



**INRW 0311:
Integrated Reading & Writing
CRN 10270
Fall 2021**

Instructor: Kelli Wood

Talk/Text: [505-437-1948](tel:505-437-1948)

Office Hours: See <http://chatwith.kelli.ninja>

In-Office hours: MWF 11-12, Transmountain Campus, Room 1101.

Text, call, or online conferences. I will be available during these times: M/W 1-5, T/Th 9-5, Sat 10-4:30

To schedule conference, go to <https://calendly.com/kellininja>

For quick questions, just call or text.

Email: kwood@epcc.edu

Web: www.kelli.ninja

“You don’t have to be great to get started,
but you do have to get started to be great.”
--Les Brown

Instructor’s Course Requirements

I. Online Components

This is a mixed venue course which means you will be both face-to-face in class and online. Knowing your online tools will be a key part of your success.

A. Class Videos

Generally, you will only be attending class one day per week. On the other two days you will watch the class video. **These are important.** I will upload these to YouTube and put them in our class playlist. The link to the class playlist is posted on our Blackboard classroom menu. You can also [visit my YouTube channel](#).

I will upload after my classes, and the video should be accessible by midafternoon on the class day unless something goes awry. If that happens, I’ll post an announcement on Blackboard.

B. Online Access & Tools

You will need consistent internet access. While online courses have been successfully completed just using a smartphone, I do not suggest you follow that route and have at least a tablet if not a laptop or computer.

C. Computer Labs

The college computer labs not only house computers, but also are staffed by people who are knowledgeable and there to help you. Please don’t hesitate to give them a call when you need support with college related computing issues. If they can’t help you, they can help find someone who can. The labs also have a limited number of laptops and internet hotspots you can check out. [EPCC computer lab locations and hours](#).

D. Blackboard

We will use Blackboard as a place to do the quizzes and exams, discussions, and to turn in work. I will provide responses to most of your work there. We will not use it as a daily communication device. See the discussion of contacting me later in these policies. Access Blackboard at <https://online.epcc.edu/ultra/stream>

1. Blackboard Ally: You can now download your course files in different formats that fit your device, need, and learning preference. Click the "A download" icon next to your course files to view "Alternative Formats" of your course files. The file may take a few minutes to download, so continue with your work while you wait. The quality of the alternative formats can vary based on the original file, so if something looks out of place, consult the original file. Depending on the type of file, you will see the following options:
 - a. An OCR'd PDF improves the quality of scanned PDFs
 - b. A Tagged PDF for Word and PowerPoint documents or for improved navigation with screen readers
 - c. An HTML version that will be a simple and responsive to mobile devices with zoom-in capabilities
 - d. An ePub version for use with ePub readers that allows for font customization, contrast adjustment, and annotation/highlighting
 - e. An Electronic Braille version for your Refreshable Braille Display
 - f. An Audio MP3 for listening to your content on the go
2. Contact the EPCC Blackboard Help Desk at [1-888-296-0863](tel:1-888-296-0863) if you need assistance with alternative formats.

II. Texts and Materials

A. Text Book

1. We will use online materials listed below.

B. Supplements

1. My website: www.kelli.ninja
2. *Writing down the Basics*: Available on my website OR for purchase at the Transmountain ISC office, room 1550 for a minimal price.
3. Purdue Online Writing Lab (OWL): [Site Map \(table of contents\)](#)

C. Materials

1. Access to a good word processor like Word, Google Docs, or Apple Pages
 - a. If you need a copy of Microsoft Office, you can [get Microsoft 365 free](#) by signing up with your EPCC email address.
 - b. If you use Apple Pages or Word for Apple, make sure to save your documents in Word format: doc or docx. [See this link for help with that.](#)

III. Attendance

(5% of total grade) Attendance is expected and essential in any classroom environment whether face to face, online, or any combination thereof.

If you feel sick, have been around anyone exposed to COVID-19, or even just think you may have been around anyone exposed to COVID-19, please stay home for a few days and of course, if you can, get a test.

Class videos will be posted in the afternoon of class days so you will always have access to our classes. As always, feel free to contact me via text, email, or phone with questions you have about the class lectures or other things going on in the class.

