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Division of Liberal Arts

Course Name: Integrated Reading and Writing III

Course Number: IRAW 0303

Semester: Spring 2025

Classroom: Admin-107

Class Meets T/Th 11:00-12:20

Instructor: Elizabeth Cranford

Office Location: Admin 111

Email: Elizabeth.Cranford@clarendoncollege.edu

Office Hours: Clarendon Campus –

MWF – 8-10am & 11am-12pm

T,Th—8:00-9:30am

Course Description:

IRAW 0303 provides integrated reading and writing instruction for students who require additional preparation to succeed in college-level English courses. Students will place into this course based on scores on TSI-English placement tests. IRAW 0303 is a developmental course, and, as such, does not meet elective or graduation requirements.

Important: You must let the registrar's office know immediately if you are enrolled in this class, but you are NOT enrolled in ENG 1301.

Required Instructional Materials:

There is no textbook for this class. All materials supplied by the instructor.

Bring a charged chromebook/laptop, notebook, and pen/pencil to every class.

Optional Materials:

- Headphones or earbuds for listening to videos will be
- One subject three-ring binder

Course Objectives

All integrated reading and writing courses strive to meet the following learning outcomes presented in the Academic Course Manual, which states that 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 advances 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 the relevance and quality of ideas and information in recognizing, formatting, 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.

Grading Policies:

The following grade scale determines the final grade:

Final semester grades are calculated as:

- | | |
|---|-----------------|
| • Daily Work: 60% (Includes worksheets, participation, and writing responses) | • 90 to 100 = A |
| • Quizzes – 10% | • 80 to 89 = B |
| • Exams/Papers: 15% | • 70 to 79 = C |
| • Final Exam: 15% | • 60 to 69 = D |
| | • <60 = F |

Final grades will be available in your student portal one to two days after the last class day. **You must complete an online course evaluation before you can see your grade.**

Attendance: You are absent if you are not in the classroom by the time class starts or if you leave the classroom before I dismiss it. Your coach will be notified that you left without permission if you are on a team. Exceptions include student activities or prior arrangements, and you are responsible for making up the missing work. I will not remind you! You will receive a zero if you are not in class and you miss an assignment. This includes work missed due to a scheduled student activity such as team travel. Most assignments must be completed during class; therefore, if you are absent from a class, it is your responsibility to make up any missed assignments provided you have a valid excused absence.

Late Work: It is your responsibility to ask me if you can make up the missed assignment. Only approved student activities, personal illness, or a death in your immediate family will be accepted as reasons for turning work in late. Missed assignments must be made up by the next class day unless other arrangements are approved by me.

Exams: There will be three regular exams during the semester and one final exam at the end of the semester. Each of the regular exams is worth 5% of your class grade for a combined total of 15%. The final exam is comprehensive and will be worth 15% of your class grade. School Closing Due to Inclement

Weather: Closings and delays are posted on the website www.clarendoncollege.edu and announced on radio and television. You may also sign up for text alerts through the website i-info.com.

Instructions for setting up your account to receive text messages on your cell phone are on <http://www.clarendoncollege.edu/bulldogalert>. This method is highly encouraged, as you will receive all emergency messages promptly.

Classroom Policies:

Cheating and Plagiarism:

The English department uses Turnitin to check student work for plagiarism. Instructions on how to upload assignments to Turnitin will be given in class.

Cheating violations include, but are not limited to:

- obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion;
- discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given;
- using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment;
- entering an office or building to obtain an unfair advantage;
- taking an examination for another person;

- completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;
- altering grade records;
- using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise;
- **Plagiarism:** Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit. Cheating, plagiarism, or other dishonest acts will result in a grade of F for the semester!

Instructor's Classroom Policies:

- Mute your cell phone and put it away at the beginning of class.
- Put all food and drinks away.
- Do your work alone unless teamwork is allowed for the assignment.
- I expect students to be respectful to their classmates and me. I have zero tolerance for disrespect in any form. I will require any student who is rude, disrespectful or refuses to listen to instructions to leave the classroom. The student will have to meet with me in private before I allow him or her to return. I will also notify your coach if you are a student-athlete.

Accommodation Statement REQUIREMENTS

OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-8744837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

Nondiscrimination Policy

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

Dropping a Course

A student may drop with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The student initiates the request for permission to drop a course by procuring a drop form from the Office of Student Services.

