

English 0312: Integrated Reading and Writing**Course Policies and Syllabus
Fall 2017**

Section No.: _____ Days/Times: _____ Place: _____

Instructor: _____ Office Phone: _____

Office: _____ E-mail: _____

Office Hours: _____

Developmental English Website: academics.utep.edu/developmentalenglish

Class Member: _____ Phone: _____ E-mail: _____

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COURSE DESCRIPTION

The goal of Integrated Reading and Writing is to have students understand the close relationship between active reading and purposeful writing.

This course stresses the reading skills needed for success in college-level course work. The course emphasizes the development of vocabulary, comprehension, and critical analysis as applied to various types of reading materials. Students learn how to employ effective reading strategies at all stages of the reading process and learn to recognize and apply appropriate reading techniques for reading across the disciplines.

As students learn to derive meaning from text, they will apply this knowledge to construct texts for specific audiences and purposes. Using the various stages of the composing process--prewriting, drafting, revising, editing, and publishing—students will compose summaries and essays for specific audiences and purposes. Students will analyze and evaluate professional and student documents to improve their reading skills and keep a journal to respond to readings, explore ideas, and practice expressing their thoughts. Finally, students will learn how to improve their sentence structure and other grammatical skills.

The course is designed to improve students' communication skills so that they can communicate effectively in writing and comprehend their college-level texts.

Successful completion of this course will satisfy Texas Success Initiative (TSI) requirements for developmental reading and developmental writing.

REQUIRED TEXTS AND MATERIALS

- *Subject and Strategy: A Writer's Reader*, 14th ed., by Paul Eschholz and Alfred Rosa
- Notebook – Instructor will specify type

Materials:

Note: Students are expected to get their textbooks in the first week of class. Students who do not have funds for their books during the first week can apply for an emergency book loan. For more information on emergency book loans, go to <https://loans.utep.edu/>.

This book is available as a rental book at the UTEP bookstore.

COURSE ASSIGNMENTS

Final grades will be determined by performance in the following areas:

Comparison Assignment: Critical thinking involves making comparisons. Students will compose a comparison essay. **200 points (20% of overall grade)**

Summary Assignment: It is fundamental to the academic experience to be able to summarize information. Summarizing consists of two important skills: (1) identifying the important concepts presented in the text and (2) restating the text in the reader's own words to demonstrate effective comprehension. Using the directions for composing a summary, students will read a text closely and summarize it. **100 points (10% of overall grade)**

Argumentation Assignment: Much of academic writing involves taking a position on a subject and supporting that position with solid evidence. Students will compose an argumentation essay. **200 points (20% of overall grade)**

Reading Project: Assignment is at the discretion of the instructor. **100 points (10% of overall grade)**

Daily Work Assignments: Students will complete journal entries, quizzes, exercises, and homework assignments as well as other assignments. Students are *expected* to attend student-teacher conferences to discuss their writing with their instructor and to participate in class on a regular basis. **200 points (20% of overall grade)**

Midterm Exam: Students will be required to take a midterm reading exam. **100 points (10% of overall grade)**

Final Exam: Students will be required to take a final exam. **100 points (10% of overall grade)**

Grade Distribution (Students can earn a total of 1000 points for the course):

1000 - 900 = A*	90 – 100% = A*
899 - 800 = B*	80 – 89% = B*
799 - 700 = C*	70 – 79% = C*
699 - 600 = D*	60 – 69% = D*
599 and below = F*	0 -- 59% = F*

- To earn a passing grade (“A*,” “B*,” or “C*”), **students must have completed all exams and all major writing assignments and achieved an average of 70 percent (700 points) or better for the complete course.**
- If students have not met course requirements or do not have an average of at least 70 percent (700 points) for the complete course, students will need to retake this course.

NOTE: In order to satisfy TSI requirements for developmental reading and developmental writing, students must earn a “C*” or better in the course.

Deadlines

- All assignments are due at the **beginning** of the class period for which they are assigned. The instructor is *not* obliged to accept late daily work.
- All major assignments and exams completed late will be penalized a letter grade for each class day they are late.
- If students must be absent, they are responsible for finding out what was covered and assigned in class in order to be prepared for the next class period.

COURSE/INSTRUCTOR POLICIES**1. Computers**

- A. All major assignments (Comparison Essay, Summary Assignment, Argumentation Essay, and Reading Project) must be word-processed.
- B. Students must get and use a UTEP e-mail account. Students may contact the Help Desk at 747-5257 or 747-HELP for help with technical problems.