- A.** Since you will only be attending class on campus on certain days, and as a fully social distanced class we may have periods of doing class online if necessary, I will only count you absent when you ask "What did we do in class?" or some version of that question because it's an admission that you didn't come to class or watch the class video. You should either attend class or go to class via the online video I've posted.
 - 1.** Don't hesitate to ask me questions you have about what we did in class.
- B.** If you should contract COVID-19 during this semester and experience symptoms that affect your ability to continue working on the class, please contact me as soon as possible so that we can discuss options for completion or continuation of the class. Be assured that I will work with you to provide support and the opportunity to succeed in this class.
 - 1.** If you have been exposed or believe you have been exposed, make sure to fill out the [COVID Exposure Form](#) and contact me as soon as possible. (This form is also linked on Blackboard—only fill it out once.)
 - 2.** This is of course reliant on your having done work up to the point of your illness.
- C.** If you have not attended class and logged in to Blackboard within the first two weeks of the course, I will drop you.
- D.** If you anticipate being without internet access for a week or more (military, work, or out-of-town commitment), you must contact me at least a week beforehand so that we can work out a schedule, otherwise I may drop you.
- E.** I will only work out an alternate schedule for you if you are in good standing (getting your work done and participating in the course). See late work section for more.
- F.** We follow the college schedule. Look ahead to make plans as needed. I'm more than willing to work with you to get things done early to work around life events when possible, but need you to give me notice.
- G.** It is your responsibility to let me know if your name ever disappears from Blackboard or Banner. Your name not being there indicates a registration problem you need to deal with quickly. I can help direct you to staff who can assist you with those issues.
- H.** Ultimately, it is your responsibility to drop the course if you are not going to be able to complete it.
- I.** If I do not drop you and you miss more than one-fourth of the class, your final grade will be dropped by one letter grade.

IV. Participation

(5% of total grade) Part of your grade is based on participation in your active learning, class discussions, reading, asking questions about feedback from me, and participating in any collaborative/group work we do. If you expect to accomplish passing level writing by the end of the semester, it is important for you to actively participate in class by doing/keeping in mind the following:

- A.** Be prepared for class.
- B.** Read all assignments and submit your assignments on time.
- C.** Ask questions about assignments and work in a timely manner—not leaving things until the last minute.
- D.** Participate in discussions at a professional but friendly, engaged level.
 - 1.** When communicating online, remember that you convey tone with word choice and the use of emoticons, bold, all caps, etc. Be polite, proofread your writing, and do not write in all caps.
 - 2.** Pay attention to your grammar and spelling. Read what you've written!
 - 3.** Be respectful of your peers and instructor at all times and follow the guidelines of [netiquette](#) for our online interactions.
 - 4.** Avoid making prejudicial remarks regarding anyone's race, ethnicity, social class, gender, sexual orientation, physical appearance, age, disability, or any other kinds of differences. Avoid activities that could be perceived as sexual harassment.
 - a.** That does not mean we do not discuss these issues; it just means we do so respectfully.
- E.** I will drop students for disorderly conduct, abusive or disruptive behavior as defined in the student code of conduct, or if their behavior disrupts the learning environment. This includes but is not limited by items on the list above.
- F.** Most importantly, come to class with a good attitude, a sense of humor, and a willingness to work and learn.

V. Cheating, Plagiarism, and Collusion

Cheating, plagiarism, and collusion are both intellectual theft and academic dishonesty. They will not be tolerated in this class.

- A.** Any instance of cheating, plagiarism, or collusion will result in failure of the course. This does not negate your right of appeal as described in the Student Handbook.

VI. Assignments

All work should be typed and formatted according to standard formatting we will study in class unless otherwise stated in the assignment.

A. Course Work

(15% of grade) Coursework includes quizzes, discussions, and other work that does not appear in Research Assignment list or Critical Essays.

1. Standards

I may not accept homework that that does not meet required standards of appearance or format which we will study in class.

2. Quizzes

Quizzes are based on the assigned readings/videos for the week and are taken on Blackboard.

- a. You should use the same login information you use to login for registration
- b. The quiz for each day closes 10 minutes before class begins unless otherwise noted on the schedule.
- c. You *cannot make up missed quizzes*; however, you can work ahead.
- d. For technical problems with Blackboard, contact the EPCC Help Desk (24/7) at [888-296-0863](tel:888-296-0863)
- e. For issues with the content of the quizzes, let me know via email. I sometimes make mistakes, and Blackboard has messed up more than one quiz over the years. I'm more than happy to fix these things, so let me know.

