will remain open until the end of the semester.** Students are always welcome to go back and turn in any late assignments from this category. However, there is an automatic 25% reduction in points for late submissions.
- **Other late/missing small assignments may only be accepted at the instructor’s discretion.**
 - Forgetting there was an assignment due is not an excuse. Students will have an entire week or more to complete homework assignments, so do not wait until the last-minute to submit items.
 - Not having internet connection is not an excuse. If internet goes out, find a way to get to

a place with wi-fi. This issue can be avoided by starting assignments earlier and not waiting until the last minute to turn things in.

- Not understanding the assignment is not an excuse. I am available to answer questions during business hours all week long.

AI Content Policy: The submission of **AI-generated** work is **not acceptable** as it is not written by the student. Submission of work that is AI-generated (in whole or in part) will result in penalties such as...

- Large point deductions
- Automatic zeros/refusal to accept the work at all
- Requirement to hand-write future essays in a Testing Center environment with a live proctor

If an essay is flagged as having AI-generated content, points will be deducted as follows:

0-19%	No penalty
20-39%	One half of the percentage in points (30% = 15 point deduction)
40%	Automatic grade of 0 (and if it is a rough draft, a new essay must be submitted for the final draft version)

What constitutes “AI-generated” work?

- o Using unauthorized tools like Grammarly or Scribr that make writing/editing suggestions
- o Using unauthorized tools like Google Translate to translate documents
- o Using unauthorized content-generation programs like ChatGPT (including copying, pasting, retyping, rewording, etc) to complete assignments or write essays

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:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A

student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model].
<https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

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 accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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.