



IRW 0320-135H2

Spring 2025

LRC 247, Mon/Wed

2:00 -3:30

Instructor Information: Amy Michelle Staker, astaker@com.edu, 409-933-8214

Student hours and location: LRC 247 12:00 PM Mon/Wed or by appointment

Required Textbook/Materials:

There is no text book for this class. You will select two books of at least 250 pages to read during the term of your own choosing.

Course Description: IRW 0320: This course is a co-requisite class 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.

Grading:

Attendance:	25%
Book Write Ups	25%
Daily Journaling	25%
In-Class Assignments	25%

Book Write Ups: During the course, you will be required to read at least two books to fine-tune your comprehension skills. The first will be a modern novel or nonfiction released in the last decade. The second will be a classic novel from 1950 or before.

Daily Journaling: In class, we will use time to work on our essays. We will keep a record of what we did, and we will practice a variety of steps in the writing process: outlining, revision, research, etc.

In-class Assignments: We will have some group assignments to work on writing/reading critically.

Late Work, Make-Up, and Extra-Credit Policy:

Work must be submitted by the due date unless granted by the teacher for emergency purposes. Late work will receive a 10 percent deduction per day. After five days, you can submit for sixty percent before the final essay is due. No late work will be accepted after the course calendar.

Attendance Policy:

Student must be actively participating in the class for the day to receive full credit for the participation assignment. Exceptions can be made for emergency purposes.

Extra-Credit Policy:

Students can receive extra credit for one submission to a real-world writing forum. This includes anthology short stories, professional blogs, news channels, and more. Student does NOT need to be accepted into the forum to receive credit, but they must submit the writing project and a link to the forum. Other extra credit assignments may be given.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Academic Dishonesty: There will be a zero tolerance policy for any plagiarism done in this class. Please refer to the academic policy regarding this matter:

Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. (The student who allows his/her work to be used by others is also guilty.) Any student who plagiarizes will receive a grade of "0" on his/her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook.

"Source" may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source

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 me. If, after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair Brian Anderson at 409.933.8186 or banderson@com.edu.

Course outline:

Week 1:

Laying the foundation for Writing
Book selection/Reading
Group Discussion on books we selected

Week 2:

Writing Practice for Narrative Essay Assignment
Outlining Discussion

Week 3:

Analysis practice
Research journaling

Week 4:

Revision Practice on Essay
Submit Rough Draft of Analysis

Week 5:

More in-depth Peer Review Write Ups
Book club discussions

Write Up of Book 1 Reading Due

Week 6:

Presentation Practice
Presentation Write Ups

Week 7:

Cover Letter/Resume Peer Review
Create Linked In Pages

Week 8:

Write Up of Book Two Due

Practice run of Writing for Fun

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. 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

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 1st 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 2nd 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 or 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.