

INTEGRATED READING & WRITING SYLLABUS

ENGL 1300-003 | MW 2:00-3:15 pm | HALL 321

Texas A&M University-San Antonio

Professor Robert J. Cavazos, MFA (he/him)

Email: rcavazos@tamusa.edu | Please include ENGL 1300-003 in emails

Office: HALL 314C | Walk-In Student Hours: Mondays & Wednesdays, 10 am to 12 noon

Course Description

Integrated Reading & Writing (INRW) explores the communication and rhetorical practices you will use in academic settings through the development of your university-level reading and writing skills. The course fosters your ability to think and respond critically to various modes of communication, and then communicate persuasively to a variety of audiences.

Course Goals

- understand the writing process and develop a writing practice that works for you
- understand different forms of reading (academic, rhetorical, for entertainment)
- read as a rhetorical act, requiring knowledge of audience, purpose, and context
- transfer your knowledge of reading and writing across genres and modalities
- activate prior knowledge to articulate your identity as a reader and writer
- understand and critique the conventions, origin, and purpose of ASE
- engage in the reciprocal relationship between reading and writing
- examine the ethical responsibilities of readers/writers
- articulate the ways you engage in the reading process
- use translanguaging as a method to interpret texts

Instructor Commitments

- offer flexibility when necessary and requested
- be available for all questions without judgement
- teach reading as a conversation between author and audience
- approach reading as an act of interpretation involving intersectional lenses

Student Commitments

- ask for help when I am in trouble or need guidance
- communicate and collaborate with peers in good faith
- attend classes or communicate circumstances in advance
- communicate when falling behind or unable to complete work
- work diligently in class to complete all readings and assignments

Required Course Materials

- [*Hello, Writer: An Academic Writing Guide*](#) (2022) by David Starkey.
- Writer's notebook graded weekly to ensure consistent and efficient notetaking.
- Laptop to bring to class and reliable internet at home. For assistance with technology, please contact me or the ITS Help Desk: (210) 784-4357 or helpdesk@tamusa.edu.

Reflections

You will compose a weekly labor log, three unit reflections, and a final reflection. These assignments will help you assess and adjust your time management and academic progress.

Blackboard

This course uses Blackboard. While some instruction will be provided, it is your responsibility to learn how to attach files and submit work on Blackboard. If you have problems submitting via Blackboard, troubleshoot the issue by trying a different browser, contacting me, or contacting the ITS Help Desk (see above for pertinent contact information).

Writing Communities

This semester, you and your peers will work together in small groups called “Writing Communities.” While you sit down and put words on the page or screen on your own, you cannot succeed as a writer on your own. You need an audience who cares about you and your work to read and to respond to your work. This is how we learn and improve as writers. Your Writing Community will read your work, give you helpful feedback, and support you. They will help you understand readings and complete in-class exercises. To succeed as a university-level writer and critical thinker, you need a supportive group of colleagues.

Grades

I use labor-based grading, which assesses the quality of your labor. Your grade in this course depends on the amount of work you submit, your ability to meet deadlines and fulfill expectations, and the time and effort you put toward growing as a reader and writer over the course of the semester. I will also address the quality of your work and am committed to affirming linguistic diversity. I grade assignments each week with detailed feedback. You can check your total grade any time in our Blackboard course by clicking on the “Grades” tab.

By staying in this class, you agree to the following:

Grade	Unexcused Absences	Incomplete assignments	Late assignments	Missing assignments
A (100-90)	2 or fewer	2 or fewer	2 or fewer	1
B (89-80)	3	3	3	2
C (79-70)	4	4	4	3
D (69-60)	5	5	5	4
F (59-0)	6 or more	6 or more	6 or more	5 or more

Absences

You are absent if you are not present for class and late if you arrive after attendance has been taken. You must communicate the circumstances with me **in advance** to be excused for an absence or late arrival. Your success and development as a writer depend on your active participation within a community of writers. Consistent attendance is crucial and is graded. You will receive a 75 for an unexcused late arrival and a 0 for an unexcused absence. Barring exceptional circumstances, you will fail the course if you are absent more than two weeks.

Assignments

Your assignments in this class are **incomplete** if you submit them on time, but fail to meet labor expectations (e.g., you do not meet a minimum sentence count). Your assignments are **late** if you submit them after the deadline and **missing** if not submitted. You can email me or stop by my office during walk-in student hours to request an assignment extension **in advance**, or a revision. Plagiarized assignments are not eligible for revision.

100	On-time and complete assignments
75	Late or incomplete assignments
50	Late and incomplete assignments
0	Missing or plagiarized work

Plagiarism

Plagiarism is defined as the intentional use of another's "language, ideas, or original (not common-knowledge) material" without acknowledgement ("[Defining and Avoiding Plagiarism](#)"). If you commit plagiarism, you will receive a permanent 0 on the assignment. If you commit plagiarism multiple times, I will report you for academic dishonesty.

Respect

I am committed to fostering respectful classroom environments where diverse backgrounds and perspectives are not only respected and understood, but are also recognized as powerful resources for building communities of writers both in the classroom and across campus. While working with classmates and instructors, I ask that you: 1) respectfully share your unique experiences and perspectives, 2) demonstrate respect for and openness to the perspectives and experiences of others, and 3) value the opportunity to learn from difference. Demonstrating respect for those different from you not only prepares you for success in the classroom, but also prepares you for success as citizens and professionals in a global community. If you use violent, harassing, and or discriminatory language, you will be reported to the university and may be subject to Student Code of Conduct policies.

