

South Plains College

“SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE”

Course Syllabus for INRW0420 –Fall 2017

Instructor: Dr. Erika M. Warnick, Associate Professor in Reading and Education

Email: ewarnick@southplainscollege.edu

Phone: 806-716-2238 Please leave me a message if I am not available to answer your call

Office Location: Library Building, Levelland Campus, Third Floor – room 306

Classroom Location: Room 313 – Library Building

Office Hours for Fall 2017

Monday	Tuesday	Wednesday	Thursday	Friday
1:00p.m.-3:00p.m.	11:00a.m.-1:00p.m.	12:30p.m.-2:30p.m.	11:00a.m.-1:00p.m.	9:00a.m.- 12:00p.m <i>by appt. only!!!</i>

***Please note – if I have to cancel office hours for any reason, you will be notified via email, and an announcement in Blackboard.*

Dr. Warnick’s INRW Course Offerings for Fall 2017:

INRW0420.001: meets Monday/Wednesday, 8:00a.m., Room LIB 313

INRW0420.003: meets Monday/Wednesday, 9:30a.m., Room LIB 313

INRW0420.004: meets Monday/Wednesday, 11:00a.m., Room LIB 313

INRW0420.006: meets Tuesday/Thursday, 8:00a.m., Room LIB 313

INRW0420.007: meets Tuesday/Wednesday, 9:30a.m., Room LIB 313

****With instructor permission, you may attend another section if you missed a class due to an absence. You may not make up an exam or quiz in another class section.*

****Please note – you are encouraged to take daily notes in this class, and additional chapter notes/PowerPoints will be made available on Blackboard. To respect the academic freedom in the classroom, and the privacy of all students, recording of any kind (audio, video), is strictly prohibited without written permission from the instructor ahead of time. Failure to adhere to this policy may result in a student being dropped from the class.*

Department

Teaching and Learning Center

Course Description

This is a combined lecture/lab, performance-based course 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. This is a course with a required lab. The course fulfills TSI requirements for reading and writing.

Course Purpose

The purpose of this course is to provide students with the opportunity to develop knowledge, skills and attitudes that will lead to academic success in courses with college-level reading and writing assignments.

Prerequisites

Recommendation based on assessment.

Course Frequency and Design

This course takes place in-person. This applied course will be designed as a workshop-based class, with hands on exercises and in-class projects used in almost every class meeting. Instructional methods to be used in this course will include lectures; class/large group discussion; small group discussion; individual and group activities; small group activities; student presentations; visual aids; instructor modeling of concepts and ideas; role play; and guest lecturers.

Required Materials

Required Books:

Fusion 1 by Kemper (2016, 2nd ed). ISBN 9781337089104. Looseleaf book WITH Mindtap Access Code for Blackboard. You will need the textbook and the MindTap access code! If you purchase the items separately, the cost will be higher than purchasing them together. The Levelland book store has them in stock, but supplies will be limited.

Required materials for class:

- Highlighters (assorted colors for marking text)
- Pens/pencils
- Paper/notebook/journal
- Calendar/agenda

Student Learning Outcomes

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.

Assessment

Students will demonstrate these skills by performance in class, on tests and in writings.

Course Completion

Students will demonstrate these skills by attending all classes and completing all assignments and examinations, including class projects with a course grade of B or better, or by completing TSI assessment requirements/standards (above).

Course Evaluation

Grades are determined by the following scale:

- | | |
|------------|-----------|
| 90-100 = A | 60-69 = D |
| 80-89 = B | 0-59 = F |
| 70-79 = C | |

Your grade will be based on the following percentages:

Digital Homework (exercises, graded practice, active reading assignments)	25%
4 essays (5% each X 4)	20%
Assignments (paper-based) and Quizzes	20%
Midterm Exam (completed in Class)	15%
Final Essay (completed in Lab)	15%
Participation/Attendance	5%

The grades you receive on your assignments, quizzes, homework, digital work, and exams are indicators of your progress toward college level reading. Students will be asked to keep an ongoing record of these grades.

