



**IRW 0320.185HI: Integrated Reading and Writing**  
**M/W 9:30-10:50am**  
**LRC, Building #8, RM 248**

**Instructor Information:**

Monique Suarez, MA (she/her)  
[msuarez@com.edu](mailto:msuarez@com.edu)

**College of the Mainland (Main Campus) Office:**

Learning Resource Center (LRC)  
Building #8, Suite B, RM 239  
Humanities Department

**Student Hours/Office Hours:**

Any day listed with a specific time is also a time you can meet with me virtually. If none of these times work for you, please let me know.

<u>Day</u>	<u>Time</u>	<u>Location</u>
<b>Monday</b>	4:30-5pm	Online Only
<b>Tuesday</b>	9:30-12:30pm	Main Campus LRC, RM 239
<b>Wednesday</b>	4:30-5pm	Online Only
<b>Thursday</b>	11-12pm	Online Only
<b>Friday</b>	12-2:30pm	Main Campus LRC, RM 239

**Communication Policy:**

You can either email me at my campus email, message me on Teams via your COM Microsoft Office account, or send me a message through D2L Brightspace. Whichever option you choose, ALL electronic communication with me (your instructor) must be through your COM email/account. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. If you send me an email and I do not reply, double-check that you sent it from the right place or that it was sent successfully. I have had some instances where I never receive an email because a student forgot to press "send".

**Student Learner Outcome Chart:**

<b>Student Learner Outcome #</b>	<b>Description</b>	<b>Assessed via this Assignment</b>
1	Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.	Learning Activities In-class Discussion
2	Comprehend and use vocabulary effectively in oral communication, reading, and writing.	Learning Activities Grammar Concepts In-class Discussion
3	Identify and analyze the audience, purpose, and message across a variety of texts.	Learning Activities In-class Discussion
4	Describe and apply insights gained from reading and writing a variety of texts.	Learning Activities In-class Discussion
5	Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.	Learning Activities In-class Discussion
6	Determine and use effective approaches and rhetorical strategies for given reading and writing situations.	Learning Activities In-class Discussion
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.	Learning Activities In-class Discussion
8	Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.	Learning Activities In-class Discussion
9	Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.	Peer Reviews Book Unit Conferences
10	Recognize and apply the conventions of standard English in reading and writing.	Grammar Concepts

**IRW 0320 Catalog Description:** This course is a co-requisite class for English Composition 1301. This course carries institutional credit and may not be used to meet degree requirements. Placement: (1) TSI Essay—score 2 or 3 with TSI Writing multiple choice score of 340–349 or (2) TSI Reading—score of 342–350 or (3) Successful completion (“C” or better) of Read 0340 or ENGL 0330 prior to 8/31/2014 or (4) Successful completion (“C” or better of IRW 0300). This course does not transfer

**Required Materials:** There is no required text for this course. All materials related to the grammar concept packets/quizzes/etc. are created by me and will be provided to you in printed form. The only materials that you will be required to bring to class daily are the following:

- Pencil/pen
- Materials from previous weeks (I recommend that you keep a folder specifically for IRW and a folder for ENGL 1301)
- If you use a personal laptop, I highly recommend you bring and use it in class instead of the classroom computers; this can ensure that you are learning how to complete assignments on the computer you will be using at home.

### **Course Requirements:**

**Attendance:** Because this course is aimed to help you be successful in ENGL 1301, your attendance and participation in this course is crucial. Participation involves attending as many classes as you can and using class time wisely to complete daily checklists and grammar concepts. Other activities might include in-class discussions or conferences related to your work in ENGL 1301.

#### **Grammar Practice WS/Packets | Wednesday (start of class)**

This semester we will be discussing and practicing five different grammar concepts. You will be required to complete a grammar concept packet for each one by Thursday on the week the concept was introduced. The purpose of the packet is to prepare you for the grammar concept quiz the following week. You may not take the quiz until you have completed the practice packet for that grammar concept.

#### **Grammar Concept Quizzes | Mondays**

Each Tuesday, you will take a grammar concept quiz that covers the material that we learned from the previous week. If you are absent on a quiz day, you will need to make it up the following class day that you are present.