INRW AI Statement

The INRW program expects you to generate your own content this semester. However, there are situations and contexts within our courses where you will be asked to use generative artificial intelligence (GAI) tools to support your work as a writer. For example, GAI technologies such as ChatGPT work well as a starting point for written assignments, assisting you with brainstorming, outlining, generating ideas, and collecting basic information about a topic/idea. Note that the emphasis here is on "support." GAI programs have been shown to provide biased information, to circulate misinformation, and to generate writing that is, at best, mediocre. For these reasons, the INRW Program discourages you from using GAI technology to **generate written products**, however, we will teach you how to use GAI to **assist you** in refining your ideas and content. We will also teach you how to acknowledge the GAI program you have used, and how to identify which portions of the text you submit were produced by GAI. Not all instructors permit using GAI, so in courses outside of this one, you should talk directly with your professor to learn their GAI policy and you should not use GAI without your professor's permission and/or without proper attribution and citation.

UNIVERSITY POLICIES

Student Services and Support

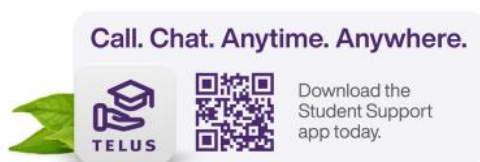
Being a college student can be difficult. You are taking a lot of different classes that are asking you to complete a lot of different work, often at the same time. You are trying to balance that work with other responsibilities you might have like a job (or 2 or 3) and family. And you are doing all of that while you may be struggling with issues involving mental health, food insecurity, and academic success. I know it is not easy, but you do not have to handle it all on your own. The university provides important services that can help you make it as a student. Please check out the list below, and please reach out to any that you might need. There is no shame in asking for and getting help. You can also reach out to me anytime you have a question or concern. Let me know what is going on as soon as you can, and we can work together to figure out some solutions to ensure your wellbeing and success.

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting CAB 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120. All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit tamusa.edu/studentcounseling

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>. Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Any student receiving federal financial aid who does not attend by the census date will have their financial aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester, a Care report will be submitted, and you will possibly be dropped from the class. Your financial aid may have to be recalculated and a portion of your federal aid may have to be returned to the DoE.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Please notify your professor if you are comfortable in doing so to enable them to direct you to available resources.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information, review the [Student Code of Conduct](#) or [OSRR website](#).

COURSE CALENDAR

Each week's assignments are due Thursday by 11:59 pm.

Important Dates:

Jan. 21 st	First day of Class
Feb. 5 th	Census Date
Mar. 10 th -15 th	Spring Break
April 18 th	Study Day
May 5 th	Last Day of Class
May 6 th	Study Day
May 7 th -13 th	Finals Week

The complete academic calendar is available online:

<https://www.tamusa.edu/academics/academic-calendar/index.html>

Unit 1: Becoming a College Reader and Writer

Week 1: Self and Community

Readings – Chs. 1 & 2, *Hello, Writer*; Syllabus; [“I am Offering this Poem,”](#) Jimmy Santiago Baca

Assignments – Weekly Notes, Labor Log

Week 2: Investigation and WLDCC Visit

Readings – Chs. 3 & 4, *Hello, Writer*; “Gloria Anzaldua,” *Revolutionary Women of TX & Mexico*

Assignments – Weekly Notes, Labor Log

Week 3: Organizing an Essay (No Class Monday)

Readings – Ch. 5, *Hello, Writer*

Assignments – Weekly Notes, Labor Log

Week 4: Introductions and Conclusions

Readings – Chs. 6 & 7, *Hello, Writer*; “Emma Tenayuca,” *Revolutionary Women of TX & Mexico*

Assignments – Weekly Notes, Labor Log

Week 5: Revising and Editing (No Class Monday)

Readings – Ch. 8, *Hello, Writer*

Assignments – Weekly Notes, Labor Log, Unit 1 Reflection

Unit 2: Academic Writing

Week 6: Making an Evaluation

Readings – Chs. 9 & 10, *Hello, Writer*

Assignments – Weekly Notes, Labor Log

Week 7: Arguing a Position

Readings – Chs. 11 & 12, *Hello, Writer*; [“Bilingual/Bilungüe”](#) by Rhina Espaillat

Assignments – Midterm Conference, Weekly Notes, Labor Log

Week 8: Spring Break (No Classes)

Week 9: Analyzing a Text

Readings – Chs. 13 & 14, *Hello, Writer*

Assignments – Weekly Notes, Labor Log, Unit 2 Reflection

Unit 3: Research Writing

Week 10: Research and Writing Goals

Readings – Ch. 15, *Hello, Writer*; [History of San Antonio](#); [San Antonio Missions National Historical Park](#); [San Antonio Missions UNESCO World Heritage Site](#)

Assignments – Weekly Notes, Labor Log

Week 11: MLA and APA Style

Readings – Chs. 18 & 19, *Hello, Writer*; [INRW Research Guide](#)

Assignments – Weekly Notes, Labor Log

Week 12: Database Research and Library Visit

Readings – Ch. 16, *Hello, Writer*

Assignments – Works Cited, Weekly Notes, Labor Log

Week 13: Annotated Bibliographies (no class Wednesday)

Readings – Ch. 16, *Hello, Writer*

Assignments – Weekly Notes, Labor Log

Week 14: Research Essays

Readings – Ch. 17, *Hello, Writer*

Assignments – Annotated Bibliography, Weekly Notes, Labor Log

Week 15: Reflection

Readings – [Reflective Practice: Tips and Resources](#)

Assignment – Final Conference, Unit 3 Reflection

Week 16: Final Exam

Assignment – Final Reflection date and time TBA