

CENTRAL TEXAS COLLEGE
DIRW 0493
Developmental Integrated Reading and Writing II

Instructor(s): _____

Contact Information: _____

Office Hours: _____

Course Description

NCBO Integrated Reading and Writing (DIRW) II is a fundamental English language course designed to aid the student in acquiring the basic skills needed for college-level reading and writing. This is accomplished through developmental education interventions that combine to effectively and efficiently prepare students to advance into college credit courses. Emphasis will be placed on reading comprehension, which focuses on the literal, critical, and effective understanding of a variety of texts; and essay development, which focuses on the structure, style, and usage. Students will also gain an appreciation of rhetorical situations by focusing on a writer's awareness and application of purpose, audience, and tone.

DIRW 0493 is a corequisite for any credit-bearing reading/writing-intensive course (i.e. ENGL 1301) for students who score below the college requirement set by the TSIA2.

Prerequisite: Appropriate TSIA2 score or TSIA2 exemption or completion of the appropriate level of the Developmental studies course.

Learning Outcomes

Upon successful completion of this course, you will be able to

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths. (F1) (F7) (F9) (F12)
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing. (F2) (F6) (F11)
3. Identify and analyze the audience, purpose, and message of a variety of texts. (F5) (F8) (F10)
4. Describe and apply insights gained from reading and writing a variety of texts. (F1) (F2) (F5) (F6) (F7) (F8) (F9) (F10) (F11) (F12)
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. (F1) (F2) (F5) (F6) (F7) (F8) (F9) (F10) (F11) (F12)
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations. (F1) (F2) (F5) (F6) (F7) (F8) (F9) (F10) (F11) (F12)

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. (F1) (F2) (F5) (F6) (F7) (F8) (F9) (F10) (F11) (F12)
8. Evaluate the relevance and quality of ideas and information in recognizing, formulating, and developing a claim. (F1) (F2) (F5) (F6) (F7) (F8) (F9) (F10) (F11) (F12)
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments. (F1) (F2) (F5) (F6) (F7) (F8) (F9) (F10) (F11) (F12)
10. Recognize and apply the conventions of Standard English in reading and writing. (F1) (F2) (F5) (F6) (F7) (F8) (F9) (F10) (F11) (F12)

Some learning outcomes may be followed by letters and numbers; i.e., C9 or F11. These refer to SCANS foundations skills (F) and workplace competencies (C). View a chart showing these skills at <http://www.ctcd.edu/scans>. For more on the (Labor) Secretary's Commission on Achieving Necessary Skills, or SCANS, go to the U.S. Department of Labor site at <http://wdr.doleta.gov/SCANS/>.

Instructional Materials

The instructional materials identified for this course are viewable through <http://www.ctcd.edu/books>. Note that some courses do not require the purchase of a book although a print option may be available for purchase. Don't forget to check technical requirements.

Course Requirements

A. Required or recommended readings

While much of the reading for this course will be completed as homework, daily class activities may require students to practice new reading skills and techniques during class time. On these days, students are expected to read the assigned texts and engage in any associated activities (such as annotation, summarization, or paraphrasing) assigned by the instructor.

B. Major assignments

1. Essays: There are a minimum of three essays during the semester. These assignments may be supplemented by out-of-class activities.

Essay writings in this class will be graded holistically. The general criteria instructors will use to assign a grade include the following:

- Uses correct MLA document format, including file names that include the student's name and assignment name, e.g. "Smith_Narrative Essay)
- Includes a formal alphanumeric outline as part of the essay document
- Develops a viable point of view on a topic
- Demonstrates competent critical thinking, using reasons, examples, and other evidence to support the thesis
- Addresses an appropriate audience and demonstrates a clear purpose for writing
- If using research to support the thesis, attributes researched information to appropriate sources, including use of in-text citation as well as a works cited page.

- Demonstrates coherence and a logical progression of ideas
- Uses an appropriate variety of sentence structures and demonstrates control of usage conventions
- Contains few major grammatical errors:
 - Glaring error in pronoun case or reference
 - Lack of subject-verb or pronoun-antecedent agreement
 - Sentence fragment
 - Comma splice
 - Run-on sentence
 - Misspelling of common words
 - Misuse of semicolon
 - Other glaring errors (for example, failure to capitalize a proper noun or use of a non-standard word such as "ain't" or "hissself.")