3. Pre-Writing Assignments

These serve as building blocks for the writings we do over the course of the semester.

- a. Prewritings are **not accepted** after the essay is turned in.

4. Discussion

This is a public discussion forum, so the whole class is participating. Be thoughtful and proofread your writing. When asked to reply to posts, make sure to reply thoughtfully; merely saying "I agree" is not enough. Explain your responses and thoughts.

B. Major Writing Assignments

(75% of grade) As described in the Official Syllabus, we will have a total of four (4) essays or essay-equivalent projects. Each will be discussed as we go through the course.

C. Essay/Writing Assignments Extra Credit

You may earn up to 5 extra credit points on prewritings and essays if you go to the writing center either in person or [online](#).

- a. Access the rules for essay extra credit on my [Extra Credit webpage](#), and carefully read the rules and instructions.
- b. If you take your MLA Format assignment to the writing center, you may earn up to 10 extra credit points.

VII. Late Work

Each assignment will have a specified due date and will be due on that date. It is important that you attend to and meet all deadlines.

- A. Quizzes *cannot* be done after the due date (see above)
- B. In general, I will not accept work that is more than five (5) days late. In addition, you will lose five (5) points for each day the work is late. *Some assignments have different late-work periods. Make sure to read carefully.*
- C. With work that gets personal feedback from me, you will not receive the feedback you would have gotten had the assignment been submitted on time.
- D. The only time I will accept works beyond the late due date is if you meet the following conditions
 - 1. Your work is late due to catastrophic circumstances beyond your control. (Unexpected injury, a serious auto accident, etc. It must be credibly documented.)
 - 2. You must be in good standing in the class at the time of the incident. (Consistent attendance, work, and participation.)
 - 3. You must notify me as soon as possible and arrange to meet with me to discuss plans for catching up. (In extreme circumstances, have someone notify me on your behalf.)
 - 4. I reserve the right to determine whether or not your circumstance qualifies for this exception and whether or not you meet the conditions listed above.
- E. NO LATE WORK WILL BE ACCEPTED DURING FINALS WEEK.

VIII. Course Evaluation

In order to earn a passing grade of C you must attend class, participate in class activities, and complete assignments at a minimal level of proficiency. Higher grades will require a more noteworthy performance on your part. As we go through the course, we will review the specific criteria for each assignment; however below is a breakdown of points in the class. We will follow a traditional grade scale, dispersed as follows.

Point Distribution		Grade Scale	
Attendance	5%	A	90-100
Participation	5%	B	80-89
Course Work	15%	C	70-79
Final Cover Letters	20%	D	60-69
Final Essays	55%	F	0-59

IX. Grade Considerations

If you expect to transfer this course, you generally must make a C or better. At EPCC, you must have a C or better to take English classes beyond ENGL 1301.

X. Pursuit of Course Objectives

If you fail to complete at least half of class work or attend more than half the class meetings before the drop date, it will be assumed that you have ceased to pursue the objectives of the course and you will be dropped from the course.

XI. Record-Keeping

Keep copies of all the work you do for this class until final grades have been posted. In the event of fire, theft, or loss of my grade book, computer, or backup issues, you may need to produce all work you've done. Additionally, we may have projects that require you to use past course work. Make sure to save your major writing assignments, and as a backup, I suggest you email a copy of them to yourself or use some other method to assure you have an extra copy.

XII. Literary Content

Some of the works we read or watch in this course may contain racial slurs, curse words, nudity, sexual situations, drug use, violence, or adult situations. As adults and students of literature, we need to study these in their context and work to understand the underlying themes or points made by employing these techniques.

XIII. Calendar and Schedule

- A. The schedule is linked on the [schedule page](#) of my website. It lists all readings, videos, and assignments that are required. You should use it as your table of contents to the course.
- B. The schedule is tentative and subject to change. I will change it only to best support our learning throughout the semester. If there are any major changes to the schedule, I'll give those to you in writing. Minor changes will be announced on Blackboard.
- C. You should make sure and refresh the digital version of the schedule on a regular basis.

