

Integrated Reading and Writing INRW 0420**Instructor, make sure you fill out this information.**

Section: Synonym:

Room: Time:

Instructor:

Office Hours:

Office Location:

Phone: (512)

Email:

Course Description: INRW 0420: Integrated College Reading and Writing Strategies

Students will improve their college reading and writing skills both in and out of class through integrated reading and writing activities. Daily and major writing assignments will offer students the opportunity to master the reading and writing processes and the critical thinking skills necessary to complete college work. Students will read and write for expressive, informative, and persuasive purposes.

Brief and essay-length writing activities accompanying the readings will enhance critical reading and writing skills. In addition, the readings will provide models for using written language effectively to compose essays. A special focus will be placed on how to read, understand, and apply information in college-level texts and how to plan, organize, and revise an effective college essay. Lab work will include weekly assignments in the Connect IRW computerized skills software.

While the firm expectation for all courses is that student work will reflect authentic (student-generated) effort and original critical thinking, individual professors will enforce their own policies on the use and documentation of **generative AI technology**. Where generative AI technology is allowed, its use must be documented.

Instructional AI tools (such as spelling and grammar checking tools, Grammarly, Quillbot, and Packback) are generally considered acceptable aids to writing. However, individual instructors may provide specific guidelines or place certain restrictions on the use of these tools.

Required Texts: **Instructor, please email Jay Byrd at james.byrd@austincc.edu to get a complete list of books available for this course.**

Suggested Materials: **Instructor, please list all materials/apps you want your students to use.**

DISTANCE EDUCATION (for online or hybrid courses only) *Mandatory if your class is online or hybrid*

Advise students, many of whom may be new to online learning, about the differences between online and traditional face-to-face learning. In particular, advise students of the time management and study skills required to be a successful online student. Encourage students new to distance education to review the ACC Distance Education General Information available at <https://online.austincc.edu/faq/> Likewise, use of the college approved learning management system should be clearly stated for hybrid and online courses. Some suggested wording might be:

“Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.”

Class Expectations: Instructor, please add or delete class expectations to or from this list.

1. **Turn off cell phones and put them away** during class. If your phone makes noise during class, turn it off immediately. If you continually disrupt class, you may be asked to leave, and you may receive a zero for the day's assignments and tests. Cell phones must be put away during tests or you will receive a zero on that test.
2. **Keep food and drinks outside of the classroom.** Drinks in containers which can be securely closed are okay.
3. **Attend every class.** Be on time. Stay until the end of class. Focus on class work while you are here.
4. **Bring your textbook to every class.** Buy your textbook before the second class meeting. Failure to obtain a textbook can be grounds for withdrawal.
5. **All absences are counted,** including doctor's visits, court dates, transportation problems, and lack of child care.
6. **If you are absent, be prepared for class when you return.** Contact your instructor or another student by phone or email *before* the next class period to find out what you missed.
7. **Turn assignments in on time.** *Late assignments may receive half credit* if they are more than one class meeting late.
8. **Do your own work.** *Do not copy* other student's work or let yours be copied. If this happens both students will receive a zero on the assignment. *Do not cheat* during a quiz or test, or you will receive an F in this class.
9. **Keep your class work and handouts organized** in a binder. File all graded and returned assignments.

Course Rationale

Intermediate Integrated Reading and Writing Strategies (INRW 0420) offers students the opportunity to improve their college reading and writing skills in one three-hour class with two 50-minute weekly lab meetings. Students who successfully complete Intermediate Integrated Writing and Reading Strategies 0420 will be eligible to enroll in Integrated Reading and Writing Strategies 0430, an exit class.

Reading Scores	Writing Scores - Objective	Writing Scores - Essay	Course Placement Options	Notes
310-343	310-339	4 or below	INRW 0420 with 1 hr. lab	Not an exit course. Intermediate course for students needing reading and writing at the lower level.

STATEMENT OF ACADEMIC BELIEFS, ATTITUDES AND VALUES

After completing this course, students will:

- Value reading and writing as a way to learn and study;
- Respect independent thinking, diversity, and the individual's right to hold differing opinions and values;
- Appreciate critical reading and writing as a means of maintaining a free society and will use reading and writing as a tool for guarding their democratic rights;
- Use their reading and writing skills to participate in academic debate on issues of importance to the society and the world at large;
- Exercise their critical reading and writing skills to enhance their quality of life and to support their life-long learning.

