



**IRW 0320.147CL**  
**Integrated Reading & Writing (IRW Co-Requisite Composition 1301)**  
**Fall 2021**  
**8/23-12/10/2021 (16 Weeks) LRC Rm. 275**

**Name** Beth Hammett  
**Email** bhammett@com.edu  
**Office Location:** LRC Suite B #242  
**Office Phone** (409) 933-8389 (office)  
**Office Hours** Monday-Thursday Afternoons and As Needed by Appointment

### **Communicating with Your Instructor**

Your professor will try to respond to all email correspondence within a 24-hour time frame during the work week. Emails sent during the weekend may not be returned until the following Monday. ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance through other electronic means. If using other means of electronic communication, this constitutes your approval to receive information.

### **Student Hours & Location:**

Monday-Thursday Afternoons and As Needed by Appointment Online  
Office Location: LRC Building Humanities Suite C Room 264

### **Required Textbook and Supplies:**

Free Purdue OWL Website <https://owl.english.purdue.edu/owl/>

### **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.

### **Additional Supplies:**

- Cloud Storage Access such as Dropbox, Google Docs, Office 365
- Paper/Pens/Pencils
- Headphones (optional)
- Access to reliable Internet
- COM Blackboard System

## Course Description:

This course is a co-requisite Week for English Composition 1301. This course integrates preparation in academic reading skills and skills with writing a variety of academic assignments. Topics include critical reading and writing skills. Students will be expected to write compositions similar to those assigned in Composition and Rhetoric English 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.**

## Course Requirements and Determination of Course Grades

### Course Requirements

1. Homework/Chapter Activities/Participation Activities/Tutoring
2. Weekly Attendance

### Grading Formula

Homework/Chapter Activities/Participation Activities/Tutoring

### Total Points

100%

### \*Participation

Participation points are accumulated through involvement and completion of in-Week activities and online chapter activities, such as blogs, discussions, interactive activities, matching/multiple choice questions, peer activities, polls/surveys, quizzes, readings, and videos. Attendance is crucial for involvement with in-Week activities for the course.

### Make-Up & Late Work Policy

At instructor’s discretion and to follow college guidelines. Fifteen points off each for each week missed for late assignments.

### About Blackboard My Grades, Overall Score, and Weighted Column

The Overall Score is your final grade for the course. The Weighted Column is for the top assignments in the highest weighted category only and is not an overall score for the class. Do NOT use the Weighted Column to determine your average or grade within the class. In addition, Blackboard does not factor in any assignment column with a null or – score. Once a null or – score changes to a numerical score, your grade may increase or decrease drastically. To avoid this and to see your actual grade, you must turn all work in on time.

### Grading Scale

**Grade A:** 90-100%

**Grade B:** 80-89%

**Grade C:** 70-79%

**Grade D:** 60-69%

**Grade F:** Below 60%

**Grade I:** Given unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor. Students must be current with coursework and must have an emergency situation to qualify.

**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.

Students will be graded on "points-earned" criteria. A grade of C or above is considered acceptable and passing.

### **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://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.*

[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

### **Disaster Preparedness**

In case of a disaster, check the COM webpage for college updates and your Blackboard course for Week updates. Continue your work for the Week since every attempt will be made to follow the weekly outline.

