



IRW 0320.155CL: MW 11:00-12:20 pm, LRC 247, Building #8
Integrated Reading and Writing (IRW) (Co-Requisite for Composition 1301)
Semester: Spring 2023: 1/18//2023 – 5/10/2023, 16-week semester

Associate Professor Dalel Serda, MFA

Campus Email: dserda@com.edu

Communication Policy: Email me at dserda@com.edu using your COM email, please. I do not check D2L messages with daily frequency. I only use that function to send your major project comments. You may of course also call me during office hours and/or leave me a voicemail. Lastly, I highly recommend you message me via COM's Office 365 Microsoft TEAMS as it is convenient, and we can often dialogue quickly through it. I recommend you download the TEAMS app.

Communicating with your instructor: ALL electronic communication with course instructors must be through your COM email and COM's Microsoft Office 365 TEAMS. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Office Phone: (409) 933-8497

College of the Mainland Office:

Learning Resource Center (LRC), Building #8, Suite B Rm #241
Humanities Department

Student Hours/Conference/Office Hours: LRC Suite B Rm. #241 Humanities Dept.

Monday through Thursday: 8:30 am-9:30 am

Friday: 8:30 am - 12:00 noon

These are f2f and online Teams hours. I can also make myself available to you via Teams outside these hours pending our arrangements.

NOTE: Regarding Microsoft Teams, access it through the COM homepage. Access it through the "Office 365 & Email" button next to the "D2L" button. "Teams" is one of the apps available through Office 365. There is no cost as a result. It is my preferred mode of communication for its ease and speed.

Suggested Resource/Reference Texts: There is no required text for this course. All required content will be accessed either through D2L or through your own Internet searches as advised and prompted by me.

The handbook I require for 1301 will be relevant here also.

FREE: The OWL website (the Purdue University's Online Writing Lab): <http://owl.english.purdue.edu/>

FREE: You should also have a college level dictionary to use every time you read an article, etc. Keep a list of new terms and notes that help you understand them. I recommend free online dictionary apps.

*****Core Semester Readings:** All readings will be accessible on D2L. Click inside the “Content” link on the menu.

Items for Class:

IMPORTANT: You need a notebook dedicated to journaling in this IRW 0320 class.

- Flash drive for your own storage needs (you don't need a new one if you have one). Get into the habit of saving your work (backing it up) *many* times during a single writing session.
- Two-pocket folder or binder for your handouts and paper drafts
- Notebook for class notes, pens, pencils, etc.
- Near **DAILY access to the Internet (there are labs on campus).**
- Access to Microsoft Word or Macintosh Pages software. (Turn in all work as **.doc/.docx** files.) For a COM-sponsored free version of Microsoft Office 365, please visit this site: <http://its.com.edu/office-365/> You can also access Office 365 through the Web by going to the COM Homepage and logging into your COM email. This will take you to Internet-based Office 365.
- **It is important to always be able to access your work electronically. Save your work on a flash drive, in OneDrive, and on your personal computer. You can also email your work to yourself.**

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 such as Amazon.

General 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.**

Format for All Papers:

All written work (including rough drafts, D2L posts, and projects) should be typed, double-spaced, use a standard 12-point Times New Roman font, have 1-inch margins, and have page numbers with your last name preceding it on the top right corner, etc. Use Modern Language Association (MLA) style guidelines (available inside *A Pocket Style Manual* and on The OWL at

Purdue Web site [<https://owl.english.purdue.edu/owl/>]). Put the word count below the date. The word count is for me and is not a part of MLA requirements. Also, include a Works Cited when I ask for it.

NOTE: I will not always read or score any work that doesn't meet the minimum requirements; this includes meeting deadlines. All major Assessment projects will be submitted as Microsoft Word document attachments via D2L. All Assignment posts should be simply copied and pasted from Word into the Discussion Board forum text boxes. This saves us, readers, time since we don't have to download then open these very short assignments to read them and reply to them. If when you copy/paste your work from Word into the Discussion Board forum threads, you lose spacing or formatting, don't worry too much; I care most that the MLA elements exist, and you attempted to get the spacing and formatting right. It is easy to determine if you did from my end. **Note: It might be necessary for you to use these keyboard keystroke combinations when copying/pasting from Word to the D2L text boxes: Control A to highlight your work, Control C to Copy what you've highlighted, and once you're on D2L, Control V to paste from MS Word to the text box on the D2L Discussion Forum thread you created.**

Course Requirements/Grading Formula:

Participation and Attendance	25%
Journal participation and completion: 15 to 25 handwritten pages	25%
Friday writing: (see below for more details)	50%

TOTAL	100%

Course Grade Determination: This course's grades will be made up of in class participation and low-stakes assignments. The idea is to complement the work you do for English 1301 while affording many opportunities to practice reading, writing, thinking strategies, and processes.