Outcomes

Upon successful completion of this course, students will:

- Engage in reading and writing as integrated but reciprocal processes.
- Comprehend and develop vocabulary effectively in reading and writing throughout the curriculum by determining the meaning of unfamiliar words using decoding, contextual or structural analysis, or by using a dictionary.
- Locate explicit textual information, draw inferences, identify purpose, describe and analyze expository texts.
- Read and demonstrate comprehension and knowledge of sentence structure by paraphrasing simple and complex sentences.
- Generate ideas from assigned readings and gather information relevant to the writer's purpose, point of view, tone and patterns of organization.
- Use strategic operations such as searching, scanning and questioning and self-correcting to identify the main idea and supporting details of paragraphs by writing short essay answers to questions over expository text material or by writing summaries.
- Use self monitoring activities (metacognitive) to self-correct reading processes and proof writing activities.
- Write essays with a clear lead in, and develop a thesis statement, using an essay map when appropriate.
- Realize the importance of revision in writing to improve continuity of ideas and clarity of purpose
- Demonstrate developing ability to recognize and apply the conventions of standard English in reading and writing.

Course requirements: Instructors, please list all our your assignments and a brief explanation. The only assignment that is required in this list is the Portfolio.

1. Personal/ Autobiographical Essay: 10%
2. Sentence construction assignment: 5%
3. Response paragraph (ex. Responding to blogs): 5%
4. Summary of informational text (3 paragraphs): 5%
5. Paraphrase Assignment: 5%
6. Textbook Chapter Assignment: 10% (demonstrate reading strategies such as 2 col notes, annotations, concept map, and answer essay question--to simulate test essay question-- over material)
7. Final Essay: (Include in Portfolio grade)
8. Portfolio: 20%
9. Homework: 15%
10. Participation: 5%
11. Connect INRW 20%

Grading Policy: Instructors, please list your grading policy, and if it is based on the typical grading system, points or Percentages.

Grades will be earned on the following basis:

- | | |
|--------|-----------|
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D or F | Below 70% |
- (Student must repeat the course.)

Attendance and Class Participation

Or for online courses: *Mandatory if your course is online*

“Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.”

And to cover situations where classes are cancelled because of weather, pandemic, or other emergencies:
Mandatory

“The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.”

Regular and punctual class attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class. *Students who miss more than 3 hours of class will be at risk of being withdrawn.*

Arriving late or leaving early will be counted as part of the three hours of absences. *Doctor's appointments, court dates, college instructor appointments, work for other classes, make-up exams, changes in work schedules, and transportation or child care issues are not acceptable reasons to be absent.*

If you are dropped for lack of attendance, you may within 10 class days, request reinstatement. Reinstatement will be awarded only when a legitimate reason for missing classes has been substantiated and future attendance is assured.

Withdrawal Policy: Instructors, please look at ACCs Academic Calendar and let your student know when the drop date For your class is during the semester.

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The withdrawal must be submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who **enroll for the third time in a course** may be charged a higher tuition rate, for that course.

State law permits **students to withdraw from no more than six courses** during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Incomplete Grades Mandatory wording until Spring 2021

An incomplete (grade of "I") will only be given in Fall, 2020 due to extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the Spring, 2021 semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students receiving an "I" for Spring 2020 or Summer 2020 may complete remaining course requirements and convert the I to a completion grade during the Fall 2020 semester. The final date for conversion of spring and summer semester incompletes is November 19th, 2020, the published final fall conversion date for Incompletes.

Students receiving an "I" for Spring 2020 or Summer 2020 who have not completed course requirements by the November 19th, 2020 extended conversion date may request that the I be converted to a W and that they receive a voucher to take the course in Spring 2021. These requests will be considered by the **COVID-19 Spring 2021 Hardship Review Committee**. Approval would require extenuating circumstances that did not allow the student to complete the course requirements during the extended completion time.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

IP Grades

The IP (In Progress) Grade is used for students in developmental courses. An IP may be awarded to students who remain in the class, are attending, are progressing, but are not achieving the standards for earning a C or better in the course. The IP grade is a

final grade for the term and counts toward the student's term load but carries no grade points or credit toward graduation. An IP grade does not mean successful fulfillment of the objectives of the course or completion of remediation.

