



**IRW-0320-157H1  
Adv Integrated Read/Writing  
Spring 2025  
Hybrid Co-Requisite  
8-Week Course**

**Instructor Information:** Professor M. Song, Ph.D., [msong@com.edu](mailto:msong@com.edu), 832-736-2378

**Student hours and location:** MW 12:30pm – 1:50pm (LRC Room 248)

**Best way to communicate with Pf. Song:** Teams Private Chat (Teams account included through your COM email account).

**Best way to meet with Pf. Song:** By appointment in classroom or via Teams Video Chat.

**Required Textbook/Materials:** *The Rough Writer’s Guide: A Handbook for Writing Well*, by Dr. Karen Palmer and Dr. Sandi Van Lieu (free textbook, Open Educational Resources). All reading materials, including supplemental readings, will be provided without additional cost to student. (<https://pressbooks.pub/roughwritersguide/>). Text and readings made available through Brightspace.

Handbook: Purdue Online Writing Lab (<https://owl.purdue.edu/>, Open Resource). Links for both resources can be found in the online course.

**Course Description:** This section is for students who have not met the prerequisite for ENGL-1301. Students requiring the prerequisite for ENGL-1301 will be co-enrolled in ENGL-1301 and IRW-0320. ENGL-1301-185HY is the co-requisite section for IRW-0320-185HY. Students new to online learning at COM can register for the Online Learner Workshop on Demand module. Learn how to access the training at <http://edtech.com.edu/olw/>

**Course Requirements:** All assignments must be completed and submitted according to the Course Schedule due dates within reason to pass this course. There will be no exceptions to this requirement to pass this course.

Professionalism Points (500 points total)	50% overall semester grade
Three Required Tutoring Sessions (100 points each session)	30% overall semester grade
Short Academic Reports (2 assignments, 100 points each)	20% overall semester grade

*Please note the differences from ENGL1301-157H1 in the requirements to pass this course.*

## Course Grade Breakdown:

**Determination of Course Grade/Detailed Grading Formula:** Professionalism points will rely heavily on ATTENDANCE and PARTICIPATION. Homework is minimal as this is a course is designed specifically to ensure your success in English 1301 (the lecture coreq of Composition I).

<b>Professionalism Points:</b> <ul style="list-style-type: none"><li>• <u>Attendance:</u> (300 points)</li><li>• <u>Communication:</u> Teams Private Chat messages between you and me; be sure to respond within 24-48 hours (50 points)</li><li>• <u>Deadlines:</u> Consistently submit DRAFT-WORK, complete tutoring sessions on time, etc. (300 points)</li><li>• <u>Conduct:</u> Contributing to class discussions, sharing your draft-work from English 1301, offering positive and constructive critiques of your classmates' works, etc. (50 points)</li></ul>	<b>70% total semester grade:</b>  700 points subtotal
<b>THREE Required Tutoring Sessions at COM Tutoring Center</b> <ul style="list-style-type: none"><li>• Tutoring Session 1: <a href="#">Click here for tutorial on scheduling</a></li><li>• Tutoring Session 2: <a href="#">Click here for Tutoring Center Hours</a></li><li>• Tutoring Session 3: <a href="#">Click here to schedule Online Tutoring</a></li></ul>	<b>30% total semester grade:</b>  300 points subtotal

### **Professionalism Points (30% total semester grade)**

**Attendance Policy:** Attendance will be treated just like a regular work-place. Being late and leaving early indicates a lack of professionalism. Missing class entirely jeopardizes your chances of passing the course.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM Teams Private Chat messaging channel with me (which is only accessible through your COM email account). Please respond within 24-48 hours all communications made on Teams Private Chat since that is the time window your instructor promises to you.

Due to FERPA restrictions, faculty will not share information about class performance through any other electronic means than Brightspace and the Teams Private Chat messaging system.

**Deadlines:** Be sure to submit all assignments in a timely manner since (A) all assignments are required to be submitted in order to pass this course and (B) I will not accept an assignment until

all PREVIOUS assignments have been submitted.