Week/Date	<p style="text-align: center;"><b>Weekly Calendar for IRW Fall 2021</b></p> <p><b>Class start date: Monday, 8:00 a.m. Folders open on a weekly basis. Be sure to complete and turn in homework by the following Monday at 8:00 a.m. unless otherwise stated.</b></p>	Due Dates
<b>Week 1</b>  (8/23)	<b>Blackboard Homework:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Blackboard Overview</li> <li><input type="checkbox"/> Read Me First</li> <li><input type="checkbox"/> Introduction to course</li> <li><input type="checkbox"/> Syllabus Overview</li> <li><input type="checkbox"/> Syllabus Quiz</li> <li><input type="checkbox"/> Purchase Supplies: pen, paper, binder/folder, earphones/headphones</li> </ul> <p><b>Week 1 homework is due by next Monday at 8:00 a.m.</b></p>	<b>All Homework is due before the next week's class at 8:00 a.m. unless otherwise stated</b>
<b>Week 2</b>  (8/30)	<b>Blackboard Homework:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Learning Styles Assignment (Record/Write down scores)</li> <li><input type="checkbox"/> Grammar Income Quiz</li> <li><input type="checkbox"/> Basic Grammar Skills Overview</li> <li><input type="checkbox"/> Technology and Writing</li> </ul> <p><b>Reminder: Homework is due each following Monday at 8:00 a.m.</b></p>	<b>Due Before Class 2, Monday, 8:00 a.m.:</b>  Week 1 Homework
<b>Week 3</b> (9/8) <b>9/6 Holiday College Closed Census Day</b>	<b>Blackboard Homework: Census Day!</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>IRW Being a Successful College Student</i> and <i>IRW Ch. 1 Grammar and Reading Skills</i></li> <li><input type="checkbox"/> Lecture: Writer as Reader</li> <li><input type="checkbox"/> Working with: Commas</li> </ul>	<b>Due Before Class 3:</b>  Week 2 Homework
<b>Week 4</b>  (9/13)	<b>Blackboard Homework:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>IRW Ch. 2: Working with Genres and Grammar &amp; Reading Skills</i></li> <li><input type="checkbox"/> Lecture: Four Kinds of Writing</li> <li><input type="checkbox"/> Working with: Patterns in Reading and Writing Genres</li> <li><input type="checkbox"/> Working with: Commas and more commas</li> </ul>	<b>Due Before Class 4:</b>  Week 3 Homework
<b>Week 5</b>  (9/20)	<b>Blackboard Homework:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>IRW Ch. 3</i> Review of Basic Reading and Writing Skills &amp; Grammar and Reading Skills</li> <li><input type="checkbox"/> Lecture &amp; Activity: Parallelism</li> <li><input type="checkbox"/> Working with: Theme &amp; Subject, Mood &amp; Tone</li> </ul>	<b>Due Before Class 5:</b>  Week 4 Homework
<b>Week 6</b>  (9/27)	<b>Blackboard Homework:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>IRW Ch. 4: Beginning a College Level Essay and Writing Skills &amp; Grammar and Reading Skills</i></li> <li><input type="checkbox"/> Lectures &amp; Working with: Audience &amp; Purpose; A/An; I/Me; Capital Letter; Abbreviations; Acronyms</li> </ul>	<b>Due Before Class 6:</b>  Week 5 Homework
<b>Week 7</b>	<b>Blackboard Homework:</b>	<b>Due Before Class 7:</b>

(10/4)	<input type="checkbox"/> Lecture: Working with Numbers <input type="checkbox"/> Working with: Money, Dates, & Time	Week 6 Homework
<b>Week 8</b> (10/11)	<b>Blackboard Homework:</b> <input type="checkbox"/> Lectures: Using Contractions; Extra Punctuation <input type="checkbox"/> Working with: Contractions, Extra Punctuation <input type="checkbox"/> Quotations and Working with Quotations	<b>Due Before Class 8:</b> Week 7 Homework
<b>Week 9</b> (10/18)	<b>Blackboard Homework:</b> <input type="checkbox"/> <i>IRW: Ch. 5:</i> Analyzing Text Characters <input type="checkbox"/> Working with: Descriptive Language, Dangling/Misplaced Modifiers, Parallelism	<b>Due Before Class 9:</b> Week 8 Homework
<b>Week 10</b> (10/25)	<b>Blackboard Homework:</b> <input type="checkbox"/> <i>IRW: Ch.6</i> Symbolism in Reading and Writing <input type="checkbox"/> Working with: Pronouns and Pronoun References	<b>Due Before Class 10:</b> Week 9 Homework
<b>Week 11</b> (11/1)	<b>Blackboard Homework:</b> <input type="checkbox"/> Working with: Commas <input type="checkbox"/> <i>Summer/Fall Registration Opens on Nov. 3!</i>	<b>Due Before Class 11:</b> Week 10 Homework
<b>Week 12</b> (11/8)	<b>Blackboard Homework:</b> <input type="checkbox"/> Working with: Commas	<b>Due Before Class 12:</b> Week 11 Homework
<b>Week 13</b> (11/15)	<b>Blackboard Homework:</b> <input type="checkbox"/> <i>IRW Ch. 7</i> Writing a Conclusion and Grammar <input type="checkbox"/> <i>IRW: Ch. 8</i> Argumentative Reading and Writing	<b>Due Before Class 13:</b> Week 12 Homework
<b>Week 14</b> (11/22)	<b>Blackboard Homework:</b> <input type="checkbox"/> Final Exam Review <input type="checkbox"/> Final Exam	<b>Due Before Class 14:</b> Week 13 Homework
<b>Week 15</b> (11/29) <b>“W” Day</b>	<b>All work is due! Folders Close Week 16, Monday, 8:00 a.m.</b> <b>“W” Day—Last Day to Withdraw from Courses without receiving grade earned</b> <input type="checkbox"/> Make Up Work <input type="checkbox"/>	<b>Due Before Class 15:</b> Week 14 Homework
<b>Week 16</b> <b>10/6</b>	<b>Finals Week—Folders Close Monday at 8:00 a.m.</b> <input type="checkbox"/> Conferences and Final Grade Check	<b>Due Before Class 16</b> <b>Monday, 8:00 a.m.:</b> <b>Final Exam</b>

