INRW 0173 _3C1

CREDIT
1 Semester Credit Hours (1hours lecture, 0 hours lab)

MODE OF INSTRUCTION
Face-to-Face on Mondays, Wednesdays, and Fridays at 9:00 AM to 10:00 AM in Technology Center 100

PREREQUISITE/CO-REQUISITE:
AFTER Jan. 11 2021 Scores
● College Readiness Classification, CRC, score of 910-944 AND
● Diagnostic level of 1 to 3 AND
● Does not have an essay score AND
● Co-enrollment in INRW 0173
BEFORE Jan. 11 2021 Scores
● TSI Reading score of 339 or below OR
● TSI Writing score of 339 or below AND
● ABE is below 4 AND
● Four or lower on the essay AND
● Co-enrollment in INRW 0173

COURSE DESCRIPTION
Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and writing

COURSE OBJECTIVES
Upon completion of this course, the student will be able to

1. 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. INRW 0373 Master Course Syllabus Approved May 2021
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

INSTRUCTOR CONTACT INFORMATION

      Instructor: Sarah Culver

      Email: sculver@lit.edu

      Office Phone: 409-247-5273

      Office Location: TC224

      Office Hours:
            Monday: 8:10 AM-9:00 AM; 10:00 AM-12:40 PM
            Wednesday: 8:10 AM- 9:00 AM; 11:05 AM-12:40 PM; 2:10 PM-4:20 PM
            Thursday: 2:10 PM-4:20 PM
            Friday: 8:30 AM-9:00 AM; 12:30 PM-1:45 PM
            *arrangements can be made to meet outside of my office hours upon request

REQUIRED TEXTBOOK AND MATERIALS
A reliable device with internet access is required. All required reading materials are provided by instructor in Blackboard.
Khan Academy Link: https://www.khanacademy.org/join/VDA4YR28; Class Code: VDA4YR28

ATTENDANCE POLICY
This is an in-person, face-to-face course. Students are expected to attend each scheduled class, engage with the material, actively learn, and participate in class. Additionally, students are expected to check Blackboard and their LIT e-mail daily to ensure that they are fully up to date with all of our course materials.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course. Please note the drop dates on our course calendar

COURSE CALENDAR

DATE	Unit	Khan Academy	Assignments (Due on this Date at 11:59 PM)

Week One:		Course Introduction	Log in to Khan Academy **due 1-23**
January 19- 23 Martin Luther King Day; No Class: January 19 First Class Day: January 20 First Day for Intent to Graduate: January 20		Review Syllabus Khan Academy Introduction Starfish Introduction	Email Assignment **due 1-23**
Week Two: January 26-30	**Unit 1:** Grammar	Parts of Speech • The Noun • The Verb • The Pronoun	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 1-30**
Week Three: February 2- 6 Last Day for Students for Drop with Refund: February 4	**Unit 1:** Grammar	Parts of Speech • The Modifier • The Preposition and the Conjunction	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 2-6**
Week Four: February 9-13	**Unit 1:** Grammar	Punctuation: • End-of-Sentence Punctuation, the Comma, and the Apostrophe • The Colon, Semicolon, and More	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 2-13** Unit 1 Test **due 2-13**
Week Five: February 16-20 Last day to pay tuition to avoid drop for non-payment: February 16 Last day to drop without academic penalty: February 202-21	**Unit 2:** Grammar	Syntax • Sentences and Clauses • Conventions of Standard English	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 2-20**
Week Six:	**Unit 2:**	Usage and Style	Complete the Corresponding Units within Khan Academy