Additionally, it is each student's responsibility to continually monitor academic progress posted in each student's grade book on Blackboard.

ASSIGNMENT SNAPSHOTS

Mindtap Digital Homework 25% of Grade

In this class, you will have weekly digital homework assignments, due by 11:59p.m. on the designated date listed in MindTap for each assignment. It is your responsibility to locate WIFI and/or a computer to complete homework. If you have technical issues with Mindtap, you will need to file a tech support ticket within 2 days of the issue, and email me the tech support ticket case number.

Homework 20% of Grade

You will have weekly paper-based assignments and quizzes. Your drafts and outlines for each of your essays will also count towards homework. You will be expected to complete weekly (sometimes daily) quizzes on each chapter you are reading in your textbook. Quizzes may not be made up. If you miss a quiz, a grade of 0 will be entered into the grade book in Blackboard. A student may drop his or her lowest chapter quiz grade/hw grade at the end of the semester. Grade drops and any bonus points will be applied AFTER the final exam. Due dates for homework and quizzes will be announced in class and also in Blackboard.

4 Essays5% X 4 = 20% of Grade

You will submit four essays throughout the semester. When typing up your essays, please use a clean font (e.g., Times New Roman, Comic Sans, Calibri) in a size of 10, 11, or 12 point. Please use a recognized word processing software system (such as Microsoft Word, or Pages for MAC). I must be able to open, save, and download attachments. It is expected that students will use professional and appropriate language, which includes correct grammar, complete sentences, and proofreading all assignments prior to submission. Failure to use these elements may result in a deduction in points for assignments.

Midterm Exam 15% of Grade

You will complete one midterm exam, covering reading, writing, and grammar skills discussed within the first half of class. The midterm cannot be made up if missed, and a grade of 0 will be given for missed exams. The only way the mid-term exam may be made up is if a student has documentation for missing the exam (e.g., a note from a doctor for a hospital stay).

Final Essay15% of Grade

You will write one comprehensive final essay at the end of the semester. You will receive more details and a grading rubric on this final essay as the date draws near.

Participation/Attendance5% of Grade

We do a lot of fun activities in class that cannot be made up! If you miss an activity or in-class assignment, unless you have emailed me beforehand, or have a documentation for missing class, you will receive a 0 for missed classes/activities.

Total **100%**

Academic Integrity/Plagiarism

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension. Unless otherwise noted, all assigned homework is designed to be an individual exercise with the purpose of increasing reading skills and comprehension. Students who present work that may not be their own will be referred for disciplinary action and will be dropped from the course with the grade of F.

Attendance Policy

In this course (INRW0420), students are allowed up to four (4) absences. On the fourth absence day, or after four absences, a student may be dropped with a grade of "F" and/or, students may be dropped after 2 consecutive absences from this class if they have not been in touch with the instructor regarding their absences.

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Students with Disabilities

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Campus Carry and South Plains College

Important Information: Texas SB 11 (Campus Concealed Carry) went into effect on August 1, 2017.

Campus Resources

Tutoring: Dr. Gail Malone or Dalila Gonzales, 806-716-2241 or dgonzales@southplainscollege.edu. Each semester, tutor schedules will be posted in our classroom and various other locations around campus as they become available. Please make special note that all tutoring services at SPC are free to students.

Health & Wellness Center: The counselors at the Health & Wellness center can advise you confidentially. They can also help you access other resources on campus and in the local community. You can schedule an appointment with a counselor by calling 716-2529.

Advising & Testing: Please call 806-716-2366, or email advising@southplainscollege.edu Students may contact the advising and testing center for information regarding TSI or other tests required by programs at SPC and/or advising services.

