



**IRW-0320-191H1**  
**Adv Integrated Read/Writing**  
**Fall 2025**  
**Hybrid Course**  
**(8-week)**

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

**Student hours and location:** MW 9:30-11:00AM in Learning Resource Center #8, Rm 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-1301-181HY is the co-requisite section for IRW-0320-191HY. 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/>. Meets 8/18/25-10/8/25.

**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 ENGL1301-181/191 in the requirements to pass this course.*

**Determination of Course Grade/Detailed Grading Formula:** Professionalism points will rely heavily on ATTENDANCE and PARTICIPATION. Homework is minimal as this is a course designed specifically to ensure your success in English 1301, Section 180 (the lecture version of Composition I).

<b>Professionalism Points:</b> <ul style="list-style-type: none"> <li>• <b>Attendance:</b> Each day = 10 points (15 days = 150 pro-pts)</li> <li>• <b>Communication:</b> Teams Private Chat messages about future attendance issues, grading questions, anything &amp; everything</li> <li>• <b>Participation:</b> Contributing to class discussions, sharing your draftwork from English 1301, offering positive and constructive critiques of your classmates' works, etc.</li> </ul>	500 PRO-pts total <ul style="list-style-type: none"> <li>• 150 pro-pts</li> <li>• 100 pro-pts</li> <li>• 250 pro-pts</li> </ul>
<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 "DE Support Request" form</a></li> <li>• Tutoring Session 3: Sessions must be at least 30 min. long</li> </ul> <p><i>Extra tutoring sessions of at least 30 minutes long will accrue 50 points each session. You may accrue 4 EXTRA sessions total.</i></p>	300 tut-points total <ul style="list-style-type: none"> <li>• 100 points</li> <li>• 100 points</li> <li>• 100 points</li> <li>• 200 extra credit points</li> </ul>
<b>Short Academic Responses:</b> <ul style="list-style-type: none"> <li>• Short Academic Response 1: Same one from ENGL1301</li> <li>• Short Academic Response 1: Same one from ENGL1301</li> </ul>	200 SAR-pts total <ul style="list-style-type: none"> <li>• 100 sar-pts</li> <li>• 100 sar-pts</li> </ul>

**Late Work, Make-Up, and Extra-Credit Policy:** Late, make-up, and/or extra-credit work will be determined as a case-by-case agreement between student and instructor.

**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. Please note that attendance carries far more weight in this course than ENGL1301.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email (which allows you access to your Teams Private Chat channel to me). 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)

**Student Learner Outcomes:** Upon successful completion of this course, students will. . .

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

*Please note that these learning outcomes are state mandated.*

**Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. **Critical Thinking Skills (CT):** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesis information.
2. **Communication Skills (CS):** Develop, interpret, and express ideas through written, oral, and visual communication.
3. **Teamwork (TW):** Consider different points of view and work effectively with others to support a shared purpose or goal.
4. **Personal Responsibility (PR):** Evaluate choices and actions of others or one's own, and relate consequences to ethical decision-making.

**Assessment Information Box:**

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate knowledge of individual and collaborative writing processes.	Teamwork (TW)	Professionalism points
2. Develop ideas with appropriate support and attribution.		Professionalism points and short academic responses.
3. Write in a style appropriate to audience and purpose.	Communication Skills (CS)	Short academic responses
4. Read, reflect, and respond critically to a variety of texts.	Critical Thinking (CT)	Professionalism points, short academic responses
5. Use Edited American English in academic essays.		Short academic responses
6. Personal Responsibility: Evaluate choices and actions of others or one's own, and relate consequences to decision-making.	Personal Responsibility (PR)	Professionalism points.

**Academic Dishonesty:** Plagiarism will not be tolerated. One incidence for plagiarism for any assignment will be grounds for an F grade for the entire course.

**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 Department at 409-933-8186/[banderson@com.edu](mailto:banderson@com.edu).

**Course outline:** See Course Schedule at the end of this document.

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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/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 accommodation 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.