February 23-27	Grammar		(including lessons, videos, and exercises) **due 2-27**
Week Seven: March 2-6	**Unit 2:** Grammar	Catch Up Week	Unit 2 Test **due 3-6**
Week Eight: March 9-13	Spring Break—No classes	Spring Break—No classes	**Spring Break—No classes**
Week Nine: March 16-20	**Unit 3:** SAT Reading and Writing	Foundations: • Information and Ideas • Craft and Structure	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 3-20**
Week Ten: March 23-27	**Unit 3:** SAT Reading and Writing	Foundations: • Expression of Ideas + Standard English Conventions Medium: • Information and Ideas	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 3-27**
Week Eleven: March 30- April 3	**Unit 3:** SAT Reading and Writing	Medium: • Craft and Structure • Expression of Ideas + Standard English Conventions	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 4-3** Unit 3 Test **due 4-3**
Week Twelve: April 6-10	**Unit 4:** SAT Reading and Writing	Advanced: • Information and Ideas • Craft and Structure	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 4-10**
Week Thirteen: April 13-17 Last Day to Drop WITH Academic Penalty: April 13	**Unit 4:** SAT Reading and Writing	Advanced: • Expression of Ideas + Standard English Conventions	Complete the Corresponding Units within Khan Academy (including lessons, videos, and exercises) **due 4-17**
Week Fourteen:	**Unit 4:** SAT Reading and Writing	SAT Grammar Practice	Complete the Corresponding Units within Khan Academy

April 20-24			(including lessons, videos, and exercises) **due 4-24**
Week Fifteen: April 27- May 1	**Unit 4:**	**Catch Up Week**	Unit 4 Test **due 5-1**
Week Sixteen: May 4-8 Last Day of Classes: May 6 Final Exams: May 7-13	**Unit 1-4 Review**	Review Exercises	Grammar Course Challenge **due 5-6** SAT Reading and Writing Course Challenge **due 5-6**
Week Seventeen: May 11-15 Final Exams: May 7-13 Final Grades Due by Noon: May 14		**Final Exam**	TBA

COURSE EVALUATION
Final grades will be calculated according to the following criteria:
- Attendance--25%
- Grammar, Punctuation, and Writing Khan Academy Exercises – 25%
- Unit Tests--25%
- Final Exam--25%

GRADE SCALE
- S- Satisfactory
- U- Unsatisfactory

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT
Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

Personal Responsibility

- One of our core objectives for this course is personal responsibility. Personal responsibility is outlined and evaluated in this course as "the ability to connect choices, actions and consequences to ethical decision making." It is **my** responsibility to deliver the information to you in a clear and concise way that aligns with our course objectives. It is **your** responsibility to interact with all of the material, ask questions as they arise, and turn in assignments in a timely manner. It is **your** responsibility to reach out via email or Blackboard message if you find that you are
  - Struggling with the material
  - Having difficulty with accessing your assignments, Blackboard, the LU Library, course materials, etc.
  - Having complications (personal, with peers, with technology), concerns, or other unanticipated setbacks
  - Unable to complete work for any reason (including any kind of travel)
- In the event that you need academic accommodations, it is **your** responsibility to visit Special Populations and complete the required steps. Please see the disabilities statement earlier in this syllabus for more information
  - Please let me know by Week Three if you're not sure if you should visit Special Populations or if you have any other accommodation questions. This will help me set you up for success
- Dual Credit: It is important to advocate for yourself and your academic needs. If you find yourself on the preceding lists, **you** (not mom/dad/facilitator/counselor) will need to contact me, via email or Blackboard message

• **Academic Dishonesty and Plagiarism**

    o Academic Dishonesty is a crime that LIT and I take seriously. Please see LIT's student handbook for more information on academic honesty and the penalty for breaking academic honesty.

    o Academic Dishonesty can be defined as "a student's use of unauthorized assistance with the intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirement" (University of Colorado Denver.)

    o Plagiarism is included within academic dishonesty. In addition to disingenuously submitting work that did not come from your own brain, plagiarism includes (but is not limited to):

        ▪ Using your own work from a previous class to submit as "new material"

        ▪ Patchworking material together from the internet until it resembles a new piece

        ▪ Submitting someone else's work, either published, bought, or borrowed, as your own

▪ Using AI (ChatGPT, any AI bot, or artificial learning tool that can mimic student-produced work) to write any part of the content of your essay

    ▪ Paraphrasing a source without citing the original source

    ▪ Directly copying a source into an essay without citing the original source

    ▪ Making minor changes to an original source while still retaining up to 75% of the structure of the sentence

    ▪ Taking a quiz or test with another student, giving the answers to a quiz or test to another student, Googling the answers to the quiz or test, etc.

o Assignments that are pinged for plagiarism will be graded on the following scale:

    ▪ 1 st offense- 0 on the assignment

    ▪ 2 nd offense-0 on the assignment + you will be unable to turn in additional assignments until you meet with me via office hours

• **Artificial Intelligence (AI)**

    o It is **my** responsibility to accurately grade your assignments in a way that reflects your writing process and your thought process. It is **your** responsibility, in the event that you are pinged for AI use, to prove otherwise.

