



INSTRUCTOR CONTACT INFORMATION

Instructor: Daniel J. Valdez Jr., M.A.

Email: dvaldez1@eagle.lit.edu

Office Phone: 409-247-5242

Office Location: TC Room 222

Office Hours: M – F: 8 AM – 10 AM

CREDIT

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Face-to-Face

PREREQUISITE/CO-REQUISITE:

1. CRC score of 910 or higher AND
2. Diagnostic level of 4 to 6 AND
3. Essay score of 4 to 8 OR other State accepted testing scores
4. Must be co-enrolled in ENGL 1301 (Composition I)

COURSE DESCRIPTION

Integration of critical reading and academic writing skills. This intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's coenrollment (co-requisite) enrollment: •as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental IRW course, or •as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

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, 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.

REQUIRED TEXTBOOK AND MATERIALS

A working computer with access to Blackboard, the internet, and LIT network.

Successful Writing (v. 1.0): All required reading materials are provided by the instructor in Blackboard.

ATTENDANCE POLICY

This is a face-to-face class. Students are required to attend in person and engage. Additionally, students are expected to check Blackboard and their LIT e-mail daily. Students are required to physically attend class and participate in regular discussions and assignments to receive full credit. Students who do not attend the class will fall behind. Students will be required to meet with the professor in person or virtually once a unit as a part of this course.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

WEEK	TOPIC	READINGS	Assignments and Due Dates
Week 1	Introductions, Syllabi, and Reading and Introduction to Writing	- Ch. 1: "Reading and Writing in College" "Developing Study Skills" "Becoming a Successful College Writer"	- Discussion 1: Introductions - Parts of Speech: Nouns (KA) (08/28/26)
Week 2	MLA Formatting and Plagiarism	- Ch. 13: "Citing and Referencing Techniques" "Using Modern Language Association (MLA) Style"	- Discussion 2: MLA Practice - Parts of Speech: Verbs (KA) (09/04/26)
Week 3	Writing Basics and Essay Examples	- Ch. 2: "Sentence Writing" "Subject-Verb Agreement" - Ch. 6: "Purpose, Audience, Tone, and Content" "Effective Means of Writing a Paragraph"	- Subject-Verb Agreement Assignment - Purpose, Audience, and Tone Assignment - Parts of Speech: Pronouns (KA) (09/11/26)
Week 4	Proofreading and Revision	- Ch. 8: "Revising and Editing" - Ch. 4: "Commonly Confused Words" "Spelling" "Word Choice"	- Spot the Difference Assignment - Parts of Speech: Modifiers - Unit Test 1 (09/18/26)

Week 5	Improvement and Keeping Things Fresh	• Ch. 4: “Using Context Clues” • Ch. 7: “Sentence Variety” • “Coordination and Subordination” • Sentence Variety”	• Proofreading and Editing Assignment • Using Different Words Assignment • Parts of Speech: Prepositions and Conjunctions (KA) (09/25/26)
Week 6	Punctuation and The Research Essay	• Ch. 3: “Commas” • “Apostrophes” • Ch. 11: “The Purpose of Research Writing” • “Steps in Developing a Research Proposal” • “Managing Your Research Project”	• Research Essay Workshop Participation • Thesis Practice • Punctuation: End-of-sentence Punctuation, Commas, and Apostrophes (KA) (10/02/26)
Week 7	Punctuation and The Research Essay cont.	• Ch. 3: “Semicolons” • “Colons” • “Quotes” • Ch. 11: “Strategies for Gathering Reliable Information” • “Critical Thinking and Research Applications”	• Research Essay Workshop Participation • Research Credibility Check • Punctuation: The Colon, Semicolon, and More (KA) (10/09/26)
Week 8	More Punctuation and More Writing Tips	• Ch. 3: “Parentheses” • “Dashes” • “Hyphens” • Ch. 8: “Apply Prewriting Models”	• Research Essay Workshop Participation • Writing Process Quiz • Syntax: Sentences and Clauses (KA) (10/16/26)

