

South Plains College
 “SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE”
 INRW 0300: Integrated Reading and Writing
 (Stand-Alone Course, Non-Corequisite)
 Syllabus and Class Policies

Departments: English and Philosophy/The Teaching and Learning Center

Instructor’s Contact Information:

Instructor: Dr. Jamie Wormsbaker

Office Location: Classroom Building #3 (Office 318A) on Reese Campus; Office 125 D (Lubbock Center)

Office Hours—Fall 2021

****On Mondays, Wednesdays, and Fridays you will find me at the Reese Center (RC). On Tuesdays and Thursdays, I will be at the Lubbock Center (LC).**

Monday RC	Tuesday LC	Wednesday RC	ThursdayLC	Friday RC
8:00-9:00 am 11:00am- 12:00pm	8:00-9:00 am 11:00am- 12:00 pm	8:00-9:00 am 11:00am-12:00 pm	8:00-9:00 am 11:00am- 12:00 pm	9:00-10:00 am By Appointment Only

Office Phone: 806-716-2481 (Reese). You will only be able to reach me at this office phone on Mondays, Wednesdays, and Fridays.

Email: jwormsbaker@southplainscollege.edu

- I try to answer emails within 24 hours Monday-Thursday and Friday morning.
- Required for emails: Type your name, course, and subject in the subject box of your email to me (example: *Jane Doe – Corequisite - Question about Week 2*).

Word of Welcome

WELCOME to your English course! The fact that you are signed up for this college class suggests that you are motivated and capable. I will hold high expectations for each of you, but I will also offer you any help you might need along the way. I want each of you to succeed and feel good about what you have produced in this class. Let’s work together to make this class an extraordinary opportunity for you to grow as readers and writers. You can expect a rigorous (but fun) class this semester.

About Me

My name is Jamie Brook Wormsbaker, and I love to teach and to learn from my students. I have a crazy family, which includes my thirteen-year-old son, Ryder, my nine-year-old son, Gunnar,

and my two-year-old daughter, Brooklyn. My husband, Kelcey, used to teach high school science and coach football and basketball, but he is now a high school Assistant Principal at Cooper. In addition, we have a dog named Bear, a puppy named Cooper, and a grouchy, older cat named Chico. My hobbies include being outside/hiking whenever possible, cooking, spending time with my kids, and of course, reading!

Both my husband and myself have dedicated our lives to teaching, because we strongly believe that learning affords people the opportunity to escape oppression and to also enrich any life, no matter the circumstances. I have spent a long time in school in order to be the best teacher I can possibly be. I began my college education at the University of Nevada at Las Vegas where I earned a B.A. in English. From there, I went to the University of New Mexico where I earned an M.A. in English. Finally, after 11 long years of school, I earned a Ph.D. from Texas Tech in English, where I specialized in literary nonfiction. While at UNM and TTU, I was able to teach college courses at all levels, from Freshman composition to Senior level literature. You might feel good knowing that the college course you take with me will be taught just as I have taught it at major universities. This means you are truly experiencing a college level course. I know that each of you can succeed in this class and will be more prepared for any road you choose as a result.

Course Syllabus & Policies

INRW 0300 Course Description: INRW 0300 serves as a developmental course for students who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Successful completion of this course fulfills TSI requirements for reading and/or writing.

Student Learning Outcomes: Upon successful completion of this course, students will:

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.
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.

Pathway to ENGL 1301 (Composition I):

1. If you make a B in this class, you may enroll in Composition I next semester.
2. If you do not make a B in ENGL 0302, you may either retake the class, or take the corequisite ENGL 1301 + INRW 0300, or take and pass the writing and/or reading sections of the TSI test.

TSIA Writing, Essay, and Reading Tests

1. You may sign up to take the TSI writing, essay, and/or reading tests any time they are offered during the semester if you feel you are ready.
2. If you have taken the TSI Writing Test at least once, then you may retake the essay portion only or the multiple choice part by itself.
3. If you attend class each day and pass the writing and/or reading sections of the TSI test during the semester, then show your scores to me, and you will then receive the final grade of A, B, or C. You do not need to drop the course, but you are no longer required to attend the course.
4. Visit the South Plains College Testing Center website to find out dates when the TSIA test is offered and to register online:
<http://www.registerblast.com/levelland/Exam/Index?Group=1409>

Student Learning Outcomes Assessment: A pre- and post-test and/or a writing assignment rubric may be used to determine the extent of improvement that the students have gained during the semester.

