

English 0312: Integrated Reading and Writing

Twelve Week Course

Course Policies and Syllabus

Fall 2021

Section No.: 19420 Days/Times: TR 10:30-12:12 Place: EDUC 317

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Office Hours: M-R: 1-2 PM, F: 8-11AM in EDUC 209, and 11-1PM in 314A

and by appointment at other times.

Developmental English Website: academics.utep.edu/developmentalenglish

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Course Description

Initial Note: *This 12-week ENGLISH 0312 course is specifically designed as a second course in a sequence which began with a 4-week NCBE E021. Only students who successfully completed*

NCBE E021 are allowed to enroll in this course.

The goal of Integrated Reading and Writing is for students to gain in their understanding of the close relationship between active reading and purposeful writing.

This course stresses the reading and writing skills needed for success in college-level course work. The course emphasizes the acquisition of essential reading skills used to derive meaning from text, including: focused, purpose-driven reading; acquisition and increased comprehension of vocabulary; and a strengthening of critical analysis ability. Students are taught to employ effective reading strategies at all stages of the reading process and to recognize and apply appropriate reading techniques for reading across the disciplines.

As students learn to derive meaning from text, they will learn how to 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 compose summaries and essays for specific audiences and purposes. Students analyze and evaluate professional and student documents to improve their reading and composition skills and are asked to respond to readings, exploring not only the ideas expressed, but also how they are expressed by effective communicators in writing. In addition, in order to become effective writers, students are taught 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 MATERIAL








Text

- **Mindtap Cengage with *Fusion, Book 2, 3rd ed, by Kemper et al.* (Students acquire this as they acquired *Fusion, Book 1 with Mindtap* during the prerequisite 4-week NCBE-E021. It is a separate fee.)**

Materials:

- Dedicated notebook for this course. You may use the same notebook as you used in our 4-week NCBE which preceded this course.
- Weekly/Monthly Planner Calendar—**CAN BE DIGITAL**
- Highlighters
- Pens and pencils

The UTEP EDGE

The UTEP Edge is our philosophy that acknowledges the many assets our students bring to the University. We provide a variety of high-impact experiences both in and out of the classroom through work of our faculty, staff, alumni, and community partners that build on these assets and talents. Many of assignments and discussions in this class will further develop the talents you bring to this class such as developing your communication skills , critical thinking , teamwork , problem solving , confidence , and social responsibility . This course is part of your first-year experience . To learn more about the UTEP Edge, visit <https://www.utep.edu/edge/>.

Major Course Assignments

Final grades will be determined by performance in the following areas. Points presented are the maximum points earnable for each segment of the overall curriculum for this course.

IMPORTANT NOTE: Students must submit all major assignments listed below, and with an overall course average of 70% or above, in order pass this course.

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    

Comparison AND OTHER WRITING Assignments:

Critical thinking involves making comparisons. Students will compose a comparison essay or essay segment. Students will also engage in other reading/writing-critical activities. **200 points**

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. This assignment may be broken into segments at the discretion of the instructor. **100 points**   

Note: All major writing assignment final submissions must include more than one draft.

Reading Project:

This assignment is at the discretion of the instructor. Professor Durham's sections engage in a series of critical reading and analysis assignments throughout the semester, which are linked to assigned readings. **100 points** 🇺🇸🗎🗣️🧠

Discussions and Wikis

Students for this segment of the course are to participate in a weekly class Discussion and/or Wiki assignments on assigned topics. **100 points** 🇺🇸🗎🗣️🧠🗣️

Daily Work Assignments:

Students will complete various in-class and homework assignments, including teamwork assignments, participate in student/teacher conferences, and to engage actively in in-class activities. *It is important to note that the overall points assigned to this segment of the course is often based on a percentage, taken at the end of the semester of all assigned daily work assignments, which may, overall, equal more than a 100 point total.* **100 points** 🧠🗎🗣️🗣️

Midterm Exam:

: Students will be required to take a midterm reading exam. **100 points** 🧠🗣️

Final Exam:

: Students will be required to take a final exam. **100 points** 🧠🗣️

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 in addition to achieving an average of 70% (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 this course.*

Course and Instructor Policies

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 no prior arrangements have been made*.
- 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.