2. Student-Teacher Conferences

Students are expected to meet with their English 0312 instructor to discuss their writing. Student-teacher conferences might be held at times other than the class period. Your instructor may count a missed conference as an absence.

3. Attendance

- A. Satisfactory attendance is a course requirement. Satisfactory and unsatisfactory attendance are defined as follows:
 - Students must be present in the classroom throughout the entire class period. Excessive tardiness or leaving the classroom early will be considered unsatisfactory attendance.

- Students must come to class prepared with their completed assignments. In class, students are expected to be alert, attentive, and focused on the subject at hand. If a student's preparation is unsatisfactory, his/her attendance will be considered unsatisfactory.

B. In a MWF class, a student is allowed five absences, and in a TR or MW class, a student is allowed three absences. When a student has compiled a total of six instances of **unsatisfactory attendance** in a MWF class (or four instances of unsatisfactory attendance in a TR or MW class), he/she may be dropped from or fail the course at the instructor's discretion. The official course drop deadline, November 3, is the last day to drop a course with an automatic "W".

4. Scholastic Dishonesty [From the Handbook of Operating Procedures: Student Affairs]

- A. It is the official policy of the University that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to University policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of normally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty. Any student who commits an act of scholastic dishonesty is subject to discipline.
- B. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.
- C. Plagiarism: "Plagiarism" means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.

5. Student Conduct [From the Handbook of Operating Procedures: Student Affairs]

Each student is responsible for notice of and compliance with the provisions of the Regents Rules and Regulations, which are available for inspection electronically at <http://www.utsystem.edu/bor/rules.htm>.

6. Copyright and Fair Use

The University requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject you to federal

and state civil penalties and criminal liability, as well as disciplinary action under University policies.

7. Etiquette

A. Classroom Etiquette

- Classroom computers are for English 0312 use only. No checking e-mail, updating Facebook, typing assignments for other courses, or surfing the web is allowed during class.
- No texting is allowed in class.
- Do not use the printer after class has started without instructor approval. It can be difficult to hear in this room; the printer only makes it that much worse.
- Neither food nor drinks are allowed in this classroom.
- Turn off cell phone ringers, and do not listen to iPods/MP3 players during class.
- Use of headphones/ear buds is not allowed in the classroom unless approved by instructor.
- Arrive to class on time in order to prevent class disruption.
- Do not talk when someone else is speaking.
- When you are done using the computer, log off completely, so that no one may access your information.
- Clean up your area **before** you leave the classroom. Please throw away trash and push in your chair.

B. Online “Netiquette”

- Always consider audience. Remember that members of the class and the instructor will be reading any postings.
- Respect and courtesy must be provided to classmates and the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else’s message, address the ideas, not the person. Post only what anyone would state comfortably in a face-to-face situation.
- Blackboard is not a public Internet venue; all postings to it should be considered private and confidential. Whatever is posted on these online spaces is intended for classmates and the professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. Any student who wishes to do so has the ethical obligation to first request the permission of the writer(s).

PLEASE NOTE: Students who are on scholarship, who are receiving financial aid, or who have been placed on academic probation must be aware of the requirements necessary to remain in good standing with respect to their particular situations. It is the student’s responsibility to satisfy the course requirements necessary to remain in good standing. The instructor will not make any special provisions.

DISABILITY STATEMENT

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If a student suspects that he/she has a disability and needs an accommodation, he/she should contact the Center for Accommodations and Support Services (CASS) at 747-5148 or <cass@utep.edu >. CASS is located in Room 106, Union East Building. Students are responsible for presenting to the instructor any CASS accommodation letters and instructions.

Technology and English 0312

This course uses technology. It is strongly recommended that students are comfortable using a computer and have access to the Internet from home or make arrangements to use computers on campus.

If home access is not possible, students should make arrangements to use a computer regularly on campus in order to complete their work. The Developmental English and Math Computer Lab, located at Education 314A, is available for students to word-process their papers, check their e-mail, use the Internet, and/or consult with a tutor.

