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 1301). 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:

Types of Assignments (In this class, you will be required to complete the following):

- InQuizitive Quizzes - 10%
- Informal Quizzes (syllabus, plagiarism, grammar, & reading response) and Daily Exercises – 10%
- Narrative/Diagnostic Essay – 10%
- Semi-weekly discussion board posts – 20%
- Two Expository Essays (including outline, rough draft, peer reviews, and all parts of the writing process) – 40% (20% each)
- Participation – 10%

Grade breakdown and due dates

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Description</th>
<th>Percentage of final grade</th>
<th>Due Dates (on D2L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>InQuizitive Quizzes</td>
<td>InQuizitive quizzes and some D2L quizzes (syllabus, plagiarism, reading response)</td>
<td>10%</td>
<td>On the Sunday at midnight on the week it is due</td>
</tr>
<tr>
<td>Weekly Journals, Daily Grades</td>
<td>Journal writing, group activities, daily writing and critical thinking skills work</td>
<td>10%</td>
<td>Ongoing; once per week</td>
</tr>
<tr>
<td>Essay 1: Narrative Diagnostic</td>
<td>A step-by-step guide through the writing process with the outcome of a narrative paper.</td>
<td>10%</td>
<td>Wed., 9/9 @ 11:59 pm</td>
</tr>
<tr>
<td>Essay 2: Rough draft of history paper one</td>
<td>The writing process up to the rough draft for your first history paper (Tutor time will be required for this paper)</td>
<td>10%</td>
<td>Wed., 9/30 @ 11:59 pm</td>
</tr>
</tbody>
</table>
Essay 3: Rough draft of history paper two

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Weight</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentations</td>
<td>Recorded Presentations online on D2L</td>
<td>10%</td>
<td>Week of Dec. 1-5</td>
</tr>
<tr>
<td>Participation</td>
<td>Whether online or face-to-face (F2F), active participation is required. Listening attentively, responding and using Zoom appropriately, communicating with your professor and peers, all count towards your participation grade.</td>
<td>10%</td>
<td>Every day</td>
</tr>
<tr>
<td>Final written Reflection</td>
<td>Final written reflection on D2L</td>
<td>10%</td>
<td>By Wed., 12/9 @ 11:59 pm</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**You will either pass this class with a grade of 70% or higher; or fail it with 69% or lower.**

**Letter grades for the course will be determined as follows:**

- 70-100% = pass
- 0 - 69% = fail

**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” lingo, 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 purposes for any reason could
V. Evaluation and Assessments:

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

B. Participation. Be attentive and focused on each task. Your participation is mandatory, so 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. Due dates. 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.

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

I will round up after 0.5, so a final grade average of 89.5 will receive the final letter grade of A.

Grading Standard:

A: 90-100: Students earning the grade of an A on any assignment will have completed work that obviously demonstrates a more than average understanding of the course material and completion of all aspects and requirements of the assignment. The grade of an A is reserved for that work which expertly displays one’s ability to engage the ideas at hand, recognize and dialogue about the complications of such ideas, and translate such dialogue into clear, academic prose that is free of stigmatized errors.

B: 80-89: Students earning the grade of a B on any assignment will have completed work that demonstrates a more than average understanding of the course material and completion of all aspects and requirements of the assignment. The grade of a B is reserved for that work which adeptly displays one’s ability to engage the ideas at hand, recognize and dialogue about the complications of such ideas, and translate such dialogue into clear, academic prose that is free of stigmatized errors. However, the level of thought, while still above average, may fluctuate in terms of analytic abilities and expression.

C: 70-79: Students earning the grade of a C on any assignment will have completed work that demonstrates an average understanding of the course material and completion of all aspects and requirements of the assignment. The grade of a C is reserved for that work which displays one’s ability to engage the ideas at hand (more so through summary and response rather than analysis), recognize and dialogue about the complications of such ideas (however, the complications recognized will focus more on surface level issues rather than the greater whole), and translate such dialogue into clear, academic prose that is free of stigmatized errors. As can be seen from this description, the level of thought will be acceptable and display that a student has read the assignment, but his/her analytic abilities and level of expression will not be nearly as complicated nor developed. Instead, C work will display a student’s hold to traditional methods of expression (simpler construction of sentence and paragraph development) and a struggle to develop complex, critical thinking skills.

D: 60-69: Students earning the grade of a D on any assignment will have completed work that demonstrates a below average understanding of course material and a lack of completion of all aspects and requirements of the assignment. The grade of a D is reserved for that work which displays one’s
struggle or refusal to engage the ideas at hand, simply summarizes the work under study with no actual recognition of or dialogue about the complications of such ideas, and the translation of ideas into writing is completed in such a convoluted manner that the audience will have difficulty following the conversation.

**F: 0-59:** Students earning the grade of a F on any assignment will either not have completed the assignment, will have completed the assignment but not followed the guidelines, or will have completed the assignment and demonstrated a complete misunderstanding of the course material. In this case, it will be obvious that the student has either not completed the required reading and/or given him/herself enough time to develop the work. The grade of a F is reserved for that work which does not engage the issues at hand, offers a base (not complete) summary of the work at hand with no critical engagement, and the translation of ideas into writing is either incomplete or the audience will be unable to follow the conversation. It is important to remember that a student can receive 0 out of 100 points. In the case that a student only partially completes an assignment or completes a work (in terms of page length, but not purpose) s/he may receive 0 points.

**Student Ethics and Other Policy Information:**

**Note on End of Semester Grading**

Please be advised that I do not “bump” grades. The grade you earn in the D2L gradebook is the one that will show up on Banner: SFA’s official grade reporting system. No make-ups or late work are accepted due to the fast pace of this course. The only revisions allowed are on Essay 1.