1. Computers

- A. Students must get *Cengage Mindtap* account and spend sufficient hours a week outside of class time to complete posted weekly *Cengage Mindtap* assignments.
- B. There are also weekly Blackboard-based assignments which require students to access a computer to complete.
THEFORE, plan on spending several hours per week engaged in computer-based reading and writing for this course. On-campus lab options are available, as we as loaner laptops and hotspots for off-campus access. See the Help Desk (number below) for more information.
- C. All major assignments (Comparison Essay, Summary Assignment, Argumentation Essay, and Reading Project) must be submitted on computer.
- D. Students must get and use a UTEP e-mail account. Students may contact the Help Desk at 747-4357 or 747-HELP for help with technical problems.

2. Student-Instructor meetings—OFFICE HOURS

Students are invited to meet with their English 0312 instructor during her office hours. Stop by to discuss writing, reading, and other academic concerns for all your classes, or just to say “hi” on your way by. Our “office hours” are for our students. You do not need an invitation. However, if your time is limited, you may also make an appointment, including outside of my regular office hours, to make sure that our meeting occurs.

In addition, students may be required to attend individual, pre-scheduled conferences to go over a writing draft. These conferences might be held at times other than the class period. The instructor may tell you she will 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.
 - Use of a cell phone during class, or engaging in social website activity during class, may be considered as unsatisfactory attendance
- B. Students are allowed **two** absences in a M/W or T/TH class. When a student has compiled a total of three instances of **unsatisfactory attendance**, he/she may be dropped from or fail the course, at the instructor's discretion. The official course drop deadline as listed in the academic calendar is the last day to drop this 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 cell phones or ear buds/headphones should be out during class. We'll discuss the dangers of media multi-tasking to learning.
- Obviously, no texting is allowed in class. In the case of an emergency situation, go out into the hallway to deal with it. Texting disturbs the learning of those around you, as well as interfering with your own learning.
- Always have a notebook out during class and take notes of both important concepts and dates to remember. Use a separate notebook for each course and date your notes for later follow-up on concepts and ideas.
- 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. .
- Arrive on time in order to prevent class disruption. However, if you are occasionally late, still come in. Try to do it courteously, with a minimum of disruption to the class.
- Do not talk when someone else is speaking.
- Personal conversations are not allowed during class, unless group work is assigned for a segment of the class. Engaging in personal conversations while a class is going on interferes with the learning possibilities of those around you, as well as your own. So, please save it for before and after class.
- 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 when writing online. 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).

8. Good Standing

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.

9. 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.

10. Technology and English 0312

This course uses technology. It is strongly recommended that students are comfortable using a computer. If students do not have access to the Internet from home, they must make adequate time arrangements to use computers on campus or elsewhere to complete the many hours required online to complete this course satisfactorily.

When home access is not possible, students can use the computer labs on campus in order to complete the work for this course.

The Developmental English and Math Computer Lab, located at Education 314A, is a small lab available for students to complete their *Cengage Mindtap* assignments, check their e-mail, use the Internet, and/or consult with a tutor. Developmental English Computer Lab hours of operation for this semester will be posted in the classroom and on the door of the Lab.

In addition, many other computer labs are available for student use on campus, including 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). 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 not work, or some other small catastrophe will occur. If students are prepared ahead of time, they can go to plan B.

11. BLACKBOARD USE:

Your instructor uses the Blackboard Learning Management System heavily in this course. Students must both find their weekly assignments on Blackboard and submit most of them there as well. Ask your instructor or a Tech in one of the computer labs on campus if you have questions about its use. There are also several Student Tutorials for using Blackboard to be found on the main Blackboard entry page.

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**.

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.

12. Instructor and tutoring assistance available

Your instructor holds regularly scheduled office hours to work with students individually both with writing and reading issues. Please take advantage of this opportunity to get one-on-one assistance with your assignments.

In addition, whenever open the Tutoring Lab in EDUC 214A is staffed with at least one experienced tutor eager to assist you with your Developmental English (DE) assignments. Students are encouraged to take advantage of this opportunity open only to DE students.

Important Academic Calendar Dates:

September 20	First day of class
September 30	Census Day
	Midterm grades due to the Registrar's Office
October 21	Course Drop Deadline
November 25 – 26	Thanksgiving Holiday – University Closed
December 2	Last day of classes and complete withdrawal from the University
December 3	Dead Day
December 6-10	Final Exams
December 6	Final Exam, 7:00 am to 9:45 am
December 15	Final grades to the Registrar's Office
December 16	Final grades are posted to student records

***COVID-19 PRECAUTION STATEMENT**

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.