		• “Developing a Strong, Clear Thesis Statement”	
Week 9	Preparing for the Final Essay	• Ch. 15: “Persuasive Essay” • Ch. 10: “Persuasion” • Ch. 9: “Writing Body Paragraphs” • “Organizing Your Writing” • “Writing Introductory and Concluding Paragraphs”	• Brainstorming Session for 1301 Final Essay Participation • Small Debates Assignment • Syntax: Conventions of Standard English (KA) • Unit Test 2 (10/23/26)
Week 10	A Few More Writing Reminders	• Ch. 7: “Parallelism” • Ch. 5: “Count and Noncount Nouns and Articles” • “Verb Tenses” • “Modal Auxiliaries” • “Slang and Idioms”	• Grammar Review Quiz • Freewriting Workshop for 1301 Final Essay • Usage and Style (KA) (10/30/26)
Week 11	The Persuasive Research Essay and Finishing Grammar	• N/A	• Grammar Review • Persuasive Research Essay Outlining Participation (11/06/26)
Week 12	The Persuasive Research Essay and Short Essay for 0301	• Ch. 10: “Narration” • “Description” • “Comparison and Contrast” • “Cause and Effect”	• Short Essay Outline • Participation Journal 1 • Persuasive Research Essay for 1301

			Workshop Participation (11/13/26)
Week 13	Short Essay Work	N/A	- Short Essay Workshop Participation - Short Essay Rough Draft - Unit Test 3 (11/20/26)
Week 14	Short Essay Work	N/A	Short Essay Final Draft (11/25/26)
Week 15	FINAL EXAM DUE BY 5 PM 12/06/26	FINAL EXAM DUE BY 5 PM 12/06/26	FINAL EXAM DUE BY 5 PM 12/06/26

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Attendance/Participation--20%
- Reading assignments--20%
- Writing Assignments--20%
- Unit Tests--20%
- Final Exam--20%

GRADING SCALE

90 – 100 DA

80 – 89 DB

70 – 79 DC

60 – 69 DF

0 – 59 DF

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

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ADDITIONAL COURSE POLICIES/INFORMATION:

- **Personal Responsibility:**

- It is *my* responsibility to convey the course information to students in a clear and concise manner that is aligned with the course objectives. It is *the student's* responsibility to interact with the material, ask questions as needed, complete assignments in a timely manner, and check Blackboard and their email daily.
- It is the student's responsibility to reach out to me with any questions or concerns they may have.
- Students *must* listen to lectures and take notes in this course. Failure to do so will result in the student falling behind, and if a question is asked that has been mentioned in the lecture, I will simply refer the student to the lecture or the notes for the lecture if the class is in person.
- Within reason (see explanation below), technical issues are not a valid excuse for not completing an assignment if the student waits until the day the assignment is due. The student should work on assignments before the day they are due. I will not accept the work, and the student will receive a 0. This is especially true if one does not stay up-to-date with one's LIT passwords. Forgetting one's log-in information is not a valid excuse for missing an assignment.
 - Further explanation and expansion of the above policy: All assignments (aside from the optional Final Exam) are due at 11:59 PM. The student has until 5 PM the day the assignment is due to inform me of any technical issues. If I am not made aware of any issues before 5 PM, then this policy will be enforced.
- I use a lock-down browser for quizzes in this course. It is the student's responsibility to download the lock-down browser software and do their best to troubleshoot it if there are any issues. However, if the student has tried getting it to work multiple times, it is the student's responsibility to reach out to me to let me know if it is not working.
- Students must advocate for themselves in this course. Please, always contact me first if there is any issue involving something in the course, whether that be grades, content, or anything else. For dual-credit students: Emails and messages

from counselors will be ignored unless the student and I have thoroughly discussed the issue.