Course Evaluation: You will read and write a variety of types of texts this semester. You will NOT be graded on ALL of the following assignments. These assignments are listed here to give you an idea of ways your progress/learning may be assessed this semester. Because the class will be based on your skill level, the instructor will assess weekly choosing from the following types of assignments, based on student abilities and needs:

60% of the grade = Writing Assignments: examples of assignments that may be counted in the writing portion of the grade:

- *Diagnostic Paragraph/Essay*
- *Rough Drafts or Rough Draft Essay Exams*
- *In-class Essay Exams*
- *Narration/Description Paragraph or Essay*
- *Process Analysis Paragraph or Essay*
- *Cause and/or Effect Paragraph or Essay*
- *Comparison and/or Contrast Paragraph or Essay*
- *Definition Paragraph or Essay*
- *Division-Classification Paragraph or Essay*
- *Argument Essay*
- *Revision of an essay = may be counted as one essay*
- *Daily Journal Entries = may be counted as one essay*
- *Resume and Cover Letter*

- *Final Exam Essay*

40% of the total grade =Quizzes/Practice or Daily Work : examples of assignments that may be counted in the remaining 40% of the grade

- *Diagnostic Pre-Test (you may use the one in NROC English)*
- *Post-Test*
- *NROC English quizzes/assignments/assessments (in Blackboard)*
- *Online grammar practice/quizzes in Blackboard test bank*
- *Paragraph/essay invention work and outline*
- *Group project*
- *Reading skill-building activities*
- *Reading Quizzes*
- *Grammar Quizzes*
- *In-class daily work/group activities*
- *Unit Tests*
- *Midterm*
- *Final Exam*

Please see the attached rubric to understand how all of your paragraph writing will be assessed this year.

Required Materials

Required Textbook:

Along These Lines, 7th ed, John Sheriday Biays & Carol Wershoven, Publisher: Pearson, 2019

- ISBN13: 978-0-134-76784-0

Other Materials:

- Folder/Binder for any printed materials
- Pens/Pencils
- Paper/Spiral Notebook
- Highlighters, colored pens/pencils (assorted colors for marking text)

The textbook and materials are due by the end of week 1!

Required Computer and Internet Access: We will do as much paper-based assignments and required computer work during class time as possible. However, there will be some homework assignments which will require you to access Blackboard

- Blackboard is designed to work best with **Mozilla Firefox** browser, so download this browser now and use it every time you access Blackboard to avoid many technical issues.

- Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use**

to submit your work on time. Find your alternate resources **now**; do not wait until you suddenly need them! You can find computers and/or Wi-Fi in the following places:

- SPC Reese Campus Student Computer Lab (806-716-4666)
- SPC Levelland Campus Student Computer Lab (806-716-2179)
- SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
- your local city library
- restaurants or cafes with free Wi-Fi
- neighbors or friends (line up at least three)

Computer Help: need help with your computer, laptop, email address, username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

Blackboard Help:

1. **Get Help by Email:** blackboard@southplainscollege.edu
 - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
 - The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the **Help** link listed under the Course Tools menu.

Required Computer Software:

1. **Internet Browser:** *Blackboard Learn* is designed to work best with the **Mozilla Firefox** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: <http://www.mozilla.org/en-US/firefox/new/>. Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
2. **Office 365: Word and PowerPoint:** You will need a good word processing program to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or install to your PC, Mac, or mobile device.
 - a. To access Office 365, go to <https://www.office.com> and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.

- b. You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
3. **Adobe Reader:** Available to download **FREE** from this website:
<http://www.adobe.com/products/reader.html>

Tutoring Help

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.
<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:
 Monday – Thursday: 8pm-8am
 6pm Friday – 8am Monday morning

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.

- Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).
- Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
- To access your SPC email account, log in to MySPC and click the **Unread Messages: South Plains College O365** link at the bottom of the page.
- You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
- Check with the SPC Help Desk for assistance: 806-716-2600.

Course Details

TURNITIN (where you submit papers in our Blackboard course):

- TURNITIN is where papers are submitted and graded inside our Blackboard course.
- TURNITIN accepts files saved in the following formats: Microsoft Word, WordPerfect, Rich Text Format (.rtf file ending), and PDF. TURNITIN does NOT accept Microsoft Works documents. Do not submit Text documents (.txt file ending) because they will not retain the proper MLA formatting.

- Many students make the mistake of uploading a paper and thinking they are done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt.
- After you submit a paper to TURNITIN, you must immediately check your South Plains College e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt email. If you do not see a digital receipt, then your submission was **not** likely received by TURNITIN, and you will need to resubmit your paper immediately.
- Without a digital receipt, you cannot prove that you submitted your paper before the deadline, and I don't accept late papers.
- Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.

Course Organization in Blackboard: Click on [Weekly Assignments](#) in Blackboard, then . . .