Note: A submission containing more than four (4) fragments, run-ons, or comma splices will receive at most a grade of 65 since such a submission indicates the student does not have full control over sentence structure. Essays that are 50% or less of the minimum required length will receive a grade of 0. Essays that are 25% or longer than the maximum required length will earn a maximum grade of 65%. Off-topic essays will receive a score of 50.

2. Other Assignments: These assignments include, but are not limited to, journals, in-class writing assignments, discussion board participation, and blogs.

C. Examinations

1. This course includes quizzes administered via the Blackboard learning platform. These quizzes are intended to allow students to determine what topics they may need to devote additional time to studying before the major examinations.
2. The course has only two major examinations: the midterm and the final examination. These examinations will be timed. These exams may be taken on paper in the classroom, or they may be taken within Blackboard (students in online courses will complete exams within Blackboard). It is at the discretion of the instructor.
3. Each examination will include a timed essay examination with a minimum of 500 words. At the discretion of the instructor, the examination may also include a timed objective examination.
4. The final exam will be taken during final exam week, according to the CTC's published final exam schedule. Alternately, an instructor may assign the final exam to be taken during the final exam week on Blackboard. The final exam must still adhere to the two-hour time limit, and must be created using the Blackboard assessment tool.
5. Make-up examinations will be given only in the event of an excusable absence. The instructor will determine the time of the make-up on an individual basis.

D. Grade computation

1. The possible grades for the course are A, B, C, D, or F.
2. The semester grade will be computed on the following basis. The total grade will be 1000 points and distributed based on the points below:

Formal Essays	300-400 points of semester grade
Other Assignments	100-400 points of semester grade
Grammar Quizzes	50-100 points of semester grade
Midterm Exam	150 points of semester grade
Final Examination	150 points of semester grade

3. Course Grades will be calculated based on the following point values:

Grade	F	D	C	B	A
Total Points	0-599	600-699	700-799	800-899	900-1000

4. Grades will be posted in the Blackboard gradebook. After this course ends and your instructor has submitted grades, you will be able to view your course grade in Eagle Self-Service. Grades will not be posted in a publicly accessible location.

E. Other

1. This is an English-language course. Students are expected to draft their documents in English without the aid of a translation dictionary, electronic translator, or translator application (including Google Translate).
2. All assignments are due on time. Late work will not be accepted. Make-up will only be given in case of emergency and only if the student notifies the instructor as soon as possible AND provides appropriate supporting documentation for the absence. Otherwise, the student will receive a zero for the missed assignments.
3. In-class group activities and in-class participation cannot be made up regardless of the reason for the absence.
4. Daily course participation points require that the student be present, be able to produce the homework at the beginning of class, and actively work on the appropriate activity of the class. Excessive tardiness, instances of leaving class early, sleeping in class, or doing non-course-related activities may result in a lowered participation grade at the instructor's discretion.
5. Regular and punctual attendance is required. Students are responsible for all material covered during an absence.
6. Office Hours: Full-time instructors post their office hours outside their office doors. Adjunct instructors are generally available for conference only by appointment. Please see your instructor should you find yourself having difficulty with this course.

Central Texas College's Policies, Procedures, and Student Services

As a CTC student, you should become familiar with the multitude of services that are available to you. These include academic advising and support as described at the CTC website at <http://www.ctcd.edu/students/current-ctc-students/academic-advising/>. Recognizing that CTC serves students around the world, CTC ensures that these services apply to all CTC students regardless of location. Refer to the catalog and handbook for your location for additional information. Check with your local CTC office if you have questions.

Americans with Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at <http://www.ctcd.edu/disability-support> for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

You are responsible for upholding the Academic Policies and Guidelines presented in the CTC catalog, Student Handbook, and at the CTC website at <http://www.ctcd.edu/academics/catalog/catalog-texas/academic-policies/>. Note these important policies:

Absence/Participation Policy: The census date is the day that CTC legally certifies with the State of Texas the number of enrollments in each course. This chart depicts the census date based on course length:

Length of Class in Weeks	Census Date	Last date to Withdraw From a Class
3	2nd Class Day	2nd Week
5	4th Class Day	3 1/2 Week
8	6th Class Day	6th Week
10	7th Class Day	7th Week
12	9th Class Day	9th Week
16	12th Class Day	12th Week

Instructors are required to document attendance through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census. For all courses, including self-paced, lack of evidence of active student participation before census may result in the student being dropped from the course and having to pay tuition and fees. For blended or hybrid classes where the first class meeting is after census, completion of a graded activity is still required.