**Desire 2 Learn (D2L) Online Classroom and Email Access**

This course relies heavily on the D2L online classroom (https://d2l.sfasu.edu/). The site will hold an electronic copy of this syllabus, weekly quizzes and other grade items, rubrics, the unit schedules, all reading materials not found in the assigned textbooks, and any other handouts or material necessary. All topics will be assigned via D2L, and all major papers must be submitted through the Dropbox link on the site. It will also act as the primary email service for this class.

*It is the student’s responsibility to regularly check both the site itself and the email services frequently throughout the week during this course.*

**Submission Policy for Major Assignments**

Every major assignment must be submitted via D2L dropbox on the days listed above. You will not likely need to print anything for this class. For full guidelines and rules on submitting your work, see D2L.

**Other Classroom Policies:**

- **Golden Rule:** “Treat others as you would want to be treated.” This means that I take disrespect and rudeness as highly offensive, against me and, especially, my students. If I see you behaving rudely, your participation grade for the day will suffer, and (depending on the severity) there might be other consequences. Please note that this rule applies both in and out of the classroom, i.e. while waiting outside my office, communicating with each other (or me), as well as online in discussion boards, via school email, group work, etc.
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. While this is a flex schedule due to Covid-19 restraints, your participation is still required in every class period. You should be sitting in your seat in the classroom whenever possible, and all absences should have valid excuses before you miss class (see below).

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 ten percent (one whole letter grade) will be deducted for each unexcused absence from Attendance/Participation.

D. Documentation of attendance will be recorded by the professor. If your attendance is not recorded for that day, then you will lose participation points for that day.

E. Late class arrivals are disruptive. Unauthorized late class arrivals or early departures will be assessed as 1/3 of an unexcused absence; this means that three tardies equals one absence. Missed work or lack of participation will result in a zero for that day.

F. Tentative Course Timeline for IRW 099 can be viewed in D2L and is subject to change as deemed necessary by the instructor. Check the D2L “Learning Guides” in each week’s module for an up-to-date version of the due dates.

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/disabilities/.
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.
- Submitting a previously graded assignment written by the same student (ie., you can even plagiarize yourself by copying your old work!)

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.

Turnitin Statement:
This university subscribes to Turnitin.com, an online collaborative learning tool for faculty which supports faculty in their quest to uphold academic integrity. Student coursework will be submitted to the scrutiny of the Turnitin software. Please note that these submissions of assignments to Turnitin do not necessarily constitute an accusation or suspicion of plagiarism. It is also the means by which I give you detailed, in-line feedback on your essays for revision (ie., grade improvement) purposes, so ALL ESSAYS MUST BE UPLOADED TO TURNITIN BEFORE BEING GRADED.

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.

**COVID-19 MASK POLICY** *(This policy pertains to anyone coming to campus for any reason during the 2020-21 school year. While we are not meeting on campus for regular class times, you might need to come to the library or visit the campus for other reasons.)* Masks (cloth face coverings) must be worn over the nose and mouth at all times when you are on campus and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html

**Zoom Statement:**

As this is a college class, you are expected to be professional and respectful when attending classes on Zoom. This online asynchronous class does not have any mandatory Zoom meeting days but there will be a few sessions that we will meet together at the same time, so the following are policies for our meetings with Zoom. Please read carefully; all students are expected to adhere to the policies.

**NOTE:** Class meetings on Zoom (including video, audio, and chat text) will be recorded. Any behavior violations are subject to the Stephen F. Austin Student Code of Conduct.
**Please note:** In an online class, we tend to do our work at different times on different days, which is “asynchronous,” so there won’t be any mandatory Zoom meetings or face-to-face meetings on campus. In this way, your “attendance” in an online class becomes synonymous with “participation,” which is why you have a daily grade titled “participation” instead of “attendance.” The only way to earn a participation grade is to participate actively – listening, reading, communicating with me and your peers, in discussion boards, emails, and any other form of interaction with your peers. If you are signed in using Zoom, follow the guidelines below:

**General Zoom Guidelines:**

- **Sign in using the Zoom link shared with you on the course announcement page.** This is a recurring meeting that will be at the same time on the same days every week. You must use only your full first name and last name as listed on the class roster. Do not use a nickname or other pseudonym when you log in. It makes it impossible to know who is in attendance. Users who do not provide their full names will NOT be admitted to class.
- **Stay focused.** Please stay engaged during all class activities. Close any apps on your device that are not relevant and turn off notifications. Don’t use this as a time to “check in and check out.” Rather, if you want to earn a participation grade for the Zoom class, turn on your video, mute the microphone unless called on or raise your hand (in the toolbar on the bottom of the screen when you have Zoom running) if you have something relevant to say or a question to ask.
- **Video:** **Turn on your video whenever possible.** It is helpful to be able to see each other, just as in an in-person class.
- **Audio:** **Do NOT use any of the voice-altering or sound features in the Zoom classroom.** Just your own voice, please.
- **Keep it clean.** Don’t share anything you wouldn't put up on the projector in class and mind your language!
- **Mute your microphone when you are not talking.** This helps eliminate background noise.
- **Use a headset when possible.** If you own headphones with a microphone, please use them. This improves audio quality.
- **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any background music, tv, etc.
- **Stay on topic.** Use the chat window for questions and comments that are relevant to class. The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, I will be unable to sort through the information quickly to address students’ real questions/concerns about the course.
- **No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Consider Zoom a professional environment, and act like you’re at a job interview, even when you’re typing in the chat.

**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.