**Late Work:** -10 professionalism points per day. However, if you submit your assignment TWO days EARLY, you can accrue +10 professionalism points. If you submit your assignment ONE day EARLY, you can accrue +5 professionalism points.

*Professionalism points will never weigh into your semester grade higher than 20% of the entire semester grade so as not to inaccurately skew your grade away from academic performance assessment.*

**Make-Up Work:** There is NO make-up assignments given since ALL assignments must be submitted in order to pass the class. If the assignment is late, it will simply continue to accrue MINUS professionalism point penalties until the assignment is submitted.

**Extra-Credit Policy:** There will be no extra credit assignments offered unless it is suggested at the discretion of the instructor.

**Conduct:** Basic professional courtesy is everything, both on the academic institution as well as any other career setting. Be sure to present yourself respectfully to both your classmates and your instructor. Be sure to follow all assignment directions. If your assignments do not actually follow the guidelines of the prompt (assignment directions), it may be returned or given an automatic zero.

### **Academic Dishonesty:**

For a writing course, the definition of plagiarism is particularly important. Broadly put, plagiarism is: representing the words and/or ideas and/or artistic works of another person or artificial intelligence as your own.

To optimize the value of this class, refrain from using AI-software like Grammarly, ChatGPT, CoPilot, etc. to check your grammar so that you avoid the Turnitin AI-Detection algorithm as marking your essay as plagiarized.

The primary goal of this course is to show you how YOUR own original words and ideas are the key to a powerful essay as well as a successful grade in this course. Without your own words and ideas in your essays, the submission of that assignment will be pointless.

**Academic Consequences:** In this course, any essay that contains plagiarized passages will result in an automatic grade of F for the entire course. Institutional policy requires that plagiarism be reported to administrators who may or may not impose additional consequences such as academic probation or even expulsion from the college.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Brian Anderson, Chair of Humanities, at 409-933-8186 or [banderson@com.edu](mailto:banderson@com.edu).

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**Course Schedule:** Refer to “Course Schedule” provided at the end of this document for initial preview, but rely on the online COURSE SCHEDULE on your D2L Brightspace for up-to-date information on correct due dates.

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## **Institutional Policies and Guidelines**

**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.*

**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.

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

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

**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 1<sup>st</sup> 8-week session is February 26. The last date to

withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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).

**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.

Course Schedule for IRW-0320, Section 157H1:

Where to Submit Acronyms:

<b>TPC: Teams Private Chat</b>	<b>D2L: D2L Brightspace</b>
<b>TVC: Teams Virtual Classroom</b>	<b>GF: Google Form (link)</b>

Assignment Acronyms:

<b>SAR(1-2): Short Academic Report 1-2</b>		<b>CRD: Complete Rough Draft (Paper Copy)</b>
<b>SQ(1-2): Syllabus Quiz 1 and 2</b>	<b>INK/PA: INK / Peer Assessment</b>	<b>FDE: Final Draft Essay</b>
<b>HO3: Hypothesis Outline of 3 Potential</b>	<b>BP(#): Body Paragraphs</b>	<b>VIS: Video Infographic/Storyboard</b>
<b>QZ(1-5): Quiz</b>	<b>WCP: Works Cited Page</b>	<b>VFP: Video Final Presentation</b>
<b>INK: Introduction &amp; Conclusion</b>		<b>VFP/PA: VFP Peer Assessment</b>

		<b>Class Content</b>	<b>Assignment Due by 11:59 PM</b>	<b>Submit To...</b>
		<b>Week 1</b>		
MON	1/13	First Day of Classes: Introduction to Course and Instructor Review Syllabus, Policies, and Assignments	Self-Introductions 3 Random Questions	TVC TPC
		LAB: Posting on Teams Virtual Classroom, Messaging Instructor through Teams Private Chat, Taking the Syllabus Quiz 1.		
TUE	1/14			
WED	1/15	Rhetorical Analysis on a Cultural Artifact, <b>SAR1 In-Class Essay</b> <i>Kairos, Ethos, Logos, and Pathos</i>	SQ1: First Try	GF
		LAB: Review <i>kairos, ethos, logos, pathos</i> ; Draft up HO3, submit to D2L. Note: draft will be graded ENTIRELY on "completion" points.	<b>HO3-DRAFT</b>	<b>D2L</b>
THU	1/16			
FRI	1/17		HO3	D2L
SAT				
SUN		<b>Week 2</b>		
MON	1/20	NO CLASSES – COM Campus Closed		

