



**IRW-0320-145H2**  
**Adv Integrated Read/Writing**  
**Fall H2 2024**  
**MW – 9:30-10:50am**  
**LRC 248**

**Instructor Information:**

Professor Matthew Mayo, MA  
[mmayo2@com.edu](mailto:mmayo2@com.edu)  
(409)-933-8372

**Student hours and location:**

Tuesdays 8am-11:30am  
Thursdays – 8am-12:00pm

**Required Textbook/Materials:**

**Our books are OER and available free of charge:**

[Grammar and Sentence Construction Handbook](#)

<https://mytext.cnm.edu/course/grammar-and-sentence-construction-handbook/>

**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. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**Course requirements:** You will need a laptop or personal computer with internet access to upload your work when away from campus. Please note that COM has IT resources available to you ([Student Services \(com.edu\)](#)).

You will need to be ready to participate in our class workshop each week.

**Quizzes/Tests** – You will complete online quizzes at home each week. I will set the quizzes to unlimited attempts so that you can repeat them. The final exam will be a collection of quiz questions plus a reflective essay about your experience in this class (separate from ENGL 1301).

**Reflections** – I will provide you with guided writing prompts to reflect on your process of writing essays for English 1301. In these reflections you will not only be able to tell me about your process in completing the paper but also any problems, questions, or concerns you might have had.

**Portfolio** – You will keep a record of your activity in our class each week (just like you would normally take notes). You will then present that information in condensed form in a visual presentation (powerpoint, etc.). I will allow students to work in groups of 2-3 students on the portfolio, or you may work individually depending on your preference.

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

Quizzes / Final Exam – 30%

Reflections – 30%

Portfolio – 40%

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

**Assignments are due by 11:59 p.m. Sundays every week (you may turn in work early):**

**Late Work is accepted with the following deductions:**

Less than 24 hours = -15%

Less than 1 week = -25%

Over 1 week = -35%

**Note: Quizzes -you will need to gain approval to complete a quiz after it has closed and have a documented medical reason for missing it.**

**Extra Credit: Is not typically offered in the course.**

**Attendance Policy:**

**Attendance will be taken at the start of each class.**

**Students who have no educational activity (no attendance or Brightspace login) by the census date will be dropped**

- Attendance is the best way to succeed in our class, and not attending usually leads to failure
- If you are sick or cannot attend class for some other reason (work, children, etc.), please email me and I will excuse your absence and help you not fall behind
- If you do miss class, please be sure you keep up with the course flow in Brightspace
- You may not bring children or other guests to class with you.

**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.

Please email me through Brightspace for the quickest possible response.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
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)	Journals Reflections
Comprehend and use vocabulary effectively in oral communication, reading, and writing.	Communication Skills (CS)	Worksheets Journals Reflections Portfolio
Identify and analyze the audience, purpose, and message across a variety of texts.	Critical Thinking (CT)	Journals Reflections Portfolio
4. Describe and apply insights gained from reading and writing a variety of texts.	Critical Thinking (CT)	Journals Reflections
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas,	Communication Skills (CS)	Journals Portfolio

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)	Worksheets Journals
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)	Journal (Skeleton Draft) Portfolio
8.Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.	Critical Thinking (CT)	Journal (argument) Portfolio
9.Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.	Personal Responsibility (PR)	Quizzes Worksheets
10.Recognize and apply the conventions of standard English in reading and writing.	Personal Responsibility (PR)	Quizzes Worksheets

### **Academic Dishonesty:**

Please view your Turnitin report on Brightspace for each assignment. Email or speak with me immediately if you have any questions or concerns.

Matches between 25-50% are normally a significant content or MLA format deduction.

Matches over 50% are always considered plagiarism:

**1<sup>st</sup> instance - a warning, a grade of zero or 50, and a chance to revise with a max grade of C.**

**2<sup>nd</sup> instance - zero**

3<sup>rd</sup> instance - course removal

\*\*\*Usage of Artificial Intelligence (AI) \*\*\* You may not use AI for any assignment. The use of AI will be treated as plagiarism/academic dishonesty.

**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 please contact Brian Anderson, COM Humanities Department Chair, 409-933-8186, banderson@com.edu.

**Course outline:**

Week	Topic / Readings	Assignments Due
1	Start Here Activities  Using MS Office / MLA Format / Getting Help	Course Quizzes
2	<b>Writing</b> <i>Grammar and Sentence Construction Handbook</i> GB 1-4 (Grammar? / Parts of Speech / Complete Sentences / Structure)	1301 Reflection 1 Course Quizzes
3	<b>Writing</b> <i>Grammar and Sentence Construction Handbook</i> SB 1-6 (Sentence Building) P 1-7 Punctuation	1301 Reflection 2 Course Quizzes
4	<b>Reading</b> Amy Tan “Mother Tongue”  <b>Writing</b> <i>Grammar and Sentence Construction Handbook</i> G1-G6 (Verbs, Pronouns, Adverbs, Adjectives)	1301 Reflection 3 Course Quizzes
5	Organizing Research – Avoiding Plagiarism  <b>Video</b> <i>Frontline: Generation Like</i>  <i>Grammar and Sentence Construction Handbook</i> WCS 1-8 (Word Choice and Style)	Extra quote framings Course Quizzes
6	What is an argument?  Tone and Style 5	Reflection 4 Course Quizzes

	<i>Grammar and Sentence Construction Handbook M1-5 (Mechanics)</i>	
7	Student Portfolio Presentations	Student oral portfolio assignment presentation
8	Course Review / Final Exam	Final Exam

## 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 October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 26.

**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.