



**IRW 0320.138H2**  
**Advanced Integrated Reading and Writing**  
**Fall 2025**  
**Tuesday/Thursday 3:30-4:50; LRC 248**

**Instructor:** Courtney Pugh  
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Phone: 409-933-8640

Monday/Wednesday: 9:30-12:00  
Tuesday/Thursday: 11:00-12:30  
And by appointment

**Required Textbook/Materials:**

Course Texts - All texts will be available in D2L/Brightspace.  
Course Materials – Access of MS Word, the internet, cloud storage (or another storage device), paper, pens/pencils, highlighters

**Course Description:**

This course integrates more advanced preparation than IRW 0300 regarding academic reading skills and skills in 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 ENGL 1301. Placement: (1) TSI Essay – score of 4 with TSI Writing multiple choice of 355-362 or (2) TSI Reading – score 346-350 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:**

Grading for this course will use a traditional average. Assignments include quizzes, journal prompts, and course activities. A personal reflection essay will be due at the conclusion of this course.

**Determination of Course Grade/Detailed Grading Formula:**

- *Class Activities and participation (10%):* All course activities, discussions, journal selections, participation, personal responsibility
- *Responding to Reading (20%):* Course readings will be assigned each week. Reflection journals will be assigned on these readings each week and will become the basis of a reflection assignment at the end of the course.

- *Content Quizzes (20%)*: Quizzes will be given throughout the semester to gauge students understanding of course content.
- *Writing Assignments/Presentations (30%)*: Writing assignments will be assigned to emphasize pieces of the writing process in ENGL 1301. Presentations will take place periodically throughout the term with a final presentation at the end.
- *End of Course Reflection (20%)*: A reflection will be completed at the conclusion of the semester. See D2L/Brightspace for the specifics of this assignment.

### **Determination of Course Grade/Detailed Grading Formula:**

*Final grading will be assigned based on the following scale.*

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59 & Below = F

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

*Late Work/Make-up Policy*: Deadlines are posted on Brightspace, the course syllabus, course calendar, and assignment sheets given in class. Assignments **must** be submitted in Brightspace before 11:59 p.m. on the specified due date. ***Assignments submitted after the due date will receive a deduction of 10 points from the final assignment grade.*** Assignments will not be accepted beyond the two day grace period late unless special arrangements are made **BEFORE** the due date. Assignments turned in due to special arrangement will also be counted late and 10 points will be deducted from the assignment total.

***NOTE: Absences at any point in the semester will not affect your due dates. Don't get caught believing you have extra days to turn in an assignment just because you have been absent. It is vital to your success to communicate any issues you are having early in the writing process before any due date.***

*Extra Credit*: Two additional percentage points will be added to the final grade percentage when the student completes the online course evaluation.

### **Attendance Policy:**

You are expected to be prepared and in class on time, ready to fully participate in every scheduled class session. Class discussion and group activities are components of your success in this course. A sign-in sheet will be provided during each class to keep a record of attendance. Be sure you sign in when you enter the classroom. It is your responsibility to keep up with missed course work should you need to miss a class.

Absences in college courses are not defined as being “excused” or “unexcused.” You are allowed to miss four (4) classes for the entire semester. After you have reached this limit, I will deduct one full letter grade from your semester average for each additional absence. For example, if your semester average is a 92 (“A”) and you have missed a total of seven classes for the

semester, your final semester grade will be a 72 (“C”). Notice how excessive absences can easily eat away at your semester average, so avoid skipping class and reserve these absences in case a personal issue arises.

*Tardiness:* It is vital to the classroom experience to be on time. Students arriving five (5) minutes after the beginning of class will receive a “mark” in attendance. Three (3) of these marks will equal to one absence. Students arriving after the 20-minute point will remain marked absent for the class period. These same rules apply to leaving early.

Please do not abuse the above policy: It is meant to be insurance, not an excuse to arrive late to class every day. I reserve the right to revoke this policy if I feel it is being abused by any individual in the class.

\*Absences are considered excused for military service, religious holidays, and documented illness.