- **Grading:**

- For essays: If a student receives their rough draft and does not correct any of the suggestions from the instructor for the final draft, their grade will be 10 points lower than the rough draft. If they only corrected half of their work from the instructor, then their grade will be at least 5 points lower than the rough draft. More points could be deducted based on what the student needed to do for the rough draft.
- After the first 2 weeks of class, I will begin taking off 5 points automatically for improper MLA format.
- Assignment due dates are subject to change at instructor discretion.
- Any assignment containing *any* AI generated work will receive a zero. I do not recommend using AI for grammar correction, as it is sometimes flagged as AI generated content by the checkers I use (ZeroGPT, QuillBot, Scribb, GPTZero, and Undetectable). However, if you need to use it to help you understand a grammatical error, please make sure *you are the one typing in the correction*, not the AI itself.
- Plagiarized assignments will receive a 0.
- Students who collude on assignments will receive zeroes.
- I do not mark every little error on a students' essay. I mark the most frequent errors I notice a student is committing, leave feedback for correction, and it is then up to the student to go through their own essay and find errors on their own.
- Gradebook will be updated weekly, but essays may take up to 2 weeks to grade.
- I will not reopen quizzes for any reason. Students are to pay close attention to all directions, questions, time limits, and buttons for all quizzes and tests.

- **Contact:**

- I am typically out of the office by 2:30 PM on MW, 12:30 PM on TR, and 11 AM on Fridays. Phone calls will not be answered after the given times. Students may feel free to leave a message, but if they have an urgent matter, they must email me and place "URGENT" in the subject line. I reserve the right to determine what matters are urgent or not.
- If a student sends me an email after 11 AM on Friday, they will not receive a reply until the following Monday unless the matter is urgent.
- Students must use my LIT email address to contact me, not Blackboard messenger.

- **Miscellaneous Policies:**

- **Students are to keep their "Version History" on throughout the course whether they are using Microsoft Word, Google Docs, Apple Pages, or any other document software. If I suspect plagiarism or AI use from the student,**

I will ask for his or her document to be shared with me through email. The student will then have to “share” his or her document with me so I am able to search through his or her version history. The student is given 48 hours (on weekdays) for this to be done. The student is to make sure that they are using different documents for different assignments to avoid any kind of suspicious activity. Lastly, one should not write his or her work on one document and then “copy and paste” it to another document. The student will be suspected of cheating and will receive a 0 if this occurs.

- Students who collude with each other on discussion boards, quizzes, or essays will receive automatic zeroes.
- I allow 2 attempts on certain assignments. However, once the 1st attempt has been graded the student may no longer submit a 2nd attempt. It will be deleted if the student does so.
- Going out of town, leaving one’s electronic device used for schoolwork somewhere, and working late are not valid excuses for not turning in one’s work. The student will need to contact me if they are going out of town so that we can work on getting his or her work completed early.
- If the student has a job, please note that I am not unsympathetic to those that are working while pursuing an education. However, as stated, the student will need to keep up with due dates. Failure to do so will result in a 0. The student should let me know if his or her work schedule hinders them from completing an assignment on time at least 24 hours prior to the assignment’s due date.

- **I reserve the right to update my syllabi as needed throughout the semester.**

LATE WORK

All late work will receive a zero. Students must tell me **at least twenty-four hours before the due date** if they are going to miss work. The assignment must *only* be turned into Blackboard. Once the student turns in the assignment, they *must* immediately email me, or I will not know to look at the assignment. **Students who turn in late assignments but do not notify me will not get the chance to have their assignments re-graded.**

Some assignments may be turned in late if approved because of extenuating circumstances, but the student will have to reach out to me so we can discuss them. I reserve the right to define what counts as an extenuating circumstance.

Approved late assignments will be re-graded for full credit. Students who turned in assignments late may not get detailed feedback on how to improve their assignments. Depending on the

excuse, I will most likely ask for some kind of proof that the excuse is valid. Extenuating circumstances such as severe illness or death of a loved one are valid excuses for missing assignments.

Extenuating circumstances do **not** include going out of town, going on vacation, Internet/technology issues that can quickly be solved by IT/Blackboard support, time management issues, etc.

RETAKING ASSIGNMENTS

Other than late work and the major assignments I allow remediation for, I do not allow students to retake assignments. However, I may ask students to resubmit assignments if they do them incorrectly. Once an assignment is graded, it cannot be revised and resubmitted.