Texas Success Initiative Requirements

Students who have not demonstrated college-readiness in reading must enroll and participate in a developmental reading course until they satisfy Austin Community College's Texas Success Initiative requirements. **See an advisor or counselor immediately if you have not signed an ACC TSI Individual Plan.**

If you withdraw or are withdrawn from this class, please see an advisor to check your TSI status.

Statement on Scholastic Dishonesty

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. *Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion from the college.* See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

Academic Freedom

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are many differing viewpoints. These differences enhance the learning experience and create an atmosphere in which students and instructors alike will be encouraged to think and learn. On sensitive and controversial topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will *respect all the views expressed in classroom discussions.*

Statement on Students with Disabilities

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the office Student Accessibility Services (SAS).

Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from SAS for this course must provide the instructor with the 'Notice of Approved Accommodations' from SAS before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student.

Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about Student Accessibility Services is available at <http://www.austincc.edu/sas>

Student Rights and Responsibilities

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Safety Statement

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

ACC Health Screen App results will be requested at the door. If you are unable to download the app, an iPad will be provided at the door so that you may answer a series of questions to determine if you have COVID-19 symptoms which include:

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

Loss of taste or smell

Diarrhea

Fever

Have you come into contact with anyone who tested positive for COVID-19 with 14 days?

If you do not pass the pre-screening, you will receive specific information on healthcare procedures and instructions for what you need to know to be able to return to campus.

5. **Facial coverings/masks** are required for anyone entering an ACC building. You must wear a facial covering/mask at all times. In private spaces such as an individual office, your facial covering may be removed if you are alone. These guidelines are consistent with [guidance from the Centers for Disease Control and Prevention](#), which makes clear that facial coverings and social distancing are among the most effective measures for limiting the spread of COVID-19.

TIP—Students should arrive to campus early to ensure enough time to get through the screening line.

On-Campus Protocols

- Wash and sanitize your hands prior to entering a classroom, office, or facility. Hand sanitizing stations, disinfecting wipes, soap, and water are readily available.
- Continue to practice good hygiene by washing your hands frequently for 20 seconds.
- Practice social distancing with all individuals by maintaining at least six feet of separation.
- Follow floor stickers that are placed throughout the campus to help guide social distancing in high traffic areas.
- A maximum of two people at a time will be allowed in elevators.
- Facial coverings/masks must remain on at all times. A facial covering may only be removed as allowed by the course safety plan (i.e., when alone in private spaces such as an individual office).
- For the safety of all who are on-campus, water fountains will be turned off, vending machines will have limited services, all food services will be suspended, and common area furniture will be removed. Please plan accordingly.

Classroom Protocols

- Schedules are staggered and courses have been divided into smaller sections to minimize contact with individuals.
- Seating for standard classrooms is limited to nine students and one instructor unless the classroom is deemed large enough to handle more by the Safety & Operations Office.
- Faculty will assign seats to students to keep them at a safe distance from one another. It's imperative that students follow seat assignments in order to track any contamination or the possible spread of COVID-19.

- Plexiguards are installed on faculty desks if there is not at least nine-feet between the desk and the first row of students.
- Once inside the classroom, facial coverings must continue to be worn.
- ACC encourages students to wipe down their desks before class begins. Supplies will be provided in each classroom.

Deep Cleaning Protocols

- ACC's Campus Operations Quality Control staff will regularly and frequently disinfect any and all high touch surfaces such as door knobs, tables, chairs, and restrooms.
- Staff will disinfect classrooms as soon as classes are over.
- Students and employees will be reminded to disinfect personal electronics on a regular basis.
- Hand sanitizer will be available in or near every classroom.
- Sufficient disinfecting supplies are available to maintain hygienic standards throughout the day.
- These disinfectant procedures will occur after each class and at the end of every day.