**Academic Calendar:**

September 6  
September 8

Labor Day  
Census Day

November 2	Spring/Summer Registration Opens
November 19	Withdrawal “W” Day
November 25-28	Thanksgiving Break
December 10	Last Day of Classes
December 11	Commencement Exercises

## Attendance Policy

### \*Attendance

Attendance for this course is **taken weekly** and is the last student login date recorded in Blackboard. Be sure to login each week before 8:00 a.m. on Monday to receive attendance points.

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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1<sup>st</sup> 8 week session is October 7<sup>th</sup>, November 23<sup>rd</sup> for 16 week courses and December 3<sup>rd</sup> for the 2<sup>nd</sup> 8 week

Students at COM are expected to attend and participate in every session of all weeks for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a Week. Students are required to attend all Weekes. College of the Mainland recognizes no excused absences other than those prescribed by law (military service and religious holiday). When, in the judgment of the faculty, students have been absent so many times that they are unlikely to complete the objectives of the course, the faculty member can initiate steps to drop them by notifying the Admissions and Records Office. The student will receive a “W” for the course.

### Online Attendance Policy

You must log into this course for your class each week. You must log in no less than **three times per week**. In an online course, **attendance is taken by using a student’s last login date in Blackboard**. Failure to login and complete work will result in loss of activities and participation points. The estimated amount of time to complete weekly online activities is approximately equal to in-class minutes. The approximate time of completion will vary per learner, but you should allow plenty of time for mastery of online materials, which are counted as participation points for the course. The time frame could be anywhere from thirty minutes to one or more hours. Allow time to review new information, participate in discussions, take quizzes, finish writing assignments, and complete other activities listed in the syllabus course outline and calendar as scheduled by the instructor. Full participation in all course activities is required to earn credit for graded assignments. When, in the judgment of the faculty students have missed so many assignments (three or more in this course) that they are unlikely to complete the objectives of the course, the faculty member can initiate steps to drop them by notifying the Admissions and Records Office. The student will receive a “W” for the course.

### Withdrawal Policy

Failure to attend Weekes or log into the online portion of the Week will NOT constitute an official or automatic withdrawal. It is the student’s responsibility to acquire and complete

the drop form when the student has decided to drop the Week. Any student who fails to withdraw will receive a grade of "F" for the Week. The instructor is not responsible for dropping students. Please visit <http://www.com.edu/admissions/drop-notification> to obtain more information regarding the consequences of DROPPING a Week multiple times.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

## Academic Dishonesty

Any incident of academic dishonesty will be dealt with in accordance with 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 and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action. You may not use work from another course in this class; this equals plagiarism.

## Student Conduct Policy

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook> Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this Week.

**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 the Department Chair, Dr. Brian Anderson, at 409-933-8186 or [banderson@com.edu](mailto:banderson@com.edu).

## Plagiarism

Plagiarism is a very serious offense and is not acceptable in this course. Plagiarism is using someone else's words, thoughts, or ideas and claiming them as your own. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, and/or using someone else's words without quotation marks. You may also not use work from another course within this class unless email approval is received. 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. Access this link to learn [How To Avoid Plagiarism or](http://en.writecheck.com/ways-to-avoid-plagiarism/) <http://en.writecheck.com/ways-to-avoid-plagiarism/>

## Additional Policies

### Technology Outage Policy

Students are responsible for completing all course work by the due dates stated in the syllabus. Occasionally the College may experience emergency campus-wide technology outages. Should this occur during a Quiz or submission of an Assignment, you will need to

notify the instructor to reset the Quiz or extend the assignment due date. This will occur once the campus-wide outage is confirmed by Informational Technology. An Announcement will be sent to all students relaying the information about the new due date for the assignment or quiz.

