Integrated Reading & Writing: INRW 0311
Instructor Policies & Syllabus
Kelli L. Wood

"YOU DON'T HAVE TO BE GREAT TO GET STARTED, BUT YOU DO HAVE TO GET STARTED TO BE GREAT."

—LES BROWN

Contact Information

Email	Talk/Text	Web
kwood@epcc.edu	505-437-1948, What's App, Teams app or Discord	www.kelli.ninja

In-Office hours: TM Room 1101 | MW: 2-3 • T/Th: 1:30-4:30 • F: 11-1
Drop in and ask some questions, grab a snack, say hi.
Text or call for quick questions during reasonable hours
Online Conferences: Schedule an online conference up to two weeks in advance

Spring 2025 Classes

Face-to-Face

CRN	Section	Days	Time	Location
10215	09	MW	12:30-1:50	Room 1125
10217	10	TTh	11:30-12:50	Room 1123

Table of Contents

TEXT(S) AND MATERIALS

Text Book
- *The Norton Field Guide to Writing with Readings, 5*th edition
- Authors: Bullock, Goggin, and Weinberg
- ISBN: 978-0-393-88572-9
  **Consult the daily schedule for when you will need to have this book. **

Supplements
- My website: www.kelli.ninja
- *Writing down the Basics*: Available for free on my website as a pdf file, or you can purchase a print copy at Instructional Service Center—TM Room 1550
- Purdue Online Writing Lab (OWL): Site Map (table of contents)

Materials
- Paper to take notes during face-to-face classes as we will be turning them in at the end of each class. Use looseleaf or a spiral notebook so that you can hand me only your notes for the day.
- A pocket folder so that you can turn in required paperwork for each project. It can be used—no need for a new one.

Online Components
This course uses online components, and making sure you have the necessary tools and access to our media outlets is key success.

"What's Going On?" Videos
"What's Going On" videos orient you to key things going on during the week. *These are important and considered part of our course and lessons.*

- Online Courses: Posted on Mondays unless something crazy happens. The link is on your weekly schedule.

- Face-to-Face, Hybrid or Blended Courses: Posted as needed when we are having conferences or doing other work where we may not meet as a whole class for a few days. They will appear as links on your daily schedule.

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 suggest you have at least a tablet if not a laptop or computer.

Computer Labs
The college computer labs not only house computers but are also 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](#).

Online Classroom Use
- For the most part, we will turn in assignments online, and use online spaces and as a central place for access to documents and other online learning tools.
- There may be some assignments due in person in face-to-face classes.
- These tools are provided for you by the college and you will need to know your log in information to access them. If you have forgotten your username or password, [this link will help you retrieve those](#).

INSTRUCTOR'S POLICIES

Attendance
(5% of total grade) As the [EPCC Catalog](#) states, "While you are a student at El Paso Community College, it is your responsibility to attend classes and complete the coursework to earn a grade."

I use your class notes for the day to take attendance. Review the [Class Notes assignment](#) for specific details.

- Your attendance is expected and essential in any learning environment. You need to be mentally present and actively engaged when you are studying and learning.
- We follow the college schedule. Look ahead to make plans as needed. *When possible*, I'm more than willing to work with you to get things done early to work around life events, but you must give me sufficient notice.
- It is your responsibility to let me know if your name ever disappears from Banner, Blackboard, or other college online services. 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.

Drops for Non-Attendance
- **Online Classes**: If you have not logged in within the first two weeks of the course, I will drop you, and if you do not participate and/or turn in work class for two consecutive weeks without notifying me and discussing your situation, I may drop you.
- **Face-to-Face, hybrid, or blended classes:** If you do not attend class or submit work during the first two weeks, I will drop you. If you miss more than two-weeks' worth of classes and are not participating or turning in work, I may drop you.

Excused Absences
You have 3 excused absences. Think of these as your sick or personal days.

Additionally, the college recognizes excused absences for active-duty military or reserve personnel, emergency responders, religious holidays, or college-sponsored activities.

In all cases, you are still responsible for keeping up with the work we do in class as well as your homework.

- Notify me as soon as possible when you know you will not be in class. This includes appointments and other pre-scheduled events. You don't need to give me details, but those things on your schedule are not surprises, and professionals, let their co-workers know in advance. I expect this kind of professionalism.
    - If you are active-duty military, reserve, or emergency service personnel, I appreciate you letting me know that so that I am aware of that if you are called away with little or no notice. You can include that information in the contact form.
    - If you will be missing classes to observe religious holidays and want those to be excused beyond your original 3 excused absences, you need to fill out this form and submit it no later than 15 days after the beginning of the semester. You can hand this in with your class notes, or you can fill it out, select print, under printer/destination, choose "save as pdf," save it with your name at the end of the file name, and then email it to me. If you do that, make sure to read the instructions on emailing me later in this syllabus so it doesn't get deleted.