**ENGL 1301 Effort:** You will receive a weekly grade out of 10 points that will be based on the following:

- Attendance in ENGL 1301 – (2/10)
- ENGL 1301 weekly assignment submitted for that week (4/10)
- ENGL 1301 HW/in-class activities completed on time (2/10)
- Staying on task overall, especially in regard to daily checklists (1/10)
- ENGL 1301 extra credit post submitted by Sunday (1/10)

**Grammar Concept Teaching Demo | Week 8**

Though the goal is to understand all grammar concepts, you will be tasked at mastering one. Toward the end of the semester – as we review what we have learned – you will be required to review a grammar concept with the class. This will include recapping the grammar concept and going over the answers to the final review that corresponds with your assigned grammar concept. More details will be given toward the end of the semester.

**Grammar Concept Final Review/Exam | Week 8**

This is related to the Grammar Concept Teaching Demos and your attendance and attention to them during Week 8.

**Book Critique Presentation | Week 8 (in class)**

Though refining your writing is important in addition to staying on top of your ENGL 1301 stuff, it is also helpful to think about who you are as a reader (what you enjoy reading and why). Your independent reading of a chosen book will culminate into a book presentation in the final week of class. More details will come toward the end of the course.

**Condensed Grading Formula:**

Attendance	10%
ENGL 1301 Weekly Effort	20%
Book Critique Presentation	15%
GC Practice Packets/Worksheet Completion	15%
GC Quizzes	10%
GC Teaching Demo + Review	20%
GC Exam	10%
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Total:	100%

**Grading Scale:**

**A:** 90-100 | **B:** 80-89 | **C:** 70-79 | **D:** 60-69 | **F:** 59 or less

**FN:** failure due to attendance

**Course Grade Determination:** This course is designed to ensure your success in ENGL 1301, but it is also aimed at more than just “academic” success in this classroom. The goal is to challenge you to become better at life skills that will carry into other aspects of your life, such as time management, effort, engagement, and responsibility. I will also push you to reimagine new ways of thinking about writing, language, and ultimately identity. That being said, as long as you are willing to put forth effort, be open minded and work to the best of your ability, you will pass this course.

**Late Work/Make-Up Policy:** You will be given a lot of time in class to work on coursework. As a result, there is no “late work” allowed. Everything is posted online for you even if you miss a day. If you are absent, it is your responsibility to complete whichever work is pending. It is always best to email me and check in if you are going to be absent to ensure that you complete what is needed in time for our next class. You may turn in your grammar practice + take the quiz on the next class day for full credit if you are absent. .

**Extra Credit Opportunities:** There is no extra credit offered in this course.

**Attendance Policy:** Attendance is required to be successful in the class. I understand things come up. Please communicate with me if you need to miss and I will work with you to get caught up on anything you might miss. Per COM policy, no absences are considered excused unless for religious or military service reasons. **Please do not ask to leave class early unless for a documented emergency. The only ticket to leave class early is from completing each day’s checklist and/or me explicitly ending class early. Otherwise, you are required to stay for the entire class.**

**Academic Dishonesty:** Any incident of academic policy will be dealt with per college policy and the Student Handbook. Academic dishonesty – such as cheating on exams – is an extremely serious offense and will result in a grade of zero on that exam, assignment, or project, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:** Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism includes paraphrasing someone else’s words without proper citation, copying directly from a website, and pasting it into your paper, and/or using someone else’s words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action. There are many types of plagiarism, and you may not be aware of all. If you are not sure if you are violating these rules, please talk to me about it before turning in your work.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information on the first page of this syllabus. If, after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair, Dr. Brian Anderson:

Phone: 409-933-8186

Email: [banderson@com.edu](mailto:banderson@com.edu)

**College of the Mainland Technology Outage Policy:** If College of the Mainland's technology experiences problems that impede you from submitting work on deadline, contact me as soon as possible. You will have twelve hours from the time you emailed or called me to submit your work provided the technology is restored. You will receive no penalty if I have evidence that you attempted to submit work but faced difficulties outside your control.

