

## **INRW0305 Syllabus ~ Fall 2018**

The North Central Texas College (NCTC) Course Syllabus provides the following as required by the Texas Higher Education Coordinating Board (THECB):

1. a brief description of the course including each major course requirement, assignment and examination;
2. the learning objectives for the course;
3. a general description of the subject matter of each lecture or discussion; and
4. any required or recommended readings.

Contact information for the instructor is also provided. The Course Syllabus also provides institutional information to indicate how this course supports NCTC's purpose and mission. Information specific to a particular section of the course will be included in the Class Syllabus and distributed to enrolled students.

**Course Name & Number:** INRW0305

**Semester & Year:** Fall 2018

**Course Description (NCTC Catalog):** This course is designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. The course fulfills TSI requirements for reading and writing. This class does not count toward graduation at NCTC.

**Prerequisite:** Pass READ 0300/ ENGL 0300 with a "C" or better, or earn satisfactory TSI Assessment placement score, or earn satisfactory placement score on other approved assessment.

**Textbooks & Materials:** CP CONV 3E NCT&LPSACS6M&DEL&ENV

- **Package Components**
  - Custom Textbook--*Joining the Conversation*
  - Custom LaunchPad Solo for Readers and Writers (with eBook) Access Code
  - *Unnaturally Delicious*, Jayson Lusk
  - *Confessions of a Recovering Environmentalist*, Paul Kingsnorth
  - ISBN-13: 978-1-319-22941-2

**Instructor's Name:** Tammy Cardwell

**Office Phone #:** Adjunct professor ~ email is the best way to reach me.

**Instructor's Office #:** Adjunct professor ~ email is the best way to reach me.

**Email Address:** [tcardwell@nctc.edu](mailto:tcardwell@nctc.edu) (corrected)

**Office Hours:** Sunday night 6p-8p (online ~ email ~ quick response)

**Institutional Learning Goals.** A quality general education curriculum in all associate degree programs.

- Quality freshman and sophomore level courses in arts and sciences which parallel the lower division offerings of four-year colleges and universities.
- Quality technical programs leading directly to careers in semi-skilled and skilled occupations, and quality technical education programs up to two years in length leading to certificates and associate degrees.
- Quality programs and services in support of adult literacy and basic skills development as a mean of workforce enhancement and expanding access to higher education.

**Program Purpose Statement.** NCTC seeks to implement its goal of providing quality freshman and sophomore level courses in arts and sciences that parallel the lower division offerings of four-year colleges and universities by offering a coherent sequence of courses with appropriate breadth and depth to prepare a student for transfer to a university.

**Departmental Purpose Statement.** The Department of English, Speech, and Foreign Language provides quality instruction to students pursuing their academic and career goals.

**Student Learning Outcomes.** At the successful completion of INRW 0305, the student will be able to:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. 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.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

## **STUDENT SUPPORT/SERVICES**

**College Attendance Policy:** Regular and punctual attendance is expected of all students in all classes for which they have registered. All absences are considered to be unauthorized unless the student is absent due to illness or emergencies as determined by the instructor. It is the student responsibility to provide documentation as to the emergency for approval and judgment by the faculty member. Approved college-sponsored activities are the only absences for which a student should not be held liable and only when provided by a college official ahead of the absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work. Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor. A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam. A student will be dropped from a class by the Registrar upon the recommendation of the instructor who feels the student has been justifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives. Persistent, unjustified absences from classes or laboratories will be considered adequate cause for College officials to drop a student from the rolls of the College. From Board Policy FC (LOCAL)

**Disability Accommodations:** North Central Texas College does not discriminate on the basis of disability for admission or access to its programs. The College is committed to providing equal access to its students with disabilities by providing appropriate accommodations; a variety of services and resources are made available through the ACCESS Department. Students are responsible for notifying the ACCESS Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and psychological disorders are eligible for services.

The Office for Students with Disabilities (OSD) provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge, physical illness, or injury. Accommodations may include extra time on tests, tests in a distraction-reduced environment, volunteer note taker in class, etc.