What to do When You Are Absent
- If you anticipate being absent or without computer access for a week or more, you must contact me at least a week beforehand so that we can work out a schedule, otherwise I may drop you.
- *Face-to-Face:* If you should have an unforeseen emergency or if you contract or believe you have come in contact with a communicable illness, please stay home. Do not text me about this.
    - Email me (kwood@epcc.edu) and let me know why you were not able to be in class (communicable illness or an emergency). I will not respond to that email but will retain it for record keeping.
    - You are still responsible for the day's coursework and the daily schedule will have the links you need to keep up with that.
    - When you cannot attend class, watch the video uploaded to the class playlist and take notes. When you return to class, turn in class notes for missed days. Clearly mark those as days you were absent so I make sure to get your grade in the gradebook.
        - The link to the class playlist is on the first page of the daily schedule.

- Since notes count as both participation and course work points, not turning them in will result in losing points in both of those sections of your overall grade.
- You will not be able to make up in-class group work when you are absent.

Prolonged Illness
- If you should contract a communicable illness during the semester *and experience symptoms that affect your ability to continue working on the class for more than a week,* contact me as soon as possible so that we can discuss options for completion or continuation of the class.
  - As much as I am able, I will work with you to provide support and the opportunity to succeed in this class; however, understand that passing the course requires more than just completing the writings—you must engage, participate, and complete the supporting work as well.

Other General Attendance Policies—All Students
- For any of the situations in this section or any other unforeseen situation that keeps you from attending and participating in class consistently, please keep these policies in mind:
  - 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, and you contact me as soon as possible.
  - Prolonged absence from the course to the extent you've missed major lessons and multiple assignments will necessitate retaking the course from the start.
- Ultimately, it is your responsibility to drop the course if you are not going to be able to complete it.

Participation
(5% of total grade) Part of your grade is based on participation in active learning, class discussions, reading, having discussions about your writing with me, and participating in any collaborative/group work we do.

General Guidelines
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:

- Be prepared for class.
- Read/watch all assignments and submit your assignments on time.

- Ask questions about assignments and work in a timely manner—not leaving things until the last minute.
- Participate in classroom and/or online discussions at a growing professional, engaged level.
- 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.
- Pay attention to your grammar and spelling.
- Be respectful of your peers and instructor at all times and follow the guidelines of netiquette.
- 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.
    - That does not mean we do not discuss these issues; it just means we do so respectfully.
- Discussions cannot be re-created and therefore cannot be made up after the due date. You should participate in a timely manner. The class works best when everyone works together.
    - *Online Discussions:* If you wait until the last minute, you are not really participating, and your classmates have no obligation to respond to your posts at the last minute.
- I 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.
- Most importantly, come to class with a good attitude, a sense of humor, and a willingness to work and learn.

Pursuit of Course Objectives
"In determining course pursuit by the student, the instructor will consider class attendance; the failure of the student to appear for examinations, presentations, or other required class activities identified in the course syllabus; and the failure of the student to submit required papers, projects and/or reports" (EPCC Catalog)

- If you have not completed at least 50% of the major writing assignments done at any given time and are not attending and participating, you may be dropped.

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

- In general, I will not accept work that is more than one week 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 assignments carefully.

- Quizzes/Tests/Exams *cannot* be done after the due date, but you can complete them early.

- With work that gets personal feedback from me, you may not receive the feedback you would have gotten had the assignment been submitted on time.

- The only time I will accept works beyond the late due date is if you meet the following conditions:

  o Your work is late due to catastrophic circumstances beyond your control. (Unexpected injury, a serious accident, etc. It must be credibly documented.)

  o You must be in good standing in the class at the time of the incident. (Consistent attendance, work, and participation.)

  o If at all possible, 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.)

  o 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.

- NO LATE WORK WILL BE ACCEPTED DURING FINALS WEEK.

Cheating, Plagiarism, and Collusion

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

In addition to the college definition of academic dishonesty, I also include claiming as your own work any portion of academic work that was completed by software, or other technology without proper permission and/or citation. In this course, that includes presenting Large Language Model (AI) writing as your own in whole or in part.

You should bring your own ideas and thoughts to your assignments. We will discuss how and to what extent we can use technology to help us with writing, but usage of these tools to provide your works' content and overall thesis constitutes academic dishonesty in this course.

