



**SOUTHERN UNIVERSITY – SHREVEPORT, LA**  
**SU College Connect Program**  
**FALL 2020 – SPRING 2021**

**MASTER SYLLABUS**

Revised: July 23, 2020

**INRW 099 Integrated Reading and Writing II**

**INSTRUCTOR:**

**OFFICE LOCATION:**

**OFFICE HOURS:**

**PHONE:**

**CLASS TIME(S)/SECTIONS:**

**EMAIL:**

**COURSE DESCRIPTION:**

**A combined three-hour lecture /one-hour lab performance-based course designed to develop students’ critical reading and academic writing skills. With a minimum grade of C or equivalent scores on an approved placement test, this course will fulfill the requirements for reading and writing. (This course may not be counted toward fulfillment of degree requirements.) (3-1-4)**

**TEXTBOOK REQUIRED FOR THE COURSE:**

Evergreen – Susan Fawcett, Author

Publisher: Cengage

Student ISBN: 978-1-337-09704-8

**Edition: 11<sup>th</sup>**

**SUSLA MISSION STATEMENT:**

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

## COURSE LEARNING OUTCOMES

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The Student Learning Outcomes of INRW 099 are in accordance with the Mission of the University and reflective of the principles of effective reading and writing.

Upon completion of this course, students should be able to:

- Use pre-reading techniques to facilitate understanding of texts, including
- Access background knowledge in the subject area;
- Establish own purpose for reading the material;
- Assess the difficulty of the text, including vocabulary, sentence structure, and concepts and make a • plan for approaching it;
- Establish outcomes for the reading material prior to reading, for instance, forming appropriate questions and using structural cues about how the textbook or essay is organized;
- Take charge of reading, applying strategies to unlock the meaning from texts, including
  - a. Identifying passages that are causing difficulty to comprehension;
  - b. Developing strategies to work through difficult passages;
  - c. Identifying and correcting reading miscues;
  - d. Understanding such text features as structure, transitions, captions, graphs, charts;
- Read actively and critically, and effectively use textual annotation;
- Distinguish fact from opinion;
- Identify and discuss abstract concepts found in readings;
- Form and explain legitimate inferences from specific data;
- Synthesize ideas and information to develop her/his own viewpoints on a topic;
- Organize ideas clearly and effectively in writing;
- Formulate a controlling idea to focus writing;
- Support each point with adequate and varied evidence;
- Tailor writing to address a specific audience;
- Develop sentences to relate and emphasize ideas;
- Detect and correct major mechanical and grammatical errors

## CLASS ATTENDANCE POLICY:

- Students are required to attend classes regularly and punctually as a minimum academic obligation. Attendance is recorded the first day after a student registers. Failure to observe this policy may seriously jeopardize a student's academic standing. Tardiness and excused absences should be brought to the attention of the instructor(s) by the student. The following class Attendance polices apply:
- Any student who acquires **SIX (6) UNEXCUSED ABSENTEES** will receive the grade of "F" in the course for the semester.
- A student required to be absent from class because of illness or other unavoidable circumstances should promptly report the reasons to the instructor **IN WRITING**. This is considered to be an EXCUSED ABSENCE.



- All excuses or explanations must be submitted **IN WRITING** to the student's INSTRUCTOR within three school days after the student returns to classes.
- Forms of **WRITTEN EXCUSES** accepted by the *SU College Connect Program* are as follows:
  - 1) Signed doctor's excuses
  - 2) Signed letters/statements from the student's parent or legal guardian with the parent's contact telephone number included in the excuse
  - 3) Signed letters/statements from a student's lawyer or legal representative
  - 4) Signed letters/statements from a judge or court appointee
  - 5) Signed letters/statements from the student's landlord or approved appointee
  - 6) Signed letters/statements from the student's mechanic or approved appointee
  - 7) Other **WRITTEN EXCUSES** as deemed acceptable by the INSTRUCTOR or the Coordinator for the SU College Connect Program on your host campus.
- Excuses for participation in university-sponsored activities will be initiated by the sponsoring unit and approved by either the Coordinator for the SU College Connect Program on your campus OR the Director for the SU College Connect Program.
- Students who wish to be absent from classes for reasons not covered by these regulations **must** apply to either the Coordinator for the SU College Connect Program on your campus OR the Director for the SU College Connect Program for a leave of absence.

**NOTE: Financial aid students** who receive all F's due to non-attendance or suspension will be considered "unofficial withdrawals" for the semester. If the student does not take a final exam or complete more than 67% of the course load, he/she may owe money to SUSLA and the Title IV federal aid program(s).

### **TARDY POLICY:**

A student is considered tardy if he/she is later than fifteen (15) minutes arriving to class. Entering class LATE THREE times constitute one absence.

### **INCLEMENT WEATHER POLICY:**

In the event of inclement weather, the Chancellor on the HOST campus may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the university website. Absence without an official school closure is treated as an unexcused absence unless there is danger for the student to travel.

### **STUDENTS CALLED TO ACTIVE DUTY:**

Any student called to active military duty that has **completed at least ¾ of the semester and is in good academic standing** within the course or institution has the following options:

Receive course grades for the current semester for each enrolled course with the grade earned at the date he or she was called into active duty.

- Receive incompletes for all courses **if approved** by instructors.
- Withdraw from all current semester courses.