Developmental English Computer Lab Fall 2016 hours:

Other computer labs, such as the Education Technology Lab (Education Building, room 401), LACIT (Liberal Arts Center for Instructional Technology: Liberal Arts Building, room 405), and CLC (Collaborative Learning Center: Library, 2nd floor), are available for student use. Some of these labs hold weekend hours and are available during the evening, but schedules do vary. *Not having access to a computer will not be an excuse for incomplete or late assignments.*

Technology problems also are not an excuse for work that is late or missing. Students need to get into the habit of completing assignments for this course well before the due date to allow time for dealing with technology problems. Expect that at some time, the network will be down, computers will go on the fritz, or some other small catastrophe will occur. If students are prepared ahead of time, they can go to plan B.

Instructions for Accessing Your Course Online: Your instructor will use Blackboard as a supplement to this course. Students must have a UTEP e-mail ID and password before they can access Blackboard. UTEP automatically generates an e-mail ID for students when they are entered into the system. Any questions or problems can be directed to the **Helpdesk at 747-5257.**

Some course content will be delivered via Blackboard. Students can access Blackboard by the steps outlined below:

- Go to <<http://www.my.utep.edu>>.
- Login is e-mail ID. Password is e-mail password.
- Click on the link to Blackboard.

- Once logged into Blackboard, all the courses a student is registered for are listed under the appropriate semester.
- Click on the course title to access the course.

Some of the materials on the Blackboard Shell may be in .pdf format. If you have trouble opening a file, you may need to download the most recent version of Adobe Reader, which will allow you to read files in .pdf format. To get Adobe Reader, go to <http://get.adobe.com/reader> and follow the directions for the download.

IMPORTANT DATES

August 28	First day of classes
September 4	Labor Day – University Closed
September 13	Census Day
October 25	Midterm grades due to the Registrar’s Office
November 3	Course Drop Deadline
November 23 – 24	Thanksgiving Holiday – University Closed
December 7	Last day of classes and complete withdrawal from the University
December 8	Dead Day
December 11-15	Final Exams
December 11	English 0312 Final Exam, 7:00 am to 9:45 am
December 19	Final grades to the Registrar’s Office
December 21	Final grades officially available to the students online

COURSE CALENDAR* (Provisional – subject to change to meet the needs of the class)

Week	Subject and Strategy: A Writer's Reader	Reading Project	Major Assignments/Exams
1 8-28/9-1	Chapter 1: Reading Chapter 3: Writers on Writing (<i>instructor may choose to assign readings from Chapter 3 throughout the semester</i>)	Instructor determines assignments.	Instructors will assign journals weekly.
2 9-5/9-8	LABOR DAY : Monday, September 4 Chapter 1: Reading continued		
3 9-11/9-15	Chapter 2: Writing Chapter 16: Editing for Grammar, Punctuation, and Sentence Style (<i>instructor will cover this chapter as needed throughout the semester</i>)		
4 9-18/9-22	Chapter 2: Writing continued Chapter 8: Comparison and Contrast		Comparison Essay Introduced
5 9-25/9-29	Chapter 8: Comparison and Contrast cont. Chapter 4: Narration		Comparison Essay Continued
6 10-2/10-6	Chapter 8: Comparison and Contrast cont. Chapter 5: Description Chapter 16: Editing . . . (<i>as needed</i>)		Comparison Essay Final Draft due
7 10-9/10-13	Chapter 10: Definition		
8 10-16/10-20	Chapter 6: Illustration		Midterm Exam
9 10-23/10-27	Chapter 14: Writing with Sources		Summary Introduced
10 10-30/11-3	Chapter 14: Writing with Sources cont. Chapter 9: Division and Classification		Summary Continued
11 11-6/11-10	Chapter 14: Writing with Sources cont. Chapter 7: Process Chapter 16: Editing . . . (<i>as needed</i>)		Summary Paragraph Final Draft due
12 11-13/11-17	Chapter 12: Argumentation		Argumentation Essay Introduced
13 11-20/11-22	Chapter 12: Argumentation continued Chapter 11: Cause and Effect Analysis THANKSGIVING Break: 11-23/11-24		Argumentation Essay Continued
14 11-27/12-1	Chapter 12: Argumentation continued Chapter 16: Editing . . . (<i>as needed</i>)		Argumentation Essay Final Draft due
15 12-4/12-7	Review for final exam		
16 12-11	English 0312 Final Exam, 7:00 am to 9:45 am		Final Exam, 7:00 am to 9:45 am

*This calendar is a general guide and subject to revision and changes in assignments; specific in and out-of-class assignments will be assigned daily or weekly by your instructor. It is the student's responsibility to keep track of all assigned work, and to submit it on time in order to receive credit.