On the Corinth Campus, go to room 170 or call 940-498-6207. On the Gainesville Campus, go to room 110 in the Administration Building (100) or call 940-668-4209. Students on the Bowie, Graham, Flower Mound, and online campuses should call 940-668-4209 to arrange for an intake appointment with OSD.

North Central Texas College is on record as being committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). <http://www.nctc.edu/student-services/disability-services/index.html> (Links to an external site.)Links to an external site.

**EEOC Statement:** North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.

**Financial Aid, Scholarships, and Veterans Services:** The Financial Aid Office is responsible for administering a variety of programs for students who need assistance in financing their education. The first step for financial aid is to complete a FAFSA. For more information, please visit your nearest Financial Aid Office: <http://www.nctc.edu/financial-aid/index.html>.

**Last day to Withdraw:** Last day to drop a class with grade of “W” is November 8, 2018.

**Scholastic Integrity – Plagiarism:** Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See Student Handbook “Student Rights & Responsibilities: Student Conduct [FLB- (LOCAL)]” #18.

Disciplinary Actions [Student Handbook, #5] “When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an “F” on a particular assignment or in the course. [See Scholastic Dishonesty FLB (Local)] The instructor shall make a written report of the incident and the planned action to his Department Chair. The Department Chair shall report the incident and action to the appropriate instructional dean who shall review the case, notify the student and, if necessary, take further action. This may involve either probation or suspension of the student or students in question. If such disciplinary action is deemed necessary, the Dean of Student Services shall be notified, and the action shall be taken through that office.”

Plagiarism, which should be avoided at all costs, includes the following student actions:

1. Turning in someone else's ideas, opinions, theories, or work as your own;
2. Unintentionally or inadvertently turning in someone else's ideas, opinions, theories, or work as your own as the result of failing to document sources both internally and in the Works Cited;
3. Copying words, ideas, or images from someone without giving credit; Failing to put a quotation in quotations marks;
4. Giving incorrect information about the source of information, quotations, or images;
5. Changing words but copying the sentence structure of a source without giving credit;
6. Copying so many words, ideas, or images from a source that it makes up the majority of the student's work, whether or not the student gives credit.

**Please be aware that I take plagiarism very seriously.** You may not have another person write, type, edit, or revise any parts of your Writing Assignments. You may not use someone else's Writing Assignment or buy one from a “professional” source. You may not use the material on the internet or in print sources without documenting it. Failure to follow the proper guidelines for documentation constitutes plagiarism.

Considering the severity of the issue, if you ever have any questions or concerns regarding plagiarism, please consider this an open invitation to visit with me about the issue. If I discover that a student has committed intentional plagiarism, the Writing Assignment that has plagiarized materials will receive a zero, and I will recommend to the English Department Head that the student fails the course.

**Student Rights & Responsibilities:** NCTC Board policy FLB (Local) Student Rights and Responsibilities states that each student shall be charged with notice and knowledge of the contents and provisions of the rules and regulations concerning student conduct. These rules and regulations are published in the Student Handbook published in conjunction with the College Catalog. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

**Student Success:** The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. This program also links students to FREE tutoring, including a Writing Center, a Math Lab, and free 24/7 online tutoring and helps new students acclimate to college by providing computer lab services for prospective students. All students are invited to visit the Student Success Center on the Corinth Campus, rooms 170, 182, or 188; on the Gainesville Campus, rooms 114 or 111; on the Flower Mound Campus, room 111; and on the Bowie Campus, room 124.

**Tobacco-Free Campus.** NCTC restricts the use of all tobacco products including cigarettes, cigars, pipes, electronic cigarettes, and smokeless tobacco on campus property. NCTC is aware that tobacco use influences underage students, which cumulates unsightly tobacco litter and interferes with assuring clean air for all who come to NCTC. NCTC recognizes the health hazards of tobacco use and of exposure to second-hand smoke. Information on a tobacco cessation program is available for students, faculty, staff who wish to stop using tobacco products. We would like to "thank you" for your help in making our campuses Tobacco-Free. For questions or concerns, please contact the Office of Vice President of Student Services at 940-668-4240.