In case of a personal technology issue, or if you have questions about an assignment or need clarification of requirements, you are expected to contact the instructor using Course Email. The College has a number of [computer labs](#), so access to requisite technology needed to complete assignments should not be an issue.

### **Technology and This Course:**

Technology is everywhere! COM is a Wi-Fi campus. Academic writing assignments and essays in all college courses are typed. Businesses expect employees to use technology. Therefore, this course includes lectures, PowerPoints, materials, and social media websites that can be accessed easily from any computer, smartphone, or tablet. If Internet usage is unavailable off-campus, please use time management skills to download materials while on campus. If a high grade in this course is your goal, then practice reading and writing, apply new skills learned in work, and peer workshop all essays. Make good use of campus resources, such as free tutors in COM's Speaking, Reading, and Writing Center. Lastly, communicate with your instructor!

### **Problems with Blackboard and other Technical Problems:**

Technology problems are not a valid excuse for missing deadlines. If you are experiencing difficulties with Blackboard, you are advised to contact the Technical Support Team for troubleshooting and solutions.

Every semester students experience total or near-total computer failures. If this happens to you, you have two (2) options: use a backup process or computer or drop the class. Computer labs are available on campus if your personal computer becomes disabled during the semester. Never fail to make a backup of each assignment as you create or edit it—always use a cloud service and/or USB jump drive. Do not depend on the “original”, whether it's on your hard drive or elsewhere.

## **Success Tips**

### **Did you miss a Week?**

1. Contact your study/email buddy.
2. Review syllabi, PowerPoints/Presentations, and other weekly information on Blackboard.
3. See the reading/writing tutor as needed. Free peer and professional tutor help is available.
4. Contact your professor by phone, email, or text.

**Reminder:** There are **NO excused absences** in college courses! You are either absent or present. Regardless of attendance, work must be turned in on time and according to the syllabus. A student with excessive absences may be dropped at the instructor's discretion.

### **Computer Skills Necessary to be Successful in this Course:**

Students need to be familiar with accessing websites on the Internet and using Microsoft Word. Students need a useable e-mail address for Week that will be accessed. Students must be able to attach files to emails.



## Student Success Tips

(1) Work through each weekly folder and its assignments (2) Contact your professor if needed (3) Manage your time wisely (4) Prepare for the unexpected, especially with technology (5) Ask questions (6) Complete all work on time and be aware of due dates (7) Master skills and revisit information as needed.

## Concerns/Questions

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 the Department Chair, Brian Anderson, at 409-933-8186 or banderson@com.edu.

## Student Learner Outcomes

At the end 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 advance 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 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.

**General Education Core Objectives:** Although this course does not fall under General Education Core Objects, competencies are met in the following objectives:

- (1) Communication Skills - Develop, interpret, and express ideas through written, oral, and visual communication.
- (2) Critical Thinking Skills – To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- (3) Teamwork -- To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- (4) Social/Personal Responsibility- To include the ability to connect choices, actions and consequences to ethical decision-making.

SLO #		Type of Measurement *SPOL
1.	Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.	Essay Projects 1-4

2.	Comprehend and use vocabulary effectively in oral communication, reading, and writing	Peer Workshoppings *1-4
3.	Identify and analyze the audience, purpose, and message across a variety of texts.	Project 2
4.	Describe and apply insights gained from reading and writing a variety of texts.	Essay Projects *Essay Project 3
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.	Essay Projects *Essay Project 2
6.	Determine and use effective approaches and rhetorical strategies for given reading and writing situations.	Essay Projects *Essay Project 3
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.	Essay Projects *Essay Project 2
8.	Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.	Essay Projects *Essay Project 3
9.	Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.	Grammar & Reading Homework/*Peer Workshopping
10.	Recognize and apply the conventions of standard English in reading and writing.	*Final Essay

### Academic Success & Support Services

College of the Mainland is committed to providing students the necessary support and tools for success in their college career. 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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

**COVID-19 Statement:** All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus).. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: [www.com.edu/selfscreen](http://www.com.edu/selfscreen). In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).

## **COM Tutoring Center**

The COM Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for math, writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to-face and online tutoring sessions in a welcoming environment. Appointments can be made in person, or on the center scheduler at [com.mywconline.com](http://com.mywconline.com), or by clicking the COM Writing Center icon on the COM website.