***Census Day: The Census Day for this course will be Monday, October 20. Students must be attending class and begin participating in course activities to be considered actively attending the course. Students who are inactive as of Monday, October 20 will be dropped.***

**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. I will check my e-mail throughout the weekday and generally will respond within 24 hours. Exceptions apply to times of illness, campus holidays, and weekends. When e-mailing me, please be sure to include the course and section number you are in to receive a more expediated response.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</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.	Critical Thinking (CT)	Academic Reading Selections
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.	Communication Skills (CS)	Academic Reading Selections
3. Identify and analyze the audience, purpose, and message across a variety of texts.	Critical Thinking (CT)	Academic Writing Activities
4. Describe and apply insights gained from reading and writing a variety of texts.	Critical Thinking (CT)	Paragraph Framework
5. Compose a variety of texts that demonstrate reading comprehension, clear	Communication Skills (CS)	ENGL 1301 Rough Drafts - Feedback

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.	Critical Thinking (CT)	Academic Reading and Writing Activities
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.	Teamwork (TW)	Academic Reading and Writing Activities
Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.	Critical Thinking (CT)	MLA Format Activities and Paragraph framework
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.	Personal Responsibility (PR)	Revising, Editing, and Proofreading
10. Recognize and apply the conventions of standard English in reading and writing.	Personal Responsibility (PR)	Writing Better Sentences Activities

**Academic Dishonesty:**

Any incident of academic policy 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 Dean of Students for the appropriate discipline action.

**Humanities Department Policy Statement on Plagiarism:** 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 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 discipline action. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

**\*\*\*Usage of Artificial Intelligence (AI) \*\*\*** In this course, you may not use AI for any assignment in any way, shape, or form without the consent and guidance of the professor. The use of AI will be treated as plagiarism/academic dishonesty.

**Avoiding Plagiarism:** Research material must be cited both in the document and on a Work Cited Page. (MLA documentation style applies to all College of the Mainland English, humanities, philosophy, or speech classes). Remember to document when:

- ✓ Evidence is quoted directly from a source.
- ✓ Ideas from another source are paraphrased or summarized.
- ✓ Facts (i.e. statistics) or visual material from other sources must be documented.

**Helpful Resources to Avoid Plagiarism:**

- ✓ Purdue Owl: <https://owl.english.purdue.edu/owl/>
- ✓ <https://www.com.edu/student-services/docs/student-conduct-brochure.pdf>
- ✓ The COM Tutoring Center

**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 Brian Anderson, COM Humanities Department Chair, 409-933-8186.

**Course outline:** The professor reserves the right to make changes to the Course Outline as the need arises.

Week/Date	Content	Assignments
Week 1: 10/12-10/19	Preparing to Write in College COM Tutoring Center/Academic Reading/Plagiarism <i>Reading Selection: TBA</i>	Office 365/Format MS Word E-mail Introduction MLA Format Quiz
Week 2: 10/20-10/26	Academic Reading and Writing <i>Reading Selection TBA</i>	Reading Response Journal Reading Environment and Strategies Quiz
Week 3: 10/27-11/2	Academic Writing Sentence and Paragraph Structure <i>Reading Selection: TBA</i>	Academic Writing Assignment
Week 4: 11/3-11/9	Learning to Research/Group Activity MLA Source Citation Reading and Annotating Research <i>Reading Selection: TBA</i>	Database Research Activity Source Citation Journal Reading Response Journal
Week 5: 11/10-11/16	Thesis Statements Paragraph Structure <i>Reading Selection: TBA</i>	Journal Prompt Paragraph Structure Journal
Week 6: 11/17-11/23	Writing Resources for Future Classes <i>Reading Selection: TBA</i>	Proofreading Quiz Reading Response Journal

Week 7: 11/24-11/30	Responding to Literature, <i>Reading Selection: TBA</i>	Writing Workshop – ENGL 1301 Research Paper.
Week 8: 10/6-10/9	Reading Reflection Presentations	End of Course Journal
<b><i>Census Day: October 20</i></b>		
<b><i>Last Day to Withdraw: November 25</i></b>		
<b><i>Last Day to Submit Approved Missing Assignments: November 30, by 11:59 p.m.</i></b>		

## 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/student-handbook.html>. *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 October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 25.

**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.