



Syllabus: *Prefix and course name*

| Course Information | |
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| Course Prefix/Number: IRW 070 Section 1 | Credit Hours: 4 |
| Semester: Fall 2019 | Course Title: IRW 070 |
| Class Days/Times: Tuesday - Thursday | Integrated Reading and Writing: Introductory |
| 9:00 AM - 11:45 AM | Room: GSK 502 |

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| Instructor Information: Name: Anthony Osborn, Ph.D. | Phone/Voice Mail: 520-360-5044 E-mail: aosborn@tocc.edu Office hours: <i>By appointment</i> |
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Course Description: Students will learn to locate explicit textual information, draw inferences, describe and evaluate the information across multiple texts of varying lengths, how to use vocabulary effectively, describe and apply insights gained from reading and writing a variety of texts. Students will learn effective editing strategies, generate ideas from texts, and recognize and apply the conventions of Standard English. Students must participate in one-to-one tutoring with the Student Success Center on a biweekly basis to ensure the success of students.

| Student Learning Outcomes |
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| <ul style="list-style-type: none"> • Use basic reading and writing strategies for improved comprehension at the literal and interpretive level. • Apply discussion language, skills and strategies via participation in a community of readers and writers. • Develop a basic awareness of metacognitive (reading/thinking/writing) process related to reading and writing. |

• Employ word analysis strategies to determine the meaning of words in context and increase the ability to define and use new vocabulary effectively in oral communication, reading and writing.

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

Course Structure: •Students are expected to be active participants in the learning process. Students are also expected to assume responsibility for their own learning.

•In order to be prepared for each class, students must do the assigned readings and any other work assigned to be able to contribute to class activities and discussions.

•This is a highly interactive course. Students should be prepared to work in teams, discuss the work and present their findings to the class.

Texts and Materials: *(list text(s), and materials students will need, should correspond to textbook order as filed with the bookstore)*

Evaluation and Grading & Assignments:

90 and above is an A

80 - 89 is a B

70 - 79 is a C

60 - 69 is a D

Under 60 is Failing

Your grade will be determined by the following:

Course Grading Matrix; *how the course grade will be determined using above Full Letter grades only. (points, percentages etc.)*

Himdag Cultural Component: *Include description from course form approved by the Himadag Committee. (Refer to Dean, Area Chair or Lead Faculty for guidance if needed)*

Policies and Expectations:

Suggested Policies

In addition to any other TOCC policies specified in the Student Handbook, **the following policies apply in this course:**

- Be **punctual** for class and **attend every class**. You are part of a team and attending all classes (and completing all assigned work in preparation for class activities) will ensure a smooth flow of our class work and schedule. If (for some reason) you are absent, **YOU are responsible for contacting me** and explaining your situation as soon as possible. You are also responsible for finding out what work you miss, and for catching up with the rest of the class. Attendance is a priority!
- Merely attending class meetings while not participating and submitting work will affect your grade—**your ACTIVE participation is requested.**
- Please be respectful and courteous to **all** members of this course. Inappropriate behavior will not be tolerated. Please be mindful of the *T-So:son* at all times.
- Plagiarism**, in any form, is **unacceptable** and will result in an “**F**” automatically. There are absolutely no excuses for plagiarism.
- Communication** is key to your success in this class. I will do my best to assist you in any way that I can to help you earn the best grade possible. You need, however, to do your part to help me achieve this goal by not hesitating to approach me whenever you are experiencing difficulties/concerns of any kind, and by committing 100% to this class. I can only help you if I am aware!

Attendance Policy

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a “W” or “Y” will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible (approved by Faculty Senate April 2014).

Incomplete Policy

Incomplete (I) grades are not awarded automatically. The student must request an “I” from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a “C” grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

Instructor Withdrawals

Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [*date of 45th day found in Academic Calendar on TOCC website*] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion. [faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [*withdrawal deadline date found in Academic Calendar on TOCC website*] if you do not expect to complete the class, otherwise you may receive an "F" grade.

Special Withdrawal (Y) Grade

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason

Reasonable Disability Accommodations (Americans with Disabilities Act):

TOCC seeks to provide reasonable accommodations for all qualified individuals with disabilities. The College will comply with all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to provide an equal educational opportunity. It is the student's responsibility to make known to the instructor his or her specific needs in order to determine reasonable accommodations. We will work together in order to develop an Accommodation Plan specifically designed to meet the individual student's requirements.

Title IX

Tohono O'odham Community College faculty and all staff are dedicated to creating a safe and supportive campus. Title IX and our school policy prohibit discrimination on the basis of sex- this includes sexual misconduct; harassment, stalking, domestic and dating violence and sexual assault.

Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with: Student Services

Course Outline: (see Canvas for specific assignments and due dates)

- I. Reviewing the Basics
- II. Introduction to the Reading and Writing Process
- III. Reading, Writing, and Organizing Paragraphs
- IV. Reading and Writing Essays
- V. Critical Thinking, Reading, and Writing
- VI. Thematic Reading: Writing in Response to Reading

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

Classroom Behavior

- Visitors may be only allowed at class sessions or on field trips with instructor approval, visitor's safety and behavior are the responsibility of the student.
- Possession of drugs, alcohol or firearms on college property is illegal.
- Food and beverages are allowed in classrooms at discretion of the instructor.
- Cellphones should be turned off during class, unless the instructor is allowing students to use their tools (calculator, internet access).
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave.
- Student behavior is also detailed in student handbook under Student Code of Conduct Violations

Make-up policy:

Late assignments that can be made up will be accepted but will be penalized 25%. Laboratories cannot be made up except in the case of college closure. At the instructor's discretion, extra credit opportunities and optional activities may be provided.

Academic Integrity:

Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if

it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an “F” for the assignment, and at the instructor’s discretion, possibly an “F” for the course. If you are uncertain about proper citations ask your instructor or the librarian.

Course Feedback:

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. E-mail and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.