- I highly suggest to
  ▪ turn on your Version History
  ▪ save often ▪ create a logical paper trail
- I do **not** suggest to
  ▪ Write in one document, copy-and-paste into a separate document, and submit the second document
  ▪ Rely on online generators
  ▪ not create any kind of paper trail on one singular document

    o I will be running all written assignments through several, online, AI generators, including ChatGPT Zero, Scribbr, and QuillBot. Assignments that receive a significant portion, defined as a third of your assignment or higher, of their assignment pinged for AI will receive a 0 unless proven otherwise. Please see the Academic Dishonesty and Plagiarism section to determine the effect of continued AI use on your grades

• **Attendance and Participation**

    o This course requires three (3) hours of active learning per week to be successful

    o You should be actively engaging with the material, logging into Blackboard, participating in discussion boards/journals/ class discussions for three (3) hours per week in addition to completing assignments. Your participation credit will depend on your course engagement, and I will be checking in regularly

- Face-to-Face students who miss more than a week's worth of class will not be eligible for offered extra credit opportunities
- Online students who do not open lecture folders (or watch our video lectures in lieu of navigating our lecture folder) will not be eligible for offered extra credit opportunities

• **Technology**
- o It is **your** responsibility to ensure that you have access to working technology
- o Please use Chrome or Firefox as your browser. Edge and Safari do not always work well with Blackboard and may cause some disruption to your work
- o If you are someone who only checks Blackboard on their phone, please check in on a desktop from time to time. Sometimes assignments/instructions/etc. are difficult to open/find/access/submit on cell phones
- o Not having the correct technology or internet is not a valid excuse for not doing assignments. Please let me know ASAP if you are someone who has difficulty obtaining these resources so we can figure out an alternative solution before assignments are due

• **Communication**
- o The best way to reach me is by email (sculver@lit.edu) or by Messages on Blackboard; however, sometimes, Blackboard messages slip through the cracks, so please feel free to send me a follow up email if you don't hear back by the next morning
- o I, typically, will respond to emails/messages during my office hours and within 24 hours on a weekday or 48 hours on a weekend.
  - ▪ I do **not** respond to emails or messages when I am teaching or while I am in meetings.
  - ▪ I do **not** respond to emails or messages on Saturdays, Sundays, or campus holidays
  - ▪ Please see my office hours at the beginning of the syllabus to determine the best time to reach me
- o I send out Announcements frequently
  - ▪ sometimes they are just me checking in
  - ▪ sometimes they are about due dates, schedule changes, clarification on instruction, etc.
  - ▪ It is **your** responsibility to stay current with these updates. You should check the announcements before emailing me a question to see if your question has already been answered there
- o You are free, and encouraged, to reach out via email (or come by my office) if you need clarification on an assignment, want to workshop, etc.
- o Not communicating with me because your LIT email is not working, or you don't have access to your LIT email or messages, is not a valid reason for not responding to my emails or not reaching out for help.

o If you are having difficulty accessing the LU Library, you need to let me know ASAP. Failure to complete assignments because of a login or access issue, for any of the online tools, resources, websites, or databases that we will use throughout the semester, will not excused unless **you** send me an email **before the due date of the original assignmen**t.

  o When you email me, please provide your full name, course number, section number, and a subject line. This will allow me to pinpoint your direct issue quicker and will provide necessary clarification.

      ▪ Those who regularly email me but fail to provide the appropriate information or follow proper netiquette might fall outside of the response time outline

o Please remember proper netiquette when sending emails, messages, or responding to others online. All online communication should be respectful, concise, and clear.