(Refer to other policies concerning this issue in the current college catalog online.)

According to Texas state law, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more.

Furthermore, students in Texas may only drop six courses throughout their entire undergraduate career. After the sixth dropped class, he/she will no longer be able to withdraw from any classes.

Withdrawal from College

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office.

The request must include the student's signature, the student's current address, social security number, and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

Student Rights and Responsibilities

The role of Clarendon College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the

same constitutional and civil rights guaranteed by all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Vice President of Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal

action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

Freedom of Expression

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression does not violate the rights of others. Disruption of the educational process and functions of the college, or violation of law, would constitute such a violation.

Students wishing to assemble must complete an official request with the Vice-President of Student Services. The institution reserves the right to determine the time and location of such assemblies to ensure that the educational process is not disrupted. The use of amplified equipment is prohibited in student assembly and speech. The institution will not tolerate hate speech, defined as "...the lewd and obscene, the profane, the libelous, and the insulting or 'fighting' words – those which by their very utterance inflict injury or tend to incite an immediate breach of the peace." (Chaplinsky vs State of New Hampshire, 315 U.S. 568, 1942)

Freedom of Access

Within the limits of its resources, Clarendon College shall be open to all applicants who are qualified according to current admission requirements. Clarendon College does not discriminate based on race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such is not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

Academic Rights of Students

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and maintaining their grade point average for degree requirements.

Student Records

Student records are maintained in confidence and compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. Following the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to the specific information contained in his or her official records as specified by that act.

Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if the student has signed a written release. College staff shall have access to student records when there is a demonstrated educational interest in the student.

Student Participation in Institutional Decision-Making

The primary route of Clarendon College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student opinions of food services, student housing, student activities, etc., are gathered from several surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

Student Responsibilities

The Board of Regents of Clarendon College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

- Compliance with and support of duly constituted civil authority,
- Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- Cooperation to ensure that the will of the majority is implemented after due consideration, but does not include the suppression of the minority,
- To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
- Knowledge of and active support of college regulations.
- A person who is required to register under the Code of Criminal Procedures 62.152 must register not later than the seventh day after the date on which the person begins to attend school to the Director

of Student Life as well as any other local law enforcement agencies as required by Chapter 62, Code of Criminal Procedure.

Grievance/Appeals

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

Spring 2025

College Offices Re-open after Christmas Break -----	Monday, January 6, 2025
Faculty Report -----	Wednesday, January 15
New Faculty Orientation -----	Wednesday, January 15
In-Service -----	Thursday, January 16
Registration -----	Friday, January 17
Residence Hall Check-in 1:00pm – 6:00pm -----	Sunday, January 19
Cafeteria Opens for Evening Meal -----	Sunday, January 19
MLK Holiday (Closed) -----	Monday, January 20
Classes Begin -----	Tuesday, January 21
Late Registration Begins -----	Tuesday, January 21
Last Day to Register and/or Add/Drop -----	Thursday, January 23
Last Day for Financial Settlement -----	Thursday, January 30
Census Date (12th Class Day) -----	Wednesday, February 5
Cafeteria Closes after Lunch -----	Friday, March 14
College Closes for Spring Break at 4:00pm -----	Friday, March 14
Spring Break -----	Monday - Friday, March 17-21
Classes Resume and Cafeteria Re-Opens -----	Monday, March 24
60% Term Completed -----	Monday, March 31
Pre-Registration Begins Summer 2025 & Fall 2025 -----	Monday, April 7

Last Day to Drop a Class with a "W" ----- Thursday, April 10
Good Friday (College Holiday – Closed, no classes) ----- Friday, April 18
Commencement ----- Friday, May 9
Final Exams ----- Monday – Wednesday, May 12-14
Cafeteria Closes after Evening Meal ----- Wednesday, May 14
Residence Halls Close at Noon ----- Thursday, May 15
Final Grade Rolls Submitted by 2:00pm ----- Thursday, May 15
End of Spring Semester (Grade Posted to Transcripts by 2:00pm) ----- Friday, May 16
Nursing Commencement 6:00pm ----- Friday, May 16
Memorial Day (College Holiday – Closed) ----- Monday, May 26