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook:

[https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf)

*An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

**Name:** Kimberly Lachney, Student Accessibility Services Coordinator

**Phone:** 409-933-8919

**Email:** [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

**Location:** COM Doyle Family Administration Building, Student Success Center

**Nondiscrimination Statement:** The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. **The last date to withdraw from the 1st 8-week session is February 26th.** The last date to withdraw from the 16-week session is April 21st. The last date to withdraw for the 2nd 8-week session is April 30th. The last date to withdraw for the winter mini session is May 28th.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:** If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

## Course Overview: General Schedule

- **Mondays:**
  - Weekly GC Quiz (over GC from previous week)
  - Introduce new Grammar Concept (GC) + receive packet to complete
  - Complete daily checklist\*
- **Wednesdays**
  - Weekly GC packet due at start of class
    - I will check packet completion at the start of class as completion grade
    - If you are going to be absent, you should have it completed by the next class day (though you will need to check in with your peers for the correct answers)
  - Go over answers to the packet as a class
  - Complete daily checklist\*

\*Everyday, you will have a daily checklist to complete that you will work on for the remainder of class. Often, proactiveness results in being able to leave class earlier.

### Reading Unit:

#### **Week 1: Deciding on your book**

- Have book ready to read: **W 1/15 11am**

#### **Week 2-7: Reading Independently**

- You will do this on your own as you prepare for your book critique presentation. You should have your book finished before Week 8, but my hope is that you go at the pace that works best with your schedule.

#### **Week 8: Book Critique Presentation | M 3/3 11am**

- More details on this as the date approaches

### Important Dates - 1st 8 weeks

**M 1/13:** 1st day of classes

**W 2/26:** W day

**M 1/20:** MLK Holiday (no classes)

**TH 3/6:** Last day of classes

**TS 1/21:** Census Day

**F 3/7:** Grades due at 11am



## Course Outline/Calendar

1/13/2025–3/6/2024

This calendar is tentative and subject to change upon my discretion\*

WEEK	MONDAY	WEDNESDAY	GRAMMAR CONCEPTS
1 1/13–1/19	M 1/13 COURSE OVERVIEW	W 1/15 INTRODUCE GC Checklist Book Due	GC#1: SUBJECT-VERB AGREEMENT
2 1/20–1/26  T 1/21: Census Day	M 1/20 <b>NO CLASS - HOLIDAY</b>	W 1/22 <b>GC#1 WS DUE</b> Checklist	GC#1: SUBJECT-VERB AGREEMENT
3 1/27–2/2	M 1/27 INTRODUCE GC#2 <b>GC#1 QUIZ</b> Checklist	W 1/29 <b>GC#2 PACKET DUE</b> Checklist	GC#2: REGULAR VS. IRREGULAR VERBS
4 2/3–2/9	M 2/3 INTRODUCE GC#3 <b>GC#2 QUIZ</b> Checklist	W 2/5 <b>GC#3 PACKET DUE</b> Checklist	GC#3: TYPES OF SENTENCES
5 2/10–2/16	M 2/10 INTRODUCE GC#4 <b>GC#3 QUIZ</b> Checklist	W 2/12 <b>GC#4 PACKET DUE</b> Checklist	GC#4: COMMA SPLICES/RUN-ONS/ FRAGMENTS
6 2/17–2/23	M 2/17 INTRODUCE GC#5 <b>GC#4 QUIZ</b> Checklist	W 2/19 <b>GC#5 PACKET DUE</b> Checklist	GC#5: PUNCTUATION
7 2/24–3/2	M 2/24 <b>GC#5 Quiz</b> Checklist	W 2/26: W Day <b>Quiz Review</b> Checklist	REVIEW WEEK
8 3/3–3/9	M 3/3 <b>BOOK + GC PRESENTATIONS</b> Checklist	W 3/5: Last Day  <b>FINAL REVIEW PACKET DUE</b>  <b>FINAL EXAM</b>	GC/BOOK PRESENTATIONS + FINAL EXAM