I. Course Description:
Integration of critical reading and academic writing skills. This course is designed to prepare students for university studies where reading and writing are of great importance. The course integrates Developmental Reading (RDG098) and Developmental Writing (ENG 099) and carries institutional credit, but will not transfer and may not be used to meet degree requirements. The lecture/lab-based course is designed specifically to prepare students for Rhetoric and Composition (ENG 131). Integrated Reading and Writing topics include:

A. Applying active reading strategies and facilitating sentence and paragraph writing using a process approach providing dozens of strategies for solving reading and writing problems.

B. Employing basic reading and critical writing skills.

C. Preparing students to write college-appropriate compositions.

II. Intended Learning Outcomes: According to the Academic Course Guide Manual (ACGM) of the Texas Higher Education Coordinating Board (Spring 2013), upon the successful completion of this course, IRW students will achieve the following reading and writing outcomes:

A. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.

B. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
C. Identify and analyze the audience, purpose, and message across a variety of texts.

D. Describe and apply insights gained from reading and writing a variety of texts.

E. 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.

F. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.

G. 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.

H. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.

I. Recognize and apply the conventions of Standard English in reading and writing.

III. Course Assignments, Activities, & use of Technology:

Quality of Assignments

- High professional standards are expected of all assignments.
- All written and/or group assignments are to be submitted in a timely, professional manner.
- All assignments are due on the assigned date. Late assignments will not be accepted unless a deadline extension is negotiated before the work is due.
- Unless otherwise stated, assignments are to be submitted to the assignment dropbox on D2L.

**There is no final exam in this class! Your ePortfolio of various stages of the writing process will count as your final graded project.

Letter grades for the course will be determined as follows:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 60% = F

IV. Course Assignments:

A. Create all correspondence and assignments, including email, in Standard English. Written work must be professional. This means NO casual terms, “text” language, nor any other nonstandard English. Students experiencing difficulty with Standard English and/or conventions of writing are encouraged to seek assistance:
by making an appointment with the instructor, or

through the campus Academic Assistance and Resource Center (AARC) located on the 1st floor of Steen Library, 936-468-4108.

B. Maintain a copy of ALL submitted work “backed-up” on a flash drive or iCloud. All assignments must be computer-generated and free from spelling and grammar errors.

C. Do NOT ask for special consideration in submitting assignments and taking quizzes beyond the release date; this is considered “late work.” Assignment submissions must be as directed (via Drop Box, hard copy, etc.) Quizzes are released on the scheduled date and time only. Accepting one late assignment for grading purposed for any reason could

V. Evaluation and Assessments:

A. Do not ask for “extra” or “bonus” work to supplement your grade.

B. Sit at your assigned computer station when in the ECRC Computer Lab. Unauthorized use of computers (web-browsing, sitting at an unassigned computer without permission, working on assignments not related to IRW 099, off-task electronic activities on a cellphone such as texting, emailing, etc.) will result in up to one hundred (100) point reduction of your daily Attendance/Participation points.

C. If you are not in attendance for the daily exercises, activities, and group conferences, you cannot earn credit related to those assignments, unless it is an excused absence.

D. Submit all work by the due date. There will be no “make-ups” for missed assignments, quizzes, group activities, etc., due to an unexcused absence; these will be recorded as zero. If a class is missed and the absence is deemed an excused absence, the student is responsible for obtaining and completing all assignments before the next class meeting.

VI. Attendance: The attendance policy for this course is the official SFASU policy as stated at: http://www.sfasu.edu/policies/class_attendance_excused_abs.asp (See Policy Section 6.7).

A. Regular class attendance and participation is required of all students. Students must be in attendance from the beginning of all courses to qualify for financial aid. Students reported for non-attendance or non-participation in any or all of their courses could have their financial aid withdrawn. This is due to federal financial aid requirements. Students reported as not attending when census day course rosters are submitted may lose their financial aid.

B. Valid excuses are limited to health, religious observation, family emergencies, and participation in certain SFASU-sponsored events. Students are responsible for providing written documentation for EVERY absence, and the instructor will determine whether or not the absence meets the criteria of an excused absence.
C. The absence will automatically be considered UNEXCUSED without approved written
documentation provided to the instructor at the following class meeting after the absence, and
one hundred (100) points will be deducted for each unexcused absence from
Attendance/Participation.

D. *Documentation of attendance* will be the student’s signature on the roll sheet available at the
beginning of each class. **Failure to sign in is equivalent to an unexcused absence.** Signing in
for another student is considered academic dishonesty/cheating and will be treated as such.

E. *Late class arrivals are disruptive.* If the Attendance Sign-In Sheet has been removed by the
instructor, please ask to sign it before you leave class. Unauthorized late class arrivals or early
departures will be assessed as 1/3 of an unexcused absence, and thirty-three (33) points will be
deducted from Attendance/Participation. Missed work or participation will receive a zero and not
allowed to be made up or turned in late.

F. **Tentative Course Timeline for IRW 099** can be viewed in D2L and is subject to change as
deemed necessary by the instructor.

VII. *Course Evaluations:*

Near the conclusion of each semester, students are prompted to electronically evaluate courses
taken. Evaluation data is used for a variety of important purposes including: 1. Course and
program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3.
Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course,
please be thoughtful, thorough, and accurate in completing the evaluation.

VIII. *Student Ethics and Other Policy Information:*

**Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students
with disabilities must contact the Office of Disability Services (ODS), Human Services
Building, and Room 325, 468-3004 as early as possible in the semester. Once verified, ODS
will notify the course instructor and outline the accommodation and/or auxiliary aids to be
provided. Failure to request services in a timely manner may delay your accommodations. For
additional information, go to http://www.sfasu.edu/disabiitixservices/.

**Student Academic Dishonesty: Policy 4.1**

Abiding by university policy on academic integrity is a responsibility of all university faculty
and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not
limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

IX. Other Relevant Course Information:
Mobile technology:
Please turn mobile phones and other mobile technology to *silent* prior to the beginning of class. REFRAIN from non-instructional use of mobile technology during class. As adult learners, I trust any use of mobile technology—taking pictures of notes, looking up definitions, engaging in formative assessment apps, etc. is on task and I expect you not to take advantage of my professional trust.

**Changes:** The instructor reserves the right to make changes or modifications in the course requirements as needed and / or as required to meet course goals. Students will be notified of the changes.