Course Schedule for IRW 0320, Section 191H1; Located in LRC, Rm 248:

Important Abbreviations to Know			
TPC	Submit assignment to Teams Private Chat	BP#	Body Paragraphs 1&2, 3&4, and 5&6
TVC	Submit assignment to Teams Virtual Classroom	ANB	Annotated Bibliography (aka Works Cited page)
GFL	Submit using Google Form Link	CRD	Complete Rough Draft (PRINTED OUT)
D2L	Submit assignment to D2L from COM-Portal	SAR#	Short Academic Response (IN-CLASS) 1 and 2
HO3	Hypothesis Outline of 3 Possibilities	VIS	Video Infographic / Storyboard
INC	Introduction and Conclusion Paragraphs	VFP	Video Final Presentation (4-5 minutes)
INC/PA	INC Peer Assessments (GFL)	VFP/PA	VFP Peer Assessments (GFL)

		ENGL-1301 In-Person (LRC-248) Attendance Required	IRW-LAB In-Person (LRC-248) Attendance Required	Assignment Due Dates Always by 11:59 PM	Submit To...
		8:00am-9:20am	9:30am-11:00am		
SUN	8/17	<b>Week 1</b>			
MON	8/18	Introduction to Course	Intro to Essay Project	<b>3 Random Q's for Pf. Song</b>	TPC
TUE	8/19			<b>Self-Introduction to Class</b>	TVC
WED	8/20	Hypothesis Outline (HO1)	Syllabus Quiz, HO1	<b>Syllabus Quiz 1</b>	GFL
THU	8/21				
FRI	8/22			<b>HO1</b>	D2L
SUN	8/24	<b>Week 2</b>			
MON	8/25	Introduction Paragraphs	INC Workshop		
TUE	8/26			<b>INC</b>	GFL
WED	8/27	Body Paragraphs	BP12 Workshop		
THU	8/28				
FRI	8/29			<b>BP12</b>	D2L
SUN	8/31	<b>Week 3</b>			
MON	9/1	<i>Labor Day – COM Campus Closed</i>			
TUE	9/2				
WED	9/3	Researching Sources	ANB Workshop, INC/PA	<b>INC/PA</b>	GFL
THU	9/4				
FRI	9/5				
SUN	9/7	<b>Week 4</b>			
MON	9/8	MLA Formatting WCP	ANB Workshop		
TUE	9/9			<b>ANB</b>	D2L
WED	9/10	In-Text Citations	BP34 Workshop		
THU	9/11				
FRI	9/12			<b>BP34</b>	D2L
SUN	9/14	<b>Week 5</b>			
MON	9/15	<b>SAR1 due IN-CLASS</b>	BP16 Workshop		

TUE	9/16			<b>Syllabus Quiz 2</b>	<b>GFL</b>
WED	9/17	BP1-6 Structure	BP16 Workshop		
THU	9/18				
FRI	9/19			<b>BP56</b>	<b>D2L</b>
SUN	9/21	<b>Week 6</b>			
MON	9/22	Introduction to VFP	VIS Workshop	<b>VIS</b>	<b>D2L</b>
TUE	9/23				
WED	9/24	<b>CRD due IN-CLASS</b>	FD1 Workshop		
THU	9/25				
FRI	9/26			<b>FINAL DRAFT</b>	<b>D2L</b>
SUN	9/28	<b>Week 7</b>			
MON	9/29	Video Final Presentation	VFP Workshop		
TUE	9/30				
WED	10/1	<b>SAR2 due IN-CLASS</b>		<u>Last Day to Withdraw</u>	
THU	10/2				
FRI	10/3			<b>VFP</b>	<b>TPC</b>
SUN	10/5	<b>Final Week</b>			
MON	10/6	<b>VFP Viewing</b>	<b>VFP/PA due IN-CLASS</b>		
TUE	10/7				
WED	10/8	<b>VFP Viewing</b>	<b>VFP/PA due IN-CLASS</b>		