- Any instance of cheating, plagiarism, or collusion may result in failure of the assignment.

- Continued infraction of regulations will lead to referral to the Vice President of Student and Enrollment Services and may result in failure of the course, probation, suspension or expulsion from the College.

- For definitions, procedure, and more details, see the Student Code of Conduct in the [College Catalog](#).

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 for some other nefarious reason, 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.

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.

Contacting Me

My contact information is listed at the top of this syllabus and at the top of your daily schedule.

The best way to contact me is of course to talk to me in person; however, if that's not possible, there are other options.

Contact me about general questions you have about coursework, the projects we're working on, or other things related to your college experience as well as your grades and progress in the class.

In-Person/Office Hours
Transmountain Campus, Room 1101
See the top of this syllabus or your schedule for the semester's in-office hours. While I will make sure I am there most of the time, I may have meetings or other appointments during those times that keep me from that.

- If you want to come by for a quick question, please feel free to do so. You do not need to call or text.
- If you'd like to schedule time to sit down together and work on something during my in-office hours, please email me a few days in advance so we can double check schedules.
  - *I will not go over your essays or major writing assignments with you before you turn in the draft.* The point of the draft is for you to turn it in and allow me time to give you thoughtful, helpful feedback during

conference. That said, I am happy to answer general questions and help you with some basic brainstorming and direction on specific parts.

Text or Call during Reasonable Hours

You can call or message me using any of these:
- Phone: 505-437-1948
- MS Teams App (Use the chat or calls function)
  - Here's a good introduction to the Teams App if you're not familiar with it.
- What's App; QR code below
- Discord (I'm barely familiar with it, but here's the link to my Discord server. I do manage basic messages.)

Discord

What's App

Teams

Text vs Call
- Text: Have a quick question and just want to text? I'll generally answer those pretty quickly.

- Call: Do you prefer to talk about things or are there too many words for a text? 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.

Reasonable Hours?
- Generally, between 9 am and 6 pm MST. NOT between 10 pm and 8 am. Between 7 and 10 at night? I won't find them horribly offensive, but I might not get back to you until the next day.

- Also, I don't answer calls/texts during class or other appointments, so while I'll often text right back, sometimes I won't. Texting is NOT instant messaging.

- Basically, be conscious of the fact I too am human and also deserve to try and maintain a decent work/life balance.

Schedule an Online Conference

Click here to schedule an online conference to work on your writing together. We can meet via Blackboard Collaborate, Zoom, Teams, Google Meet, Discord, or if you want, just talk on the phone. See the top of this syllabus or your schedule for times. If none

of those work for you, talk to me, text, or email and we can find something that will work for both of us.

- You will be able to sign up for an online conference up to 10 days in advance. If there are not options shown for a conference, nothing is available for that 10-day period. You'll have to check back over the next few days.

- No ideas for your assignments? That's okay. We can talk about that and come up with some.

- Want to talk about grades or your general progress in the class? We can do that.

- Need to discuss a prolonged absence, illness or other unforeseen circumstance so we can consider our options? Sure.

    o *I will not go over your essays or major writing assignments with you before you turn in the draft.* The point of the draft is for you to turn it in and allow me time to give you thoughtful, helpful feedback.

    o That said, I am happy to answer general questions and help you with some basic brainstorming and direction on specific parts.

Email: ←*Read this section carefully!*

Use this email address: kwood@epcc.edu

Email is the most common mode of business and professional communication for official documents. As such, you are expected to use and check your email on a consistent basis.

- **Any attachment sent without a subject line *and* message will be deleted.**

    o Distinguish between the subject line and where you type the message. [Email parts](). (Video)

- 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.

- 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.

- Always include a subject line and a message. Use the class and day/time or Online. For example, "1301 MWF 9am," "1302 Online" is fine, as is "ENGL 1302 T/Th 11:30," or simply "MWF 11 am."

    o Just don't put "Engl 1301" or "Engl 1302." It is very likely I have more than one section of the course you are taking and a MWF schedule is different from a T/Th or an Online Schedule. Help me help you as efficiently as possible.

- - (Trust me, your teachers will love this! Unless they've given you specific instructions—then follow those! They'll love that even more and think you are the smartest student in the class!)
- 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.
- 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.
- [Read about these 11 best email practices.](#)
- I generally don't check email after 4 pm, and I'm sporadic on weekends.

Blackboard Messaging
You *may* contact me using Blackboard messaging, *but it is the messaging mode I check least*—in other words, not on a daily basis, so if you really want to get in touch with me, email, text, or use the other alternatives I've given you. This is the least reliable method to contact me, so if you use it, you've been told that and it's the answer to one of the quiz questions about this issue.

