Hazard Community and Technical College

Instructor: Randall Moon.
IRW 95: Integrated Reading and Writing.
4901-49057 & 4601-49483.
FALL 2019.
Leslie County: MW 9:00-10:50 RM 301 Computer Lab.
Knott County, School of Craft: TR 9:00-10:50 Computer lab.

Hyden Office Hours: MW 1:00-3:00.
Hindman Office Hours: TR 1:00-3:00.
Phone: 606-487-3541.
Office Locations: Leslie County 303 & School of Craft. Email: randy.moon@kctcs.edu

Start Date: Aug. 19.
Midterm & last day to drop without instructor approval: Oct. 18.
Last day to drop with approval: Dec. 6. Final exam and last day of course: Dec. 10.

Course Information
Placement by KCTCS Placement and Assessment Policy.

Catalog Course Description
Emphasizes critical reading skills to develop vocabulary techniques, active reading strategies, comprehension accuracy, and interpretation of visual elements in texts. Applies writing as a process with instruction in intermediate writing skills and technology stressing organization, idea development through critical thinking, and editorial improvements through multi-paragraph writing. Introduces basic research and documentation through writing in response to reading.

This is a hybrid course which incorporates in-person instruction and assistance with an online curriculum.

Supplies: A Notebook and pen are required every day in class. The notebook should include paper and a place to store handouts.

A course schedule will be distributed separately.

Course Competencies
1. Cite textual evidence in writing to analyze stated and implied main idea of formal and informal academic writing.
2. Write essays to convey complex ideas and information to demonstrate comprehension of both literary and non-fiction works at an increased reading level.
3. Determine and analyze the theme of a text through recognition and written synthesis of key ideas.
4. Analyze patterns of organization in texts to develop and strengthen personal writing through planning, drafting, revising, and editing to create organized and developed multi-paragraph essays.
5. Determine the meanings of figurative, connotative, and technical words as used in texts as a model to produce writing appropriate to task, purpose, and audience.
6. Use active reading strategies to comprehend the structure of a textbook chapter, including visuals.
7. Read and write arguments using analysis of topics or texts to evaluate the relevance and validity of claims and defense points.
8. Produce and publish writing to practice reading skills and to interact and collaborate with others.
9. Conduct research resulting in a synthesis essay to demonstrate understanding of the subject under investigation.
10. Apply the conventions of standard written English to writing.

ASSESSMENT MEASURE: By semester’s end, 80% of students will be prepared to enroll in ENG 101 the following semester.

Course Structure, Evaluation, and Grading Methods

UNIT PROGRESSION: The course consists of 10 “Units” which incorporate reading selections and writing prompts. Students will complete the work in one unit before advancing to the next. Assessment occurs throughout the semester within each unit, after each unit, and at the end of the semester. Objective tests and writing samples are used to assess the student’s performance.

SUCCESS SKILLS

In addition to being graded on your work, students in transitional education programs are also “rated” on their academic behavior. These ratings have no bearing upon passing the course, but are used mainly to determine the connection between academic success and good work habits. Students will be rated in four areas: ATTENDANCE, TIMELY COMPLETION OF WORK, ORGANIZATION, AND ENGAGEMENT. Good work habits often make the difference between passing and not passing.

Class Policies/Procedures

Attendance: To pass the class, you must be in the class. You are allowed three absences without penalty. After a fourth absence, your course grade will be dropped by one half a grade; after a fifth absence, the grade will be dropped another half, and so on.

Inclement Weather Class Policy/Procedure

During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC opens at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.
**General Class Make-up/Late Assignment Class Policy/Procedure (including weather related make-up plan)** all work that needs to be made up because of weather or other conditions beyond the student’s responsibility will be handled on an individual basis.

**General Class (not related to weather) Late Assignment Procedure**

Usually every semester a crisis of some kind visits a few students preventing them from getting their work done on time. If this happens to you, be sure to keep in touch with your professors. Do not simply disappear and assume that you will be able to submit a pile of late work at the end of the semester. If you find that your semester is becoming unmanageable, then your best option may be to withdraw from the class.

**Withdrawal Procedure:** A student may officially withdraw from any class up to and including the date of mid-term with a W grade assigned to the student’s record. During the drop/add period, students can drop a class without a grade appearing on the student’s record.

Dropping a class by midterm is especially useful when the student would otherwise most likely end up with a failing grade. After midterm, the student needs the permission of the instructor to drop. DO NOT ASSUME that the instructor will allow you to drop the course after midterm. This is especially true when the student disappears after a few weeks and then doesn’t reappear until the very end of the semester asking for a withdrawal or asking to submit late work. The student may end up with an “E” instead.

**Accommodations Procedure**

HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative  
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

**Appeals Process**

Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Division Chair (see below for contact information). For information about academic rights, academic offenses and the student’s formal right to appeal, you should review the KCTCS Code of Student Conduct found on-line at KCTCS Student Code of Conduct.  
(You will need Adobe Reader to open the link and you may need to copy and paste the link to your web browser.)
**Academic Honesty Policy**
From the KCTCS Student Code of Conduct, KCTCS faculty and Learners are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects Learners and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and Learner academic offenses and sanctions (section 2.3).

**Plagiarism:** I have tried to create plagiarism-proof assignments. If you commit plagiarism, you will be subject to receiving an "E" in the course. For more information, see the KCTCS Student Code of Conduct: [KCTCS Student Code of Conduct pdf](#). (Refer to Section 3, "Standards of Conduct: Standard 1," page 6.)

**Additional Syllabus Information on the HCTC Website:**
[Syllabus Information](#)

**Children in the Classroom:**
No children are allowed in the classroom unless arranged beforehand.