• **Grading**

  o All work will be returned within two (2) weeks of the due date, not submission, with commentary and feedback on your document

      ▪ Late work will not have commentary or feedback

o It is the student's responsibility to make sure that their grades on their assignments match their grades in Blackboard.

o If you have a question about your grade, your feedback, necessary revisions, ways to improve, etc., please send me an email so we can work that out in a workshop together.

o Most assignments will receive commentary and/or feedback, but all assignments (beyond quizzes or tests) will be graded off of a rubric.

      ▪ I do not mark all errors, content or mechanical, on your document. Correcting one error might not comprehensively correct all of your same-type errors.

      ▪ All of your assignments, unless noted otherwise, should be formatted in **MLA** including, but not limited to, heading, citations, work cited pages, and formatting. Additionally, all of your assignments must include the correct academic style, grammar, punctuation, spelling, and usage.

        • I will provide the resources and documentation on how to properly adhere to these standards

        • Essays that are submitted adhering to other style formatting guides will have points deducted for not following directions.

          • On a case-by-case basis, I *might* consider allowing other style formatting guides; however, this is not approved without significant documentation (provided by the instructor and submitted by the student)

that must be submitted before the rough draft of the essay is due on the syllabus calendar.

- o Assignments that require a works cited page and in-text citations but does not feature either or only one will receive a 0 for plagiarism

- o Online links in lieu of actual documents are not permitted unless noted otherwise. If I do not have full access to your document, I will consider it not turned in. If I don't receive access within a week of the due date, then your assignment will receive a 0. Please submit major assignments (final drafts of essays) directly to Blackboard

- **Late Work**
  - o All of our assignments have specific due dates
    - ▪ Unless noted otherwise, there is a one-week grace period to turn in an assignment after the due date (baring a verifiable circumstance)
      - • Assignments turned in before the one-week mark will be docked ten points; assignments turned in after the one-week mark will receive a 0
      - • Assignments involving other students (like a discussion board) cannot be made up for any reason
    - ▪ **Extenuating circumstances should be communicated prior to the original due date**. Extensions will not be approved after the due date passes
      - • This includes, but is not limited to, going out of town/ out of the country, internet/technological issues that can be quickly solved by IT, time management issues, events that were planned in advance, foreseen, or anticipated, circumstances
  - o Late work goes to the end of my grading stack, and, thus, might be graded later than my grading policy states.
  - o Late work will not include feedback
  - o Late work will not be permitted if the student not regularly been participating in the course (including, but not limited to, only submitting assignments and not opening lecture materials weekly, not looking at announcements, and/or not responding to your instructor reaching out)
- **Student Behavior Expectations**
  - o Be mindful that each student that enters our classroom space may come from a different background from you and may bring a different set of beliefs, values, or ideas into our conversations. As a result, students may agree or disagree on different topics to varying degrees. Disagreements can lead to critical thinking, scholarly debate, and active learning when all participants are respectful and mindful of the different opinions of others.
  - o Disrespect, a disruptive unwillingness to listen to others, and/or harmful, hateful rhetoric will not be tolerated for any reason
- **Other**

- Due dates for Dual Credit students will adhere to the LIT academic calendar, including dates for breaks, holidays, etc. Assignments will still be due, and will follow the late work structure outlined previously, even if your individual campus is not in session. Assignments will not be due on LIT academic holidays
- Emailed communication should come directly from your LIT email address and not a private, personal, secondary, or other email address. For Dual Credit, this includes any high school email address that you may use for your individual campuses
  - In alignment with FERPA, I cannot, and will not, communicate about grades, grant extensions, or accept work from any email other than your LIT email.
  - This includes emails sent from secondary email addresses or from a third party
- Accommodations should be communicated as early in the semester as possible. Formal accommodations are not retroactive
- I need to know at least 24 hours before a deadline if a student cannot complete an assignment, for any reason.
  - New deadlines can be considered on a case-by-case basis before the deadline, but cannot, for any reason, be considered after the due date.
- o I reserve the right to modify our syllabus, including the calendar or course policies, at any point in the semester. These changes will be communicated clearly through an announcement (for a calendar change) or an announcement and an email (for policy changes)