Prerequisites: Placement by testing

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. Required Textbook and Ancillaries:


B. MySkillsLab – *Students must purchase this Access Code and register online to complete these assignments.*

C. Flash drive (or Cloud storage) on which to save work3000

D. Note-taking Supplies: paper, pen or pencil, highlighter markers

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:

1. by making an appointment with the instructor, or

2. 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 invalidate the entire course assessment process and require the resubmission of assignments and quizzes by all students on a new deadline date. This poses an undue burden for classmates who did meet the deadline and causes significant delays in the course schedule.

D. Assignments are listed in the Tentative Course Timeline for IRW 099 in D2L. Early assignment submissions are accepted; late assignment submissions are not.

1. **Syllabus and Plagiarism Quizzes**: These quizzes must be completed in D2L.

2. **Daily Reading/Writing Exercises**: The instructor will assign weekly reading/writing exercises. These assignments will assist the student in reading and writing strategies to improve skills in these areas. It is important to learning to complete these assignments. All exercises that require writing should be typed. No handwritten papers will be accepted. Always keep a copy of your written work on your flash drive which should be brought to each class meeting.

3. **Small Group Reading/Writing Conference**: Students will participate in a group conference with two to four classmates. Among other collaborative assignments, groups will review the paper of members to discuss the strengths and weaknesses of the draft, allowing authors and readers to dialogue about how to improve their reading and writing skills. Only students who have prepared a submission for the Small Group Reading/Writing Conference will participate.

4. **Grammar Essentials Quizzes**: Quizzes will cover the prejudicial grammar errors – errors that cause readers to judge writing poorly – and how to avoid them in the final written draft.

5. **Casebooks**: Casebooks demonstrate reading and writing texts that use narrative, informational, and argumentative evidence to support the purpose of the student’s reading and writing.

6. **Mastery Tests**: End of chapter assessments of student comprehension and/or application of chapter learning outcomes.

7. **Expository Essays**: Most academic papers written during the college career are expository in nature. An expository essay has an introduction with a thesis, supporting body paragraphs, and a conclusion. All essay submissions (draft and final) should be formatted as follows:
1. Typed, double-spaced, 5-space paragraph indentation, MLA styled
2. Font must be Arial or Times New Roman style, black and size 12.
3. Absolutely NO handwritten papers will be accepted.

E. **Special Note Regarding Posting, Emailing, Mailing, Shipping, and/or hand Delivering Assignments:** Delays in posting, emailing, mailing, shipping, and/or hand delivery may occur for reason beyond the student’s control. The instructor will not accept responsibility for any such delays. Submissions must be submitted as directed.

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, texting, emailing, etc.) will result in a 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.

D. Submit all work by the due date. There will be no “make-ups” for missed assignments, quizzes or exams, participation 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.

E. **Grading:** Students will receive a grade of Pass/Fail in this course. Your grade is based on academic effort and attendance. Your overall percentage must be 70% or better.

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<thead>
<tr>
<th>PASS</th>
<th>FAIL</th>
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<tr>
<td>A = 90-100 %</td>
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<td>B = 80-89 %</td>
<td>F = below 70 %</td>
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<td>C = 70-79 %</td>
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F. Evaluated Assignments:

<table>
<thead>
<tr>
<th>Intro to Course Activities:</th>
<th>Maximum Points:</th>
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<tbody>
<tr>
<td>MSL Initial Lexile Locator Test</td>
<td>400 points for Intro to Course Activities</td>
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<tr>
<td>Syllabus Quiz</td>
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<tr>
<td>Plagiarism Quiz</td>
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<tr>
<td>Browsing the Book Quiz</td>
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<tr>
<td>Mastery Chapter Tests</td>
<td>2600 points</td>
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<tr>
<td>MSL: Daily Reading/Writing Exercises</td>
<td>600 points</td>
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<tr>
<td>MSL: Reading Level</td>
<td>500 points</td>
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<tr>
<td>MSL: Writing Practice</td>
<td>500 points</td>
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<td>MSL: Grammar Skills</td>
<td>600 points</td>
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<tr>
<td>MSL: Study Skills</td>
<td>800 points</td>
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<tr>
<td>Small Group Reading/Writing Conferences</td>
<td>1000 points</td>
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<tr>
<td>Attendance/Participation</td>
<td>3000 points</td>
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<td><strong>Total Points</strong></td>
<td><strong>10,000 points</strong></td>
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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](http://www.sfasu.edu/policies/class_attendance_excused_abs.asp) (See Policy Section 6.7). Regular and punctual attendance is expected for all classes, laboratories, and other activities related to this class for which a student is registered.