Illness & Travel Protocols

- If you feel sick, feverish, or unwell, please do *not* come to campus or office.
- You will need to get tested for COVID-19 and report the results (positive or negative) to ACC's COVID-19 Liaison (see below).
- If you become ill in the classroom or inside an ACC facility, you will be asked to go into an isolation room to take the state's online self-assessment.
- Isolation rooms are available on each campus and center with resources and information to help you learn about the next steps and where to go for a COVID-19 test.
- All areas used by anyone who is sick or tests positive for COVID-19 will be immediately closed, waiting for the appropriate period of time before it is thoroughly deep cleaned, disinfected, and deemed safe to reopen.
- If you have been in contact with someone who tested positive for COVID-19 within the last 14 days, you must self-report. ACC's [Self-Report form is available online](#).
- ACC has identified a primary COVID-19 Liaison responsible for communicating and coordinating with local health departments. Our liaison is Michael Garcia, Executive Director of Regulatory Affairs, sem-helpdesk@austincc.edu.

A training video is available [here](https://www.austincc.edu/coronavirus/health-and-safety-protocols) at: <https://www.austincc.edu/coronavirus/health-and-safety-protocols>

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24 hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
 - Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.

Illness

Any ACC student or employee with symptoms or exposure to the COVID-19 virus should inform their professor(s) or supervisor and complete the college's self reporting form:

https://cm.maxient.com/reportingform.php?AustinCC&layout_id=124

Concealed Campus Carry at ACC

ACC's [Campus Carry Policy](#) ensures compliance with Section 411.2031 of the Texas Government Code (also known as Campus Carry law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors.

As a public community college, ACC is required by law to implement the campus carry legislation, [Texas Senate Bill 11](#) (SB 11), allowing Licensed to Carry (LTC) holders to carry a concealed handgun on public college campuses. Per the law, the college's policy takes effect August 1, 2017.

- Implementation Process

ACC has taken a steady, thoughtful approach to implementing the law. In 2016, ACC President/CEO Dr. Richard Rhodes appointed a [Campus Carry Implementation Task Force](#) comprised of collegewide representation.

The task force worked with faculty, staff, students, and legal experts to develop a policy and procedures that work best for our learning and working environment. Additionally, ACC continues to monitor the policies adopted by four-year universities, work with community college partners, and review Attorney General opinions on the matter.

Facts

- All public Texas colleges and universities must abide by the law.
 - Private institutions may opt out of implementing the law.
 - The concealed campus carry law does not allow open carry on campus.
 - A person must have a License to Carry a Handgun (LTC).
 - A person must be at least 21 to obtain a LTC, unless he/she is active duty military or a police officer.
 - Faculty and staff do not have authority to ban handguns from classrooms.
 - Campus carry laws exist in eight states (Texas, Colorado, Utah, Idaho, Mississippi, Kansas, Oregon, and Wisconsin).
 - Licensed gun owners have been allowed to carry concealed handguns on public campuses (but not in buildings) for 20 years.
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- While Texas is currently in a legislative session, there are no indications lawmakers will change the law.

Title IX

The Education Amendments of 1972 state that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Some types of discrimination may include, but are not limited to, sexual harassment, sexual assault, intimate partner violence, sexual exploitation, stalking, and/or sex or gender based harassment/ discrimination.

The U.S Department of Education Office for Civil Rights (OCR) enforces Title IX, including investigating and resolving complaints. Additionally, the OCR provides institutions with information and guidance in order to provide support in complying with the law.

All employees are required by law to report all sexual harassment to the District Title IX Coordinator.

State certified counselors at ACC are not required to report information disclosed during a counseling session. Contact Student Services at any ACC Campus or call (512) 223-9480 to schedule an appointment.

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACCmail, including instructions on setting up an account, can be found at <http://www.austincc.edu/accmail/>

Student And Instructional Services

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: <http://www.austincc.edu/support/>

Links to many student services and other information can be found at: <http://www.austincc.edu/>

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: <http://www.austincc.edu/tutor>

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Testing Center Policy

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

- ACC Photo ID
- Course Abbreviation (e.g., INRW)
- Course Number (e.g., 0430)
- Course Synonym (e.g., 22607)
- Course Section (e.g., 002)
- Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, **regardless of whether it is on or off**, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at <http://www.austincc.edu/testctr/>