Our calendar will be laid out as follows:

Week	Topic	Week	Topic
1	Intro to the course and technology	9	Media Analysis Essay sources and study
2	MLA Assignment due Emblematic Essay introduction	10	Media Analysis Essay sources and study
3	Emblematic Essay prewritings	11	Media Analysis Essay prewritings
4	Emblematic Essay prewritings	12	Media Analysis Essay prewritings
5	Cover letter and drafting Emblematic Essay drafts due	13	Media Analysis Essay prewritings
6	APA format/documentation Assignment due	14	Media Analysis Essay drafting
7	Introduction to the Media Analysis Essay	15	Essay of Revision
8	Media Analysis Essay sources and study	16	Finals

XIV. Contacting Me

My contact information is listed on the first page of this syllabus and at the bottom of every page of [my website](#).

A. Text or Call: 505-437-1948

Make sure to let me know who you are and what course you're taking with me the first time you text or leave a message.

- Text: Have a really quick question and just want to text? I'll generally answer those pretty quickly between 9 am and 6 pm when I'm not in class.
- Call: If I don't answer, please leave a message or send a quick text and I'll get back to you as soon as I can.

B. Schedule an Online Conference

- If you'd like to work on something with me then we can do that online or over the phone. You can schedule a conference with me by going here: <https://calendly.com/kellininja>
- If we're going to work over a phone call, make sure and email me what you want to work on if you have already started on it. That way we can both have eyes on it.

C. Meet in Person

Ask in class, text, email, whatever, and we can set up a time to do that on campus (as long as the campus is open).

D. Email: IMPORTANT!

1. **DO NOT EMAIL ME VIA BLACKBOARD.** Use kwood@epcc.edu
2. I expect you to use your EPCC account for all communication related to your course work. I do, however, understand that you may need to use an alternate email if the college email isn't working.
3. When you email me, or any of your teachers for that matter, you need to make sure that you identify **who you are** and **which class you're in**.
4. Always include a subject line **and** a message. Any attachment sent without a subject line *and* message will be deleted.
5. Use the class and course length in the subject line or the CRN/Section. For example, "1302 16 week" is fine, as is "ENGL 1302 12345 A1," or "ENGL 1301 mini-mester."
6. [Read about these 10 best email practices.](#)
7. As this class is practice in your professional communication, I expect you to use proper English—no text-speak. You do not need to be overly formal, but proofread your writing and state your message clearly.
8. I will always do my best to respond to you in a timely manner, but remember that I teach a number of other classes in addition to my other duties at the college.
9. I generally don't check email on after 5 pm, and I'm sporadic on weekends.

E. Discord Chat: [My Discord server](#).

When I'm doing desk work during the day, I'll try to be online on Discord and you can chat with me there. I don't check in or hang out there all the time and it's the least reliable place to find me, but I always plan on getting better about showing up!

XV. Agreement to Instructor Policies

- A. By continuing to be enrolled in this class, you are indicating that you understand and accept the class policies as explained above.



Slow down and read this stuff!

I DO NOT ACCEPT: "I don't know how to do this."

You are here to learn and experience new things.

I RESPECT: "I wasn't sure how to do this, but I tried."

It is only by trying that you get an opportunity to succeed.

Helpful Links



When you see this link on any college webpage, you can click on it to connect with someone in the department via Blackboard Collaborate (audio and/or video) during their posted hours.

- [Registration Guide](#) This document has a lot of handy information including the semester academic calendar and the finals week schedule for face-to-face classes.
- [Helpful Links Blackboard for Students](#)
- [EPCC Online Writing Center](#)
 - Click on "Get Connected" on that page to go to the Writing Center NOW! 😊
- [Distance Learning Support Services \(DLSS\)](#)
- [Fall 2020 Mini-Handbook from Distance Learning](#)
- [EPCC Libraries](#)
- [Student Handbook](#)
- [EPCC password recovery link](#)

Helpful Numbers

- EPCC IT Help Desk: [\(915\) 831-6440](tel:9158316440)
- Blackboard Helpdesk: [\(888\) 296-0863](tel:8882960863)
- EPCC Distance Learning Support Services (DLSS): [\(915\) 831-3111](tel:9158313111)
- Registrar (online withdrawals): [\(915\) 831-2161](tel:9158312161)

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>English</u>
COURSE RUBRIC AND NUMBER	<u>ENGL 1301</u>
COURSE TITLE	<u>Composition I (CF) (HFA)</u>
COURSE CREDIT HOURS	<u>3 3 : 0</u> Credits Lec Lab

I. Catalog Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. **Prerequisite: Placement at college-level English Language Arts Reading by TSIA2 or equivalent; OR completion of INRW 0311 or INRW 0312 or ESOL 0341 with a “C” or better; OR concurrent enrollment in INRW 0311. (3:0).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to accomplish the following.