Assessment and Training
Work done for this class may be stored and used for assessment and training related to college accreditation and state regulations. Work used for these purposes will be kept anonymous and will not be made available for public consumption or used for financial gain. You retain full intellectual rights and copyright to all your work.

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

COURSE REQUIREMENTS

Assignments
All work should be typed and formatted according to standard formatting we will study in class unless otherwise stated in the assignment. I may not accept work that that does not meet required standards of appearance or format which we will study in class.

Your grade in this class is based on the work we do here as well as the work we do in the co-requisite class. We will discuss the specifics of each assignment as we go through the course.

Coursework 25%
This includes class notes as well as responses generally based on the readings for the co-requisite course, though other readings may be included. Other forms of in-class work or work assigned based on need will count in this category.

Final Portfolio 25%
The final portfolio for the course will include revised copies of essays written in the corequisite course as well as an introductory reflective writing.

ENGL 1301 Final Grade 25%
Extra Credit for Essay/Writing Assignments
- You may earn up to 5 extra credit points on the Summary Responses, Format Assignments, Cover Letter, and Essays, both drafts and final versions if you [go to the writing center](#).

- Access the rules for essay extra credit on my Extra Credit webpage, and carefully read the rules and instructions.

- If you take your first writing assignment to the writing center, you may earn up to 10 extra credit points. This only applies to the that assignment. I will point it out in class.

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

- Quizzes/Tests/Exams *cannot* be done after the due date (see above)

- In general, I will not accept work that is more than one week 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 assignments carefully.

- With work that gets personal feedback from me, you may not receive the feedback you would have gotten had the assignment been submitted on time.

- The only time I will accept works beyond the late due date is if you meet the following conditions:
  o Your work is late due to catastrophic circumstances beyond your control. (Unexpected injury, a serious accident, etc. It must be credibly documented.)
  o You must be in good standing in the class at the time of the incident. (Consistent attendance, work, and participation.)
  o 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.)

- o 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.
- NO LATE WORK WILL BE ACCEPTED DURING FINALS WEEK.

Course Evaluation

In order to earn a transferable/prerequisite 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 and Participation	25%	A	90-100
Coursework	25%	B	80-89
Final Portfolio	25%	C	70-79
ENGL 1301 Final Grade	25%	D	60-69
		F	0-59

COURSE CALENDAR

Course Calendar

This is our general weekly calendar—for mini-mesters, winter-mesters, or summer courses, the schedule will be condensed to fit the time frame, but adhere this basic order and structure:

Week 1	Intro to the course, technology, and learning format	Week 9	Summary Response 4
Week 2	Format Assignments Introduction to Summary Responses	Week 10	Summary Response 5
Week 3	Summary Responses	Week 11	Sharing Engl Essay Work
Week 4	Summary Response 1	Week 12	Conferences & Online Work
Week 5	Summary Response 2	Week 13	Conferences & Online Work
Week 6	Conferences & Online Work	Week 14	Portfolio Preparation—Samples and development
Week 7	Conferences & Online Work	Week 15	Final In-Class Reflective Essay
Week 8	Summary Response 3	Week 16	Final Meeting-Required

Daily Schedule

- The daily schedule is linked on the schedule page of my website. It includes links and due dates for homework and assignments. Consider it your guide to this course.

- You should consult it at least 3 times a week to make sure you are ready for class and working on assignments.

- *Make sure and refresh the digital version of the daily schedule on a regular basis.*

- The schedule is tentative and subject to change. I will change it only to best support our learning throughout the semester.

- Changes will be announced in class, and/or in weekly "What's Going On?" videos, or via other means of communication used during the semester and depending on the class format.

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 & NUMBERS

Get Connected

When you see this link on any college webpage, you can click on it to connect with someone via Blackboard Collaborate (audio and/or video) if they're "in the office" then.

If you're not familiar with Blackboard Collaborate, here's a short video introduction.