**Steps to follow when leaving the University for Active Military Duty:**

- Provide a copy of military orders to the Registrar’s Office. If one chooses to complete the semester courses via an incomplete and if time permits, please follow the appropriate procedures for course completion. If the professor approves an incomplete grade, the student and professor should complete an Incomplete Grade Form, which is available in the Registrar’s Office. The incomplete grade form must be initiated by the instructor, and the reason stated for the incomplete grade(s), as follows: —called to Active Military Duty.
  - In the event that the military obligation does not permit adequate time to finalize grades or withdrawal, please contact the Registrar’s Office. They will act on the student’s behalf to inform the appropriate persons and/or departments of call to active military duty, and assist to finalize grades or withdrawal. Any grading options and planning for course completion, as agreed upon by instructors, will be documented. The student will be asked to advise the Registrar’s Office whether he wishes to accept the grading option available.
- If administrative drops or a withdrawal are to be processed, the SU College Connect Coordinator on the HOST campus should initiate them. Reasons for withdrawal/administrative drop should clearly state — called to Active Military Duty.

**Departments to contact in the event of call to Active Military Duty:**

- Registrar’s Office on the SUSLA campus - to communicate military call up, overall assistance, and issues related to VA benefits.
- Coordinator for the SU College Connect Program on your HOST campus OR the Director for the SU College Connect Program - in cases of a military call up.
- Financial Aid Office - if receiving financial aid.

**MAKE-UP POLICY:**

All assignments and papers are due on the due date. I will accept an assignment late. However, your grade will be penalized 10% for each day the paper is late for three (3) days. Assignments and papers submitted after three days will only be accepted *with a valid doctor’s excuse*. Assignments and papers submitted more than two weeks overdue, with or without a doctor’s excuse, will not be accepted. In class assignments, such as pop quizzes, group assignments, or discussion forums cannot be made up, as these activities are interactive and require immediate participation.

**ELECTRONIC DEVICES IN CLASS:**



The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom and laboratory facilities for PERSONAL use.

**AMERICANS WITH DISABILITIES ACT STATEMENT:**

Students with documented disabilities are entitled to reasonable accommodations. If you are a student who is disabled as defined under the American with Disabilities Act and require assistance or support services, please seek assistance through Student Support Services- Counseling Center (located in the Fine Arts Building) and a Counselor will coordinate these services.

**NON-DISCRIMINATION / DISABILITY POLICY:**

Southern University at Shreveport does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. An ADA/Section 504/Title IX Coordinator has been designated to handle inquiries regarding the non-discrimination policies. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Please see Mrs. Tyquencia Parker on the SUBR campus and Mrs. Simone Cochran on the SUNO. They will identify the appropriate persons on their respective campuses to address the nondiscrimination and disability policies.

**INSTRUCTIONAL TECHNIQUES:**

- Class Lectures
- Group activities
- Audio and visual aids
- In-class workshops on reading and writing
- Computer aided instructions and activities (As requested by Instructor)

**METHODS OF EVALUATION:**

Grades will be assessed based on class participation, essays, quizzes (if assigned) and discussions. It is your responsibility to call me if you do not see a grade for an assignment; please allow 7 days after the due date of an assignment to receive feedback and an assigned grade. Always check your grades.

**Assessment**

- a. Both graded and ungraded written responses to reading, ranging from reading logs to rough drafts to essays which integrate the reading and writing
- b. Classwork, including discussion participation

- c. In-class presentations
- d. Homework, such as posting on Moodle
- e. Quizzes
- f. Essays
- g. My Skills Lab
- h. Examinations, including final examination

**GRADE SCALE:**

Southern University operates on a 4.0 grading system. Students’ academic progress is evaluated according to the following grading system.

GRADE	EXPLANATION	SCALE	QUALITY POINTS
A	Excellent	90-100	4.0
B	Above Average	80-89	3.0
C	Average	70-79	2.0
D	Below Average	60-69	1.0
F	Failure	Below 60	0.0
W	Withdrawal		0.0
AU	Audit		0.0
NC	Non-Credit		0.0
CR	Credit		0.0
P	Pass		0.0

To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade “F” carries zero quality points and will be included in the computation.

**SAMPLE COURSE OUTLINE INRW 099**

This outline is intended as a guideline for the INRW 099 course. The institution and the instructor reserve the right to make modifications to the order in which chapters are covered within the course. Any changes to the order of the chapters provided in the textbook and below, will only be made to enhance each student’s educational experience and student learning outcomes. If an instructor makes changes to the order in which chapters will be covered, the instructor will provide this change to the students BEFORE the material is discussed. The instructor has the autonomy

to his/her own lecture style. In covering material provided within the text, the objectives of the course will not be altered and/or deleted.

**TEXTBOOK CHAPTERS:**

UNIT I – Getting Started

1. Exploring the Writing Process
2. Prewriting to Generate Ideas

UNIT II – Discovering the Paragraph

3. The Process of Writing Paragraphs
4. Achieving Coherence

UNIT III – Developing the Paragraph

5. Illustration
6. Narration
7. Description
8. Process
9. Definition
10. Comparison and Contrast
11. Classification
12. Cause and Effect
13. Persuasion

UNIT IV – Writing the Essay

14. The Process of Writing an Essay
15. The Introduction, the Conclusion, and the Title
16. Types of Essays, Part I
17. Types of Essays, Part II
18. Summarizing, Quoting, and Avoiding Plagiarism
19. Strengthening an Essay with Research
20. Writing Under Pressure: The Essay Examination

UNIT VII – Strengthening Your Spelling

40. Spelling
41. Look-Alikes / Sound-Alikes



UNIT VIII – Reading Strategies and Selections

42. Reading Strategies for Writers

43. Reading Selections

**SPECIAL NOTE: A different reading selection is to be given weekly. The faculty member reserves the right to determine HOW the selection will be covered in the course.**