- A. Engage in **critical thinking skills**, creative thinking, innovation and inquiry; demonstrate analysis, evaluation, and synthesis of information.
- B. Demonstrate effective written, oral, and/or visual **communication skills**.
- C. Analyze the subject, occasion, audience, and purpose of writing assignments.
- D. Apply appropriate strategies to generate ideas and use modes of expression for writing assignments.
- E. Draft essays of approximately 700-1000 words that focus on a thesis statement, with introduction, multiple body paragraphs which develop the major points indicated in the organizational plan of each essay, and an appropriate conclusion.
- F. Demonstrate **teamwork skills** including the ability to consider different points of view, work effectively with others to support a shared purpose or goal, and integrating peer responses and instructor suggestions into the revision process.
- G. Revise the essay.
- H. Edit to improve content, organization, style, grammatical correctness, spelling, punctuation, usage and mechanics using Standard Written English.
- I. Analyze assigned readings and relate the styles and approaches to the student's own writing.
- J. Demonstrate comprehension of the reading assignments in class discussions, exercises, summaries, and/or objective quizzes.

- J. Demonstrate **personal responsibility skills** including the ability to connect choices, actions, and consequences to ethical decision-making.
- K. (Optional) Demonstrate basic library and research skills by using reference materials such as periodicals, books, electronic sources, and interviews.
- M. (Optional) Demonstrate interpretive insight in a written response to a short story, novel, poem, play, or film.

III. THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:

- 1. Demonstrate knowledge of individual and collaborative writing processes.
- 2. Develop ideas with appropriate support and attribution.
- 3. Write in a style appropriate to audience and purpose.
- 4. Read, reflect, and respond critically to a variety of texts.
- 5. Use Edited American English in academic essays.

IV. Evaluation

A. Activities and Other Concerns

- 1. Students will write a minimum of four major essays or other types of writing projects. It is suggested that at least one essay be written in class. These essays should involve the multiple stages of the writing process and demonstrate a variety of strategies. These assignments may vary in length, depending on the nature of the work, but the major essays should be at least 700 words. In addition to academic writing assignments, other types of writing assignments may include proposals, reports, commentaries and reviews. One of these activities must comply with the Community Essay requirements. As a form of "Learning About the Community as a Community," the Community Essay encourages students to connect and engage with El Paso and / or its surrounding communities and requires facts about the topic gathered through primary research. The instructor can decide when to assign the essay, and its genre. Community essay genres frequently assigned include profiles, ethnographic analyses, reviews, evaluations, responses, among others. Students should compose at least one assignment on a word processor or computer.
- 2. Correct use of Standard Written English will be emphasized, including grammatical sentence structure, spelling, punctuation, mechanics, and usage.
- 3. The various rhetorical patterns may be covered separately; however, instructors should stress the potential of these approaches to overlap.
- 4. Plagiarism is both intellectual theft and academic dishonesty and will not be tolerated. Any work that is plagiarized could result in failure of the course. See the Student Handbook.

B. Final Examination

All English 1301 instructors must meet their classes during the scheduled two-hour final examination period and administer an appropriate activity.

C. Grading Percentages

Grade percentages for determining the course grade may be devised by the individual instructor, but the writing projects/essays will account for at least 70% of the student's grade.

D. Remediation

At the instructor's discretion, students may be allowed to rewrite papers or retest for higher grades.

The EPCC Writing Centers: Students are encouraged to visit EPCC Writing Centers for writing assistance throughout the semester. The centers' goal is to help students grow and improve as writers during any stage of the writing process. Tutors work one-on-one with students to provide guidance, feedback, and help students find their voice through the written word. For more information about writing tutoring services and resources at all campuses, visit: www.epcc.edu/Services/WritingCenter

E. Grading Scale

Note: This course is the prerequisite for all further English courses, including literature courses, and must be passed with the grade of "C" or better before it can be used as a prerequisite.

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = below 60
I = Incomplete
W = Withdrew or withdrawn

V. **Disability Statement (Americans with/Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112(831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. **6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. **Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.