Dr. Warnick's Course and Classroom Requirements, Policies, and Expectations

Attendance Policies

- Students are expected to attend ALL class meetings.
- If you sleep in class, you will be marked absent, and you may be asked to leave the class, and marked absent for that day.
- If you arrive five minutes (or more) after class has started, you will be counted tardy.
 - Two tardies will be considered equivalent to one absence.
- If you arrive late, please inform the instructor immediately after class has ended that you were present.
 - Failure to do so may result in your being marked absent for that class.
- It is expected that you will take care of any personal items prior to class.
- Only in extreme emergencies will a student be allowed to leave the room and come back in during any type of testing situation. Students will be asked to leave their things (e.g., cellphone) in the classroom.

- Students may be dropped after their 4th absence from class (this includes tardies that count as absences), and/or, students may be dropped after 2 consecutive absences from class if they have not been in touch with the instructor regarding their absences.
- Students dropped by the instructor will be dropped with the grade of 'F'.

****If the instructor deems a student unprepared in any manner (e.g., consistently not bringing required materials/homework to class), and/or, if a student disrupts the learning environment, he/she will be asked to leave the class. If a student is asked to leave the class, this will result in an absence for that day, and this absence does count towards the student's allowable total of absences for the semester. If the student is continually unprepared for class in any way, and/or continually disrupts the learning environment, that student may be dropped from the course with the grade of F.*

Assignment Policies, Completion, and Due Dates

- Students are expected to submit college level work on time, on the date on which the assignment is due.
- In the case of an in-class writing prompt/reflection, it is expected that students will use professional and appropriate language, which includes correct grammar and complete sentences. Failure to use these elements may result in a deduction in points on these reflective questions.
- It is expected your work will include professional writing, correct grammar, complete sentences, and will be spell-checked before handing in to the instructor.
- Typed assignments must be in a recognized word processing software (such as Word, or Pages for MAC). I must be able to open, save, and download any attachment sent to me, otherwise, a grade of 0 will be given for any assignment sent in an unrecognized program.
- MindTap is to be completed by the weekly deadline. If you are experiencing technical issues with MindTap, you will need to file a tech support ticket within two (2) business days and email me the case number for the issue. Failure to do so will result in a 0 for any missed MindTap assignments.
- You will be given a free, 2-week trial access to Mindtap at the very beginning of the semester. After that, you must enter your purchased access code to continue working in Mindtap. Failure to purchase and/or enter the access code will result in you missing graded assignments, and you will be given zeroes (0s) for any missed assignments due to not purchasing your access code.
- Failure to complete any Mindtap/digital assignment will result in a grade of zero (0) for each missed assignment (UNLESS the assignment is marked as "practice/not graded."):
 - Consistently missing Mindtap assignments/not logging in to Mindtap, may result in a student being considered absent, and being dropped from the course.
- Quizzes may not be made up. If you miss a quiz, a grade of 0 will be entered into the grade book in Blackboard.
- In-class activities cannot be made if missed. A grade of 0 will be given for any missed in-class assignments/activities.
- Unless otherwise noted, assignments should be emailed to me in our Blackboard course, through the Turnitin tool. In some cases, you may print out and hand in the assignment, in class (start of class).

Late Work Policy

- All students will be allowed one opportunity to hand in an assignment up to one day after the due date (by 11:59p.m., via Blackboard, unless otherwise noted in class), without penalty to the grade for that assignment.
 - For example, if your paper is due on a Monday, then you will have until Tuesday, by 11:59p.m., to submit this assignment late, without penalty.
 - ****Please note that MindTap homework, quizzes, exams, essays, the final essay, and student presentations DO NOT COUNT in this opportunity for late submission, and will not be accepted late.
- After that one opportunity, students will only be allowed to turn in three (3) assignments assignments late. For each day an assignment is late (including weekends, up to 5 days), five (5) points will be deducted from the grade earned for that assignment. After 5 days, the assignment will not be accepted (unless instructor approval is granted), and a grade of 0 will be entered into the grade book for that assignment.
 - ****Please note that MindTap homework, quizzes, exams, the final essay, and student presentations DO NOT COUNT in this opportunity for late submission, and will not be accepted late.