- Click on the current week's assignment folder.
- Check out that week's overview and digital materials—this is to help you know the basics of what we covered if you must miss a class for any reason.
- Discussions/presentations are an important part of this course. At times, a grade will be given for participation during a class discussion. However, if you must be gone for any reason, there will often be a digital component to our discussion in the weekly folder so that you can still earn credit.

Late Work

- Any assignments submitted past the due date will receive an automatic deduction in points (10) after the first 24 hours. Late assignments must be turned in within 48 hours of the date date to receive partial credit. After 2 days, assignments will not be accepted and you will receive a zero for the assignment.
- HOMEWORK / OUTSIDE WORK: Please note that if there are readings or assignments due ON a certain date, on the course calendar, you need to be working on them and have them completed BEFORE class on the day they are due. For example, if you are assigned homework to complete part of an essay draft and the draft is due the next time we meet, this means that we will be using the draft during class to make more progress. If you aren't prepared with the assigned work, you won't be able to participate in class that day and must take an absence.
- You do not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. Do not wait until the night before to complete assignments.
- Have alternate computer locations already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before deadline.
- You may make up a major assignment (essay/exam) only if you have contacted me prior to the deadline and do have a dire circumstance, such as a death in the family. But keep in mind that you normally have at least a week or more within to complete major

assignments. Plan ahead; if you have to be out of town or at work right when assignments are due, finish them early.

- If you accumulate **fifteen** zeros and/or do not submit assignments for three weeks in a row, you will be dropped from the course.

Attendance Policy:

In ENGL 300, face to face courses, students are required to attend every class. Students are considered absent if they miss 45 minutes of a class or more. Students are considered late if they arrive 6 or more minutes late, so if a student shows up to a 9:30 class at 9:36am or later, they will be considered late. For every 2 late classes, a student will be given an absence. Students must attend 90% of this course to receive credit, so **a student is only allowed 2 absences.** *I may drop the student from both courses with an "X" if a student has more than two absences.*

A student cannot remain in one course, while dropped from the other course- the student will be dropped from both courses as these are co-requisite courses.

- If you accumulate **fifteen** zeros and/or do not submit assignments for three weeks in a row, you will be dropped from the course.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;

8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

WHAT I EXPECT FROM YOU:

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

- Be Pro-Active—if you do not understand the assignment, call or send me a message through Course Email, or come by my office hours, but do so in a timely fashion. Do not wait to call or email the day or night before the assignment is due. I am usually able to respond to e-mails within 24 hours, except on weekends and holidays.
- Be Polite—Be courteous in all your communication. Treat others in our class as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked or dropped from the course. Also, please put cell phones away during class time. Cell phones are a distraction for both yourself and the instructor.
- Be Prepared—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and not produce the best results. If you have homework or reading assigned, be prepared by reading the assigned work or completing the assignment, so that you may fully participate in class discussions.
- Be Productive—realize that college courses require a great deal of self-discipline, organization, and self-motivation. Set aside times each week to study for this class. While in class, use any time given to work on essay drafts or other assignments wisely. Don't waste your time or resources.

WHAT YOU CAN EXPECT FROM ME:

- I will be **pro-active** in helping you by carefully scaffolding all assignments and work so that, with the right attitude and hard work, you can succeed. I realize that you have lives, jobs, families, and other work outside of class, and I have designed our class to be as efficient and respectful of your time as possible. I have also designed the course to prepare you both for future English courses and also for other types of writing that you will do in courses outside of English.
- I will be **polite** and respectful to you. I will treat you as an adult. While I will hold high expectations of you, I will never demean you in front of others, I will never speak inappropriately to you, and I will never start class late or end class late. I will show empathy and kindness to you, while helping you to meet college level expectations. I will respect and listen to your opinions and try to infuse humor into class whenever I can! I will be fair to you in both grading and expectations. Every student can expect the same treatment from me.
- I will be **prepared** for class. Just as I ask you to be prepared with homework or other

assignments, I will be prepared to teach you every class session with quality materials and well-thought out lessons. I will grade your work in a timely manner and offer advice to help you improve.

- I promise to make our class time as **productive** as possible. Every minute will be valuable. My goal is to accomplish as much as possible during our class time so that you have the least amount of work possible to accomplish outside of class. While college classes do have an expectation of homework (just as I must prepare lessons and grade assignments before and after my classes), you can expect a reasonable amount of homework, too. However, I will reserve as much time as possible, whenever possible, to accomplish some of your writing, reading, or grammar homework during class time.

Covid Statement: If you test positive for COVID or have been exposed, immediately notify Associate Director of Health and Wellness DeEtte Edens (dedens@southplainscollege.edu) for guidance. If she determines that you need to quarantine, she will notify your instructors. It is your responsibility to contact your instructors to inform them, also, and to make a plan to stay caught up with course work while you are isolated.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy: In this class, the instructor will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php). Pursuant to

PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.