English 0312: Integrated Reading and Writing

Twelve-Week Course
Course Policies and Syllabus
Fall 2017

Section No.: 0312-28615  Days/Times:  MW 7:30-9:20a.m.  Place:  EDUC 315

Instructor:  Terri Storey-Gore  Office Phone:  747-6522

Office:  EDUC 209  E-mail:  tlstoreygore@utep.edu

Office Hours:  See home page of Blackboard
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 and writing skills needed for success in college-level course work. The course emphasizes essential reading skills used to derive meaning from text, including focused reading with a purpose, as well as approaches to vocabulary comprehension and to critical analysis. Students are taught how to employ effective reading strategies at all stages of the reading process and how 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 also 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 the writers. 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

- Aplia with Fusion, Book 2, 2nd ed, by Kemper et al.
- Notebook – (see below)

Materials:

- Dedicated notebook for this course: Make at least three (3) sections for Fusion notes, Assigned Readings Notes, and Vocabulary to Learn.
- Planner notebook
- Highlighters
- Pens and pencils

Note: Students must have their entry into Aplia with the Fusion textbook 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/.

MAJOR COURSE ASSIGNMENTS

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

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.

Comparison Assignment: Critical thinking involves making comparisons. Students will compose a comparison essay using an appropriate essay structure to achieve clarity for readers. The comparison should be developed as a result of a valid reason for comparison and the reason should be included in the 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 critically considering and taking a position, or defending a point-of-view, on an arguable subject, developing supporting arguments for it, and supporting those arguments with solid evidence. Students will compose an argumentation essay. **200 points (20% of overall grade)**
**Reading Project:** This assignment is at the discretion of the instructor. Professor Shaffer’s sections will complete a series of critical analysis assignments on Blackboard throughout the semester, which are linked to assigned readings. **100 points (10% of overall grade)**

**Daily Work Assignments:** Students will complete journal entries, quizzes, exercises, and other homework and in-class assignments, which are assigned in the course Blackboard shell throughout the semester. Students are also expected to attend conferences to discuss their writing with their instructor, attend one-on-one tutoring as required. Students are expected to attend class and to participate fully in in-class activities. **200 points (20% of overall grade)**

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

**Final Exam:** Students are 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*
- 899 - 800 = B*
- 799 - 700 = C*
- 699 - 600 = D*
- 599 and below = F*

- 90 – 100% = A*
- 80 – 89% = B*
- 70 – 79% = C*
- 60 – 69% = D*
- 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 % (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.

**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. **Computer**

   - Students must get an Aplia account and spend several hours a week outside of class time completing Aplia Individualized Study Path and other posted weekly Aplia assignments.
B. There are also many Blackboard-based assignments which require students to access a computer to complete. Plan on spending several hours per week engaged in computer-based reading and writing for this course. Students are expected to find on-campus lab options as well as off-campus options for computer access and plan ahead for successful completion of all assignments.

B. All major assignments (Comparison Essay, Summary Assignment, Argumentation Essay, and Reading Project) must be word-processed.

C. 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-Instructor Conferences

Students are expected to meet with their English 0312 instructor to discuss their writing and reading. These conferences might be held at times other than the class period. The 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.
- 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
      • **Arrive on time** for class in order to prevent class disruption.
      • **No texting or other cell phone use is allowed during class.**
      • Do not talk when someone else is speaking or when individual work is taking place.
      • Classroom computers are for NCBE E021use only. No checking e-mail, updating Facebook, typing or printing assignments for other courses, or surfing the web will be allowed during class.
      • The printer may not be used without instructor approval.
      • No food or drinks are allowed in this classroom.
      • Turn off cell phone ringers.
      • Do not listen to iPods/MP3 players during class.
      • Do not use of headphones or ear buds for listening to personal music.
      • When done using the computer, **log off completely**, exiting all programs to the blue "CTRL+ALT+DELETE" screen so that no one may access your information.
      • Clean up your area before you leave the classroom. Throw away trash and push in your chair.
   B. Online “Netiquette”
      • Always consider audience when posting online. Remember that members of the class and the instructor will be reading any postings.
• Show respect and courtesy to classmates and instructors at all times. No harassment or inappropriate postings will be tolerated.
• When responding 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 professor only. Please, do not copy documents and paste them to a publicly accessible website, blog, or other space. Students who wish to do so have 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. 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 Aplia assignments, check their e-mail, use the Internet, and/or consult with a tutor. Developmental English Computer Lab Fall 2016 hours. (These will be posted in the classroom.)
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.

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 of the 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.

Instructor Office Hours

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 DATES

January 16 First day of classes

January 31 Census Day

March 12-16 Spring Break – No classes

March 29 Course Drop Deadline

March 30 Cesar Chavez Day – No classes

March 30 Spring Study Day – No classes

May 3 Last day of classes and complete withdrawal from the University

May 4 Dead Day

May 7-11 Final Exams Week