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**Syllabus: IRW 090 Section 1**

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<b>Course Information</b>	
Course Prefix/Number: IRW 090 Sec.1	Credit Hours: 4
Semester: Spring 2020	Course Title: IRW 090
Class Days/Times: Mon – Wed 9:15 - 11:15 AM	Integrated Reading and Writing II Intermediate
	Room: GSK 2

<b>Instructor Information:</b> Name: Wendi Cline, J.D., MLIS	Phone/Voice Mail: 520-977-7325 E-mail: wcline@tocc.edu Office hours: <i>By appointment</i>
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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.

<b>Student Learning Outcomes</b>
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:**

- 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:** *Instructor will provide needed texts and materials*

**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:**

Each assignment will be worth a certain number of points. Letter grades will be then be reported, based on the scale above. For example, if you receive 90 points out of a possible 100 on an assignment, that is 90%, which would be an A.

**Himdag Cultural Component:**

*Himdag* Cultural Component: the students will reflect on the *T-Sa:san/Himdag* throughout the semester and write about their understanding of cultural aspects in the Academic Response Journal.

## ***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 required.**

•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 45<sup>th</sup> 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

### **Conduct: Bias, Bullying, Discrimination & Harassment**

Tohono O'odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

### **Title IX**

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed 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

Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone: 383-0033. Email: aespinoza@tocc.edu

### **Equal Access Statement/Disability Accommodations**

Tohono O'odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) his or her specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resources Coordinator, aosborn@tocc.edu, or 520-360-5044 for additional information and assistance.

### **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

### **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. Since I also work in the library, AND I am your instructor, no excuses not to ask!

### **Course Feedback:**

Smaller assignments will be graded and returned to the students promptly, typically by the next class meeting AFTER an assignment is due. Any exceptions will be announced by me in class BEFORE an assignment is due. Larger projects (work that is more than 2 pages in length) will be graded and returned to the students no later than ONE WEEK after the assignment is due. 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.