#### **ADDITIONAL COURSE INFORMATION: EVALUATION OF MAJOR WRITING ASSIGNMENTS**

- “A” Work: This writing is **excellent** and demonstrates excellence in development, organization, style and tone, and mechanics. There is clear evidence of the writing process (invention, drafting, revision, editing, and proofreading).
  - A = 95
  - A- = 92
  - A-/B+ = 90
- “B” Work: This is **good** work and delivers substantial information—that is, substantial in both quantity and interest-value. It is well-developed and unified around a clear organizing principle that is apparent early in the piece. There is evidence of the writing process.
  - B+ = 87
  - B = 85
  - B- = 82
  - B-/C+ = 80
- “C” Work: This is an **average** piece that is generally competent in its development, organization, style and tone, and mechanics. It meets the needs for the assignment, has

few mechanical errors, and is reasonably organized and developed. This piece also shows some evidence of the writing process.

- C+ = 77
  - C = 75
  - C- = 72
  - C-/D+ = 70
- “D” Work: This is **below-average** work that lacks develop and is not effectively organized to facilitate reader’s understanding. The paper also shows little or no evidence of the writing process.
    - D+ = 67
    - D = 65
    - D- = 62
  - “F” Work: This work **fails** in all aspects of the evaluation criteria. There is no evidence of the writing process, and the paper fails in all aspects of development, organization, style, and mechanics.
    - F (work submitted and attempted) = 55
    - F (no work submitted or attempted) = 0

## OTHER AREAS OF CONSIDERATION

**Basic Needs:** Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to direct you to additional resources for support.

**Class Attendance Policy:** Attendance, in both online and face-to-face courses, is required. Because this course progresses very quickly, I reserve the right to block from this course students who fail to complete assignments for more than one week and/or misses a total of 15% of the course (in a 16-week class that is 5 class periods). Students who are blocked **MUST** contact the registrar's office and withdraw from the course, or they will receive a semester grade of F.

**Email Correspondence:** I reserve 24 hours to respond to students’ emails and may take a little longer on the weekends, other than Sunday night during my office hours as listed above. Emails sent to me become my personal property, and I may disclose them to third parties if I determine it’s necessary. Emails constitute correspondence between instructor and student; therefore, remember your audience when sending me emails. Email correspondence may contribute positively or negatively to your professionalism grade. Communication is really important! If you have something going on that affects your attendance or performance in the class, let me know and we may be able to think of a solution.

**Gender Identity:** This course affirms people of all gender expressions and identities. If you prefer to be called a different name than is what on the class roster, please let me know. Please

advise me of this preference early in the semester so that I may make appropriate changes to my records, and so I may call you by your preferred name and pronoun.

**Late-Work Policy:** A major writing task is due on the day listed on Canvas. However, if you need an extension, please visit with me privately to make those arrangements. I reserve the right not to evaluate any work submitted more than five days late.

**Professionalism:** Your college courses are also opportunities for you to learn what it means to be a “professional” in your field. Therefore, I expect you to act like a “professional” student in this course. Consider these suggestions:

- Prepare and participate meaningfully in online discussion boards and/or class discussion.
- Be assertive. (An assertive student exhausts all available resources of information before contacting me. In other words, read the assignment sheet carefully before e-mailing me to ask how many sources are required in your paper, and if you are unsure how to cite a source, look it up in your handbook or a credible, online source—such as The Purdue Owl or a handbook.)
- Consider the quality (and effort) of required class participation, drafts, notes, and daily assignments.
- Turn in writing assignments on-time and as assigned.
- Mind the quality and tone of email correspondence.
- Consider your tech presence. If you need to send a text, do so quickly and discreetly. Take calls outside in the hallway. Above all, use common sense and don't be a jerk.

**Rough Drafts:** For major assignments, you will be required to show evidence of the writing process by presenting several rough drafts. If you do not show evidence of the writing process, I will not evaluate your work.

**Writing Assignments:** All major writing assignments are required. If you fail to turn in one of the major tasks, you cannot pass the course. I reserve the right to administratively drop any student who does not submit all major assignments.