- Academic Calendar
- Counseling
- Degree Works
- Distance Learning Support Services (DLSS)
- EPCC Catalog 2023-2024
  - See pages 31-36 for Grading & Academic Policies including drop policies and procedures.
  - See pages 36-42 for Services for Students
- Financial Aid
- Library

- Mental Health Resources
- Mini-Matrix: Student Resources booklet
- Password Recovery Link
- Registration Office Collaborate Link
- Registration Guide—2023-2024: Includes Semester Calendars, Finals Week Schedule, and more.
- Student Handbook
- Tejano Food Pantry
- Veterans' Resource Center
- Writing Center

- EPCC IT Help Desk at 915-831-6440 (Call them for help with EPCC website and services, but NOT Blackboard.)
- Blackboard Helpdesk: (888) 296-0863 (Call them for trouble with Blackboard issues)
- Distance Learning Support Services (DLSS): (915) 831-3111
- EPCC Operator: (915) 831-3722
- Registrar (registration and withdrawal help): (915) 831-2161

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	**Reading and English**
COURSE RUBRIC	**INRW 0311**
COURSE TITLE	**Integrated Reading & Writing**

COURSE CREDIT HOURS	**3**	**3**	**:**	**0**
	Credit	**Lec**		**Lab**

I. Catalog Description

Integrates developmental Reading and Writing designed to prepare students for college credit level classes by reinforcing essential knowledge of reading and writing strategies. Topics include 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. This course integrates fundamental reading comprehension skills, vocabulary, and rate, with foundational skills in writing a variety of academic essays. Successful completion of the course includes a portfolio, and a grade of "C" or better. May not be counted toward graduation requirements. **Prerequisite: Placement by TSIA2 or equivalent; OR completion of INRW 0310 with a "C" or better. (3:0)**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

A. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information across and within multiple texts of varying lengths.

B. Comprehend and use vocabulary effectively in oral communication, reading, and writing.

C. Identify and analyze the audience, purpose, and message across a variety of texts.

D. Describe and apply insights gained from reading and writing a variety of texts.

E. 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.

F. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.

G. Utilize content area reading through exposure to contextualized reading and writing instruction and strategies.

H. 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.

I. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.

J. Develop and use effective reading, grammar, and revision strategies to strengthen the writer's ability to compose college-level writing assignments.

K.   Recognize and apply the conventions of Standard English in reading and writing.

L.   Apply contextualized reading and writing strategies to increase success in content area courses.

III.   THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:

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.

IV.   Evaluation

A.   Pre-assessment

Proof of having attained a passing grade in INRW 0310 or by placement exam, as requested by the instructor. Students with questions regarding their placement in this course should contact their counselors.

B.   Post-assessment

1.   The faculty member will support students in the companion/co-requisite ENGL 1301 course to maximize students' likelihood of successfully completing ENGL 1301.

a.   Students must demonstrate mastery of reading and writing skills through a variety of methods, such as essays and other written texts based on reading assignments and composed in a portfolio, reader responses, reading logs, projects, presentations, quizzes, or exams. Faculty members may also answer follow-up questions from the ENGL 1301 course.

b.   Students must complete at least four writing assignments of at least 700 words, such as essays. These are the same essays assigned in ENGL 1301. Faculty members will assist students with their ENGL 1301 essays in this course, including brainstorming ideas for writing and guiding students to revise and edit as appropriate. Faculty members may require students to write additional short papers that reinforce ENGL 1301 content or prepare students for what will be discussed in ENGL 1301.

c.   Reading selections will be used for writing assignments and writing assignments will be used to gain reading skills. The majority of reading selections and writing assignments will originate from the ENGL 1301 course. Faculty can facilitate discussions and activities of these reading selections and writing assignments to help students gain mastery of the ENGL 1301 content.

d.   Faculty members will emphasize successful college student behaviors and provide just-in-time interventions to help students progress in ENGL 1301.

e.   An online lab application may be used by the faculty member's discretion.

  f. Final Examination: All INRW 0311 instructors must meet their classes during the scheduled two–hour final examination period and administer an appropriate activity.

  g. The INRW Portfolio: All faculty members are required to assign students a portfolio documenting their semester's work. Along with housing their ENGL 1301 essays (and any other class content such as notes and in-class assignments), portfolios provide an occasion for students to reflect on what they learned in the course. By identifying specific readings and assignments, this reflection invites an introspective examination of how their writing process, reading comprehension, and analytical skills evolved over the course of the semester. The portfolio's overall grading methodology, grade percentage, and design (e.g., an electronic portfolio instead of a binder or notebook, aesthetic elements, etc.) are at the faculty member's discretion.

 2. To receive credit for the course, students must have a passing average of C or better in the course.

C. **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.

D. Remediation

At the faculty member's discretion, students may be allowed to rewrite papers or retest for higher grades. Make-up work and retakes of quizzes may be provided at the faculty member's discretion.

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 must be passed with the grade of "C" or better before it can be used as a prerequisite for English 1301.

A=	90-100	I=	Incomplete
B=	80-89	W=	Withdrew/Withdrawn
C=	70-79		
F=	below 70 in coursework		

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 documentations are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NW 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.