Unforeseen Circumstances

- If a student is dealing with an unforeseen circumstance, the student should contact the instructor immediately, before the due date of an assignment. Please do not assume that the instructor will change the date of an assignment, or extend the date, due to an unforeseen circumstance. It is only at the instructor's discretion that a due date may be amended or extended. If a date is changed, it will only be changed/amended/extended once. After that, a grade of 0 will be given for a missed assignment.

What I Expect from You

- Attend class and be aware of announcements made in class.
- Bring all material (book, paper, pen/pencil, highlighter) to every class, unless instructed otherwise.
- Email me BEFORE being absent. ***Please note – you are responsible for following up with the instructor and other students to get any handouts and/or notes from the missed class.*
- Assignments are due on the dates listed in the schedule and on Blackboard. Even if you are out of class, you are still expected to meet deadlines. Therefore, you will need to make arrangements to get work and assignments to the instructor by the due date!
- Inform instructor of late arrival immediately after class. Failure to do so may result in your being marked absent.
 - You are responsible for keeping up with absences/tardies and can check regularly in Blackboard under the Gradebook.
- Complete homework early enough to seek help if needed.
- Keep an ongoing record of all of your assignments. When I pass graded work back to you, it is expected that you will keep those assignments for your records.

- Be familiar with information in the syllabus, especially attendance, grading, and test policies.
- Take care of personal needs before and after class – not during.
- Listen and be respectful to others – instructor, guest speakers, and students.
- Participate in class.

What You Can Expect from Me

- I realize that you are busy people with lives in addition to these classes! Therefore, class will begin and end on time.
- In the event that a class is running late or needs to be cancelled (e.g., due to illness, inclement weather) you will be notified in Blackboard through the announcements tool, through email, and text messaging alerts.
- I will respond to emails within 24 hours of receipt, between Monday and Friday, noon. After Friday, noon, you may not receive a response from me until the following Monday (unless Monday is a holiday, in which case you will receive a response the next business day).
- I will return feedback to you (e.g., graded exams for your review, assignments, quizzes) within two weeks (generally one week).
- I am here to help you! You may email me, call me, or stop by during office hours, or make an appointment to see me.

Technical Course Information/Requirements

MindTap

MindTap (sometimes referred to as Aplia) is an online supplemental homework program which will help to clarify and enhance the skills and concepts you will be learning in class and from the textbook. It is your responsibility to locate a computer with internet access to complete these online assignments throughout the semester. MindTap Technical Support is located at www.cengagebrain.com, and in our Blackboard course.

***Please note – you will be given a 2-week free trial of MindTap. After that, you must purchase and enter the access code to continue working in MindTap. Failure to do so will result in not being able to complete weekly graded assignments. This is not an excuse for missing assignments, and a grade of 0 will be entered into the gradebook for any missed Mindtap.*

Blackboard

Blackboard serves as our course website, and will include real-time access to your grades, as well as weekly modules with PowerPoint and class notes, assignments due, handouts, and your chapter quizzes. To access Blackboard, please go to MySPC and click on Blackboard, then click the course link for this class.

Student Email

Your student email account can be accessed through MySPC. Please note: you will need your log-in information (username and password) to log into Blackboard. We will use the computer labs throughout the

semester where you will need this information to log on to lab computers. Once logged in to MySPC you will click on Student Email and your username & password is the same as your MySPC username & password.

[MYSPC Technical Assistance](#)

For technical assistance, please email askspc@southplainscollege.edu or 806-894-9611 ext. 3300.

[Cellphone/Laptop/Tablet Usage in Class](#)

From time to time, I may ask you to take out your cell phone, laptop, or tablet, and respond to a quick survey, or I may ask you to look important vocabulary words up on the internet. Additionally, I do recognize that some people type faster than they write; therefore, you may use a laptop or tablet to take notes in class.