Faculty are prohibited from withdrawing students from a course after census. **After the census date, students wishing to withdraw must withdraw themselves through the CTC business office, Eagles on Call, Etrieve (online), or the GoArmyEd portal (if Army).** Contact your local site representatives or Eagles on Call if you have questions.

NOTE: For co-requisite classes a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.

Scholastic Honesty and Academic Misconduct : All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty and are addressed in the CTC Catalog and the Student Handbook:

- **Plagiarism** - The taking of passages from the writing of others without giving proper credit to the sources.
- **Collusion** - Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating** - Giving or receiving information on examinations.

Academic Misconduct includes

- sharing passwords and other log-in information to Blackboard or BioSig-ID.
- masking IPs, using Virtual Private Networks (VPNs), or otherwise disguising location.

Students guilty of scholastic dishonesty may be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

EagleMail: All official electronic communication from CTC and from your instructors will be sent to your student email account. It is essential that you set up your account and check it at least three times a week. For instructions on using this account, go to <https://www.ctcd.edu/students/current-ctc-students/student-email/>.

Tutors: Tutoring services are available through the Academic Studio and other resources.

- **Academic Studio** at <https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/>.
- **Advanced Math Lab** at <https://www.ctcd.edu/academics/instructional-departments/mathematics/advanced-math-lab/>
- **Online Writing Lab and Math Tutors** in Blackboard.
- **Eligible service members and dependents** at <https://military.tutor.com/home>
- **CTC Library Services for Students** at <http://www.ctcd.edu/academics/library/>.

Contact the **CTC IT Department** for help with WebAdvisor, Etrieve, and EagleMail. See this URL for Points of Contact: <http://www.ctcd.edu/students/student-it-services/>.

Contact **DEET technical support** as described at http://online.ctcd.edu/on_demand_blackboard.cfm for help with Blackboard and BioSig-ID.

Please direct questions to your local site representative or student advisors at **Eagles on Call** if you are not at a CTC location. Go to this webpage for contact information:
<http://www.ctcd.edu/students/current-ctc-students/academic-advising/distance-education-students/> .

Refer to the CTC website at <https://www.ctcd.edu/> and the Distance Education and Educational Technology (DEET) website at <https://online.ctcd.edu> for further updated information. Check the Quick Links at the DEET website for Blackboard Help and Student Resources.

Your instructor may have additional requirements or restrictions as presented below.

CTC is enriched by the varied backgrounds of our students, which enhances respect for the learning process despite divergent points of view. Students are expected to display appropriate classroom decorum at all times. Any behavior that distracts from the learning situation is inappropriate.

- Language, comments, and discussion will be in good taste, scholarly, and appropriate to the discussion at hand.
- Sleeping in class and private conversations are a distraction to others and will result in a deduction to the participation grade for the class.
- Attire appropriate to the academic environment is also expected. Clothing that may be offensive to others distracts from learning and should not be worn to class.
- Cellular phones, pagers, and other electronic devices must be silenced and put away except at the direction of the instructor.
- Do not wear headphones/ ear buds/ ear plugs during class.

You are expected to arrive before class begins. Should you need to enter the classroom after class has started or leave while class is in session, please do so quietly. You may be asked to leave the class if proper etiquette is not followed.

General Description of the Subject Matter of each Lecture or Discussion

Lesson	General Subject of Lecture	Major Activities and Assignments
1	Syllabus and Course Introduction, Blackboard Overview, Grammar Review: Sentence fragments, run-ons, comma splices, pronoun case errors, subject-verb agreement, pronoun-antecedent agreement, verb tense, and punctuation	Grammar quizzes, discussion board
2	Effective Style: illogical shifts in tense, mood, voice, discourse, person, and number; shifts in construction (faulty predication); dangling and misplaced modifiers; word choice errors; and faulty parallelism; using figurative language; sentence structure variety.	Quizzes, discussion board
3	Creating outlines; Introductory and Concluding paragraphs; and Thesis statements	Essay
4	Active reading strategies, summarization skills, conducting research using library databases, plagiarism awareness, and using MLA citation style	Midterm Exam
5	Body Paragraph organization. Evaluative, descriptive, and narrative organization.	Discussion board
6	Conciseness in Writing. Definition, comparison-	

	contrast, argumentation-persuasive organization.	
7	Additional rhetorical modes: process analysis, cause-effect, exemplification, and division classification.	Essay
8	Revision	Discussion board, Essay, Final Exam

Please note: This syllabus is subject to change at the discretion of the instructor.