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.  **Student Ethics and other Policy Information:**

A.  **Students with Disabilities** – To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the *Office of Disability Services* (ODS), Human Services Building, Room 325, Phone 936-468-3004 or 936-468-1004 (TDD) 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.

B.  **Academic Honesty** – It is the policy of Stephen F. Austin State University that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University (See Academic Integrity A-9.1). Consequences for cheating/plagiarism are severe, and may result in an automatic lowering of your grade, an “F” in the course, expulsion from the Teacher Education program, or from the university. Cheating, according to University policy: “Dishonesty of any kind with respect to examinations, written assignments in or out of class, alteration of records, or illegal possession of current examinations or keys to examinations.”

It is the responsibility of the student to abstain from cheating. Dishonesty of any kind with respect to examinations, written assignments, in or out of class, alteration of records, or illegal possession of current examinations or keys to examinations shall be considered cheating.

Courtesy and honesty require that any ideas or materials borrowed from another must be fully acknowledged. Offering the work of another as one’s own is plagiarism. The subject matter of ideas thus taken from another may range from a few sentences or paragraphs to entire articles copied from books, periodicals, or the writing of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement is also considered plagiarism. All assignments must be written in your own words. Quotes and pictures from web sites or other sources must be properly cited. Any form of copying from any source, including another student, will be considered cheating and will result in receiving a zero for the assignment and possibly an “F” in the course and/or dismissal from the program. Any student who fails to give credit for ideas or materials taken from another is guilty of plagiarism.

All assignments submitted for this course must be original. In other words, the students’ work in another course would not be original to this course and, therefore, will not be accepted. If a student is retaking this course, the work must be original and the student will not receive credit for work submitted in a previous semester. Plagiarism is also addressed on page 13 of your textbook. SFASU’s Academic Integrity policy can be accessed by visiting the following website:

[http://www.sfasu.edu/upp/pap/academic_affairs/academic_integrity.html](http://www.sfasu.edu/upp/pap/academic_affairs/academic_integrity.html)
VIII. **Withheld Grades Semester Grades Policy (A-54):** Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, 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 a grade of “F.” If students register for the same course in future terms, the WH will automatically become a grade of “F” and will be counted as a repeated course for the purpose of computing the grade point average.

IX. **Other Relevant Course Information:**

A. **Cell Phones and Electronic Devices.** Please turn off all beepers, cell phones, and any other electronic device upon entering the classroom. Also, please remove any electronic devices (ear buds, headphones, etc.) upon entering the classroom. Unauthorized use of these items during class is distracting to the student and discourteous to the instructor and may result in the loss of the daily Attendance/Participation points.

B. **Acceptable Student Behavior.** Classroom behavior should not interfere with the instructor’s ability conduct the class or the ability of other students to learn from the instructional program *(See Student Conduct Code, policy D-34.1)*. Respect for others in class is essential. Unacceptable or disruptive behavior will not be tolerated and may result in the loss of the daily Attendance/Participation points.

C. All students are expected to conduct themselves in a courteous, responsible, and mature manner to contribute to the cooperative learning environment of the classroom. Sleeping, inappropriate talking, texting, or other off-task behaviors are disruptive to the learning goals of this class and may result in the loss of the daily Attendance/Participation points. Students who persist in disruptive behaviors will be asked to leave the class.

D. If your behavior is disruptive to the learning goals, and you are asked to leave the classroom, you will receive a zero for those activities and assignments that are completed during your expulsion from the classroom. These will not be allowed to be “made up.” Students who are asked to leave the class for disruption of the learning environment may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, library visits, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class (or log in) regularly, or who perform poorly on class projects/exams may be referred to the *Early Alert Program.* This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

E. **Students must be prepared for each class.** To be successful in this course you must bring your textbook and supplies, (flash drive, notebook paper, highlighter, etc. to class each day). Take class notes of announcements, and use the calendar and resources that your instructor has prepared in D2L to set your schedule and prioritize your efforts. You must plan to dedicate time to fully participate in the course. A good rule of thumb is the “2:1 ratio”—spend 2 minutes preparing for every 1 minute of class. Therefore, for this course, you should spend 5 hours per week—or more—dedicated to passing Integrated Reading and Writing. Take care not to “get behind” in your assignments as it will be difficult to “catch up.”

F. **DISCLAIMER:** This syllabus represents a “best” plan for the course; but, as with most plans, it is subject to change. Any changes in the timeline will be announced as necessary.