However, electronic devices can also be a distraction in the classroom. Therefore, I do kindly ask that you:

- Keep all electronic devices in mute or off mode.
- Use the laptop/tablet/phone for academic purposes only.
- Recognize that texting during class, “surfing” the web for non-educational purposes, and posting material on non-academic sites (e.g., Facebook, Twitter, Instagram) are strictly prohibited. Students will be asked to leave the class if they are using electronic devices for purposes other than academic work, as this disrupts the dynamics of the class and can be disruptive to other students.
- Taking phone calls and talking on the phone in class is strictly prohibited. This is very distracting to the instructor and other students. If you absolutely must take a call during class, please excuse yourself from the class, and then come back in immediately when the call ends.
- If I see anything distracting, I will ask you once to put the item (e.g., cell phone) away. If the behavior continues, you will be asked to leave the class, which will count as an absence for that day.

[Audio/Video Recording of Class](#)

To respect the academic freedom in the classroom, and the privacy of all students, recording of any kind (audio, video), is strictly prohibited without written permission from the instructor ahead of time. Failure to adhere to this policy may result in a student being dropped from the class.

The intention of the master syllabus is to provide an outline of the contents of this course, as specified by faculty of the Reading Department at South Plains College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for South Plains College are expected to facilitate learning pursuant to the course objectives. However, instructors also are encouraged to cover additional topics of interest so long as those topics are relevant to the course’s subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

Tentative Course Schedule - INRW0420, FALL 2017

Week	Topic
1 - August 28-31	<i>Reading and Writing for Success</i> <i>Introduction to Class; Active Reading/Writing Connection</i>
2 - September 4 September 5-7	NO CLASS - Labor Day <i>Course Technology Information Session/Mindtap Registration/e-Lassi/VARK</i>
3 - September 11-14	<i>Annotations; Summary Writing; Outlining; SQ3R</i> <i>Begin drafts of Essay #1 in class</i> Chapters 1-3, Fusion
4 - September 18-21	<i>Outlining; Intro to Essays; Grammar Lesson</i> <i>Continue drafts for review by instructor</i> Chapters 5-6, Fusion
5 - September 25-28	ESSAY #1 - DUE <i>Reading and Writing Paragraphs; Organization and Voice</i> Chapters 7-9, Fusion
6 - October 2-5	<i>Identifying Topics and Main Idea; Narrative and Expository Texts</i> <i>Patterns #1</i> Chapters 10-11, Fusion
7 - October 9-12	DRAFT of ESSAY #2 - DUE <i>Supporting Details; Arguments; Patterns #2</i> Chapters 12-13, Fusion
8 - October 16-19	<i>Implied Main Idea and Inferences; Sentence Basics; Patterns #3</i> Chapters 14-15, Fusion
9 -October 23-26	ESSAY #2 - DUE <i>Patterns #s 4 and 5; Agreement and Sentence Problems</i> Chapters 16-17, Fusion
10 - October 30-31 November 1-2	<i>Mid-Term Exam; Nouns and Pronouns</i> Chapters 18-19, Fusion
11 - November 6-9	DRAFT - ESSAY #3 - Bring to Class for Peer Review <i>Fact and Opinion; Verb, Adjectives, Adverbs; Conjunctions</i> Chapters 20-22, Fusion
12 - November 13-16	ESSAY #3 - DUE <i>Arguments; Capitalization and Commas</i> Chapters 23-24, Fusion

13 - November 20-21 November 22-23	<i>Quotation Marks and Punctuation; Lab Day; Chapters 25-26, Fusion</i> NO CLASS - Thanksgiving Holiday
14 - November 27-30	ESSAY #4 - DUE Instructor Consults with Students; Wrap-up
15 - December 4-7	FINAL ESSAYS - Complete in LAB
16 - December 11-14	FINAL EXAMS/Nelson-Denny <i>Please consult the SPC Final Exam Schedule for your specific class date and time</i>

******Please note: I reserve the right to change this tentative schedule. I may add, delete, edit, or revise material to help students accomplish the learning outcomes of the course. If a change is made, it will be announced in class, and updated schedules will be made available on Blackboard.**

