



Syllabus: IRW 090: IRW II, Integrated Reading and Writing: Intermediate

Course Information	
Course Prefix/Number: IRW 090-2	Credit Hours: 4
Semester: Fall 2019	Course Title: Integrated Reading and Writing: Intermediate
Class Days/Times: Monday & Wednesday, 1:00 pm-3:45 pm	Room: I-We:mta Ki: 24

Instructor Information: Name: Ofelia "Liz" Zepeda, B.S.ed, MLIS	Phone/Voice Mail: 520.383.0067 E-mail: ozepeda@tocc.edu Office location: O'ohana Ki: (Library), S-cuk Du'ag Maşcamakuđ Office hours: Walk in/by appointment, M-F
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Course Description: Prepares students for college-level reading and writing by combining the two skill sets. Students apply a variety of reading strategies to organize, analyze and retain material, and produce written work appropriate to audience, purpose, situation and length of the assignments. Students will build upon their basic skills of grammar and mechanics and develop further their organizational skills for building short essays.

- Student Learning Outcomes**
- Apply Himdag core values as related to ethical and traditionally based approaches to written work.
 - Describe and apply insights gained from reading and writing to a variety of texts.
 - Write a purposeful and well-organized thesis statement.
 - Compose a variety of essays and shorter works that demonstrate clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
 - Evaluate the quality of ideas and relevance of information used to formulate and develop a theme by applying learned research skills.
 - Use effective reading and revision strategies to strengthen the writer's ability to compose college-level assignments.

Course Structure: Class work will consist of lecture, group discussions, quizzes, essays, research, The Writing Process, and presentations.

Texts and Materials:
All necessary texts will be either be provided via the course Canvas page or held on Course Reserve in O'ohana Ki: at S-cuk Du'ag Maşcamakuđ.
Please bring paper, pens/pencils, and any necessary reading/work materials to each class session.

Your Grade:
 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:

Assignment (Quantity)	Points Per Assignment	Total Points
Daily Attendance and Participation (28)	10	280
Quizzes (4)	15	60
Reflections (2)	30	60
Essays (4)	100	400
Presentations (2)	50	100
Final (1)	100	100
	Total Possible Points	1000

Himdag Cultural Component: Tohono O’odham traditions and cultural beliefs will be discussed as relevant to course topics, and only as appropriate to the Tohono O’odham Nation’s traditional standards for sharing information as determined by the Himdag Committee. We will be reading texts related to Tohono O’odham Himdag as well as current issues related to Indigenous Nations and Peoples.

Policies and Expectations:

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 **Thursday September 3, 2019** are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion.

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 **Monday November 4, 2019** 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: Each essay unit will include lectures with notes, readings, group discussions, quizzes, and an entire application of The Writing Process. We will also include technological resources as often and applicable as possible.

Overview of the Course

Week 1: August 19 and 21

The Narrative Essay

Week 2: August 26 and 28

Week 3: September 2 (No class--College closed) and September 4

Week 4: September 9 and 11

The Descriptive Essay

Week 5: September 16 and 18

Week 6: September 23 and 25

Week 7: NO SCHOOL! FALL BREAK September 30-October 3, 2019

Week 8: October 7 and 9

Course Outline, Continued:**The Expository Essay**

Week 9: October 14 and 16

Week 10: October 21 and 23

Week 11: October 28 and 30

Week 12: November 4 and 6

The Persuasive Essay

Week 13: November 11 (No class--College closed) and 13

Week 14: November 18 and 20

Week 15: December 2 and 4

Week 16: December 9 and 11

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. Please see the course Canvas page for updates.

Course Policies:

- 1) We will use technology as often as possible. Most, if not, all of your readings will be available through our Canvas course page. I will make every effort to allow for class time to provide tutorials on use and access of technological applications. You are expected to check your email and our Canvas page as often as necessary.
- 2) You earn 10 points a day for attendance and participation. Students are expected to attend each class, arriving on time, except in the case of an excused emergency. You must be on time and present for the entirety of the class period in order to earn your 5 points. Tardies or early outs will cost you three points. Group discussion participation is another 5 points. Please understand, even with an excused absence you will NOT earn the 10 points for the missed class. Extra credit will be available to make up lost points.
- 3) Presentations will not be accepted late. YOU will have selected your time and day to present. If you are absent, you will earn a zero for the project. An F is a better grade!
- 4) Students are expected to contact instructor prior to absences, coming late to class or leaving early.
- 5) Class participation and preparation are essential to student success. Students must read textual material, prepare for projects, and complete required research as stated on the course schedule.
- 6) No cell phone use is allowed during class. Use of cell phones during class, unless permitted by instructor, is a violation of the T-Şo:şon.
- 7) Late work acceptance is at the discretion of the instructor. I do not want to accept late work, but life happens. Please make an appointment to meet with me to discuss the possibility of late work.
- 8) **No work accepted after the last class ends @ 3:45 pm Thursday December 11, 2019.**

Classroom Behavior

- Possession of drugs, alcohol or firearms on college property is illegal.
- 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
- Apply the Core Values to your classroom behavior.

Make-up policy:

Late assignments that can be made up will be accepted after an equivalent time of the number of days missed. Any time beyond the absence submission deadline may be penalized 25%. 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 submissions. 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.