TUE	1/21			
WED	1/22	Body Paragraphs: Structure/Transitions, <b>QZ1 on rhetorical strategies</b> Topic Sentence, Evidence, Analysis, <i>More on Kairos and Ethos</i>		
		LAB: Complete Introduction Paragraph with <i>kairos</i> , Review body paragraph components for QZ2	<b>INK-DRAFT</b>	<b>D2L</b>
THU	1/23		INK	D2L
FRI	1/24			
SAT				
SUN		<b>Week 3</b>		
MON	1/27	Evidence: Using Strong Sources to Support Your Point <i>More on Logos and Pathos, Drafting Workshop on BPE</i>		
		LAB: Complete BPE, submit draft to D2L	<b>BPE-DRAFT</b>	<b>D2L</b>
TUE	1/28		BPE	D2L
WED	1/29	Peer Workshop on Reviewing, Revising, Editing BPE, <b>QZ2 on BP</b>		
		LAB: Complete INK/PA, Review QZ2 results, Start drafting BPL	<b>BPL-DRAFT</b>	<b>D2L</b>
THU	1/30			
FRI	1/31		INK/PA	GF
SAT				
SUN		<b>Week 4</b>		
MON	2/3	Instructor Feedback on BPE Drafting Workshop on BPL		
		LAB: Finish BPL, Start drafting up BPP		
TUE	2/4		BPL	D2L
WED	2/5	Peer Workshop on Reviewing, Revising, Editing BPL, <b>QZ3 on WCP</b> Drafting Workshop on BPP		
		LAB: Finish BPP, Review QZ3 results	<b>BPP-DRAFT</b>	<b>D2L</b>
THU	2/6			

FRI	2/7		BPP	D2L
SAT				
SUN		<b>Week 5</b>		
MON	2/10	Instructor Feedback on BPL and BPP, <b>QZ4 on MLA</b> Preview DINGO/BINGO cards		
		LAB: Review QZ4, Preview CRD requirements	<b>CRD-DRAFT</b>	<b>D2L</b>
TUE	2/11		CRD	D2L
WED	2/12	Putting it all together: <b>CRD (printed out copy) due at 11:00am</b> You MUST have a printed out copy of your CRD IN-CLASS.		
		LAB: Final revision and editing workshop on FDE	<b>WCP-DRAFT</b>	<b>D2L</b>
THU	2/13			
FRI	2/14		FDE	D2L
SAT				
SUN		<b>Week 6</b>		
MON	2/17	The Art of Visual Composition & Rhetoric		
		LAB: Preview SAR2 In-Class Essay and writing tips, Take SQ2 if you haven't scored 90% or above yet.		
TUE	2/18		SQ2: Last Chance	GF
WED	2/19	<b>SAR2 In-Class Essay</b>		
		LAB: Review SAR2 results, Begin drafting up VIS, Review VFP comp.	<b>VIS-DRAFT</b>	<b>D2L</b>
THU	2/20			
FRI	2/21		VIS	TPC
SAT				
SUN		<b>Week 7</b>		
MON	2/24	VFP Workshop, <b>QZ4 on VFP components</b>	Video Clip Sample	TPC
		LAB: Optional VFP Workshop		



TUE	2/25			
WED	2/26	VFP Workshop	Teaser Trailers	TVC
		LAB: Optional VFP Workshop		
THU	2/27			
FRI	2/28			
SAT				
SUN		Week 8	VFP (10% Early Bird)	TPC
MON	3/3	Video Presentations (10% Early Bird Special Grade Bump) VFP/PA Completed During Class		
		LAB: Optional VFP Workshop		
TUE	3/4		VFP	TPC
WED	3/5	Video Presentations VFP/PA Completed During Class		
		NO LAB		
<b>NOTE: Absolutely NO assignments will be accepted after WED (3/5) by 11:59PM</b>				