Friday writing projects will include drafts and polished versions of the following:

1. A professional cover letter
2. A resume
3. Three scholarship application essays
4. A final reflective and analytical essay

Grading Scale:

- A 90-100%** = Excellent work; superior in both style and content.
- B 80-89%** = Good work; solid content
- C 70-79%** = Average work; **meets the minimum requirements**
- D 60-69%** = Below average work; does not meet the requirements
- F 50-59%** = Failing work; deficient in mechanics, style, and content; all late work will lose half credit

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://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

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 at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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 March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

Make-Up /Late Work Submission Policy:

If you submit anything late but within twenty-four hours after the assignment is due, you will automatically lose *some* credit *up to* a letter grade. If you submit your work past twenty-four hours, I will accept it for half credit in most cases, though if the work is exceptional, I might credit the work up to 75%. What this means, is always aim for high-quality writing even if the work is late. The last day I will accept any work will be Monday night (11:59 pm) of the last week of class. I will not provide feedback for any work that is submitted late after the first deadline or for work that fails to meet minimum requirements though I will assign a grade.

Attendance, Participation, & Drop by Instructor Policy: Participation contributes to your Daily Grade average. This is a **participation-heavy** course. The success of the course depends on the community we build; thus, your presence on D2L and in class is vital. I *reserve* the right to drop you after four **consecutive** missed assignments and/or four missed classes without notice from you. In sum, your active engagement is key. Missing class roughly four times or fewer during the course of the semester should be a rough guideline of what is acceptable. Aim for 100% attendance as missing even one class can set you back considerably.

IT'S BEST TO COMMUNICATE WITH ME IF YOU KNOW YOU'LL BE UNABLE TO FINISH ASSIGNMENTS or if you are going to be absent.

A Note from The Tutoring Center - ICB 104: The Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and job-related assignments and projects. The Tutoring Center provides face-to-face and online sessions. Appointments can be made in person, by phone (409-933-8703) or by clicking on the Tutoring Center icon on the COM website, and then the hyperlink: Schedule online tutoring sessions at com.mywconline.com.

Classroom 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.php> . 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 class.

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, assignment, or project, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Plagiarism:

Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. **Plagiarism includes paraphrasing someone else’s words without proper citation and attribution, copying directly from a website and pasting it into your paper, and using someone else’s words without quotation marks.** 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.

Links on Avoiding Plagiarism: <https://owl.english.purdue.edu/owl/resource/589/01/>

Student Concerns/Questions Statement

If you have any questions or concerns about any aspect of this course, please contact me using the contact information provided at the top of the first page of this syllabus. 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.

Student Learning Outcomes for COM’s English department:

Upon successful completion of this course, students will:

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.

SL O #		Type of Measurement
1.	Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.	In class and Friday writing assignments
2.	Comprehend and use vocabulary effectively in oral communication, reading, and writing	In class and Friday writing assignments

3.	Identify and analyze the audience, purpose, and message across a variety of texts.	In class and Friday writing assignments
4.	Describe and apply insights gained from reading and writing a variety of texts.	In class and Friday writing assignments
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.	In class and Friday writing assignments
6.	Determine and use effective approaches and rhetorical strategies for given reading and writing situations.	In class and Friday writing assignments
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.	In class and Friday writing assignments
8.	Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.	In class and Friday writing assignments
9.	Develop and use effective reading and revision strategies to strengthen the writer’s ability to compose college-level writing assignments.	In class and Friday writing assignments
10.	Recognize and apply the conventions of standard English in reading and writing.	In class and Friday writing assignments

General Education Core Objectives:

- 1. Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
- 2. Communication Skills:** Students will develop, interpret, and express ideas through written, oral, and visual communication.
- 3. Teamwork:** Students will consider different points of view and work effectively with others to support a shared purpose or goal.
- 4. Social/Personal Responsibility:** Students will evaluate choices and actions of others or one’s own and relate consequences to ethical decision-making.

College of the Mainland Technology Outage Policy

If College of the Mainland’s technology experiences problems that impede you from submitting work on deadline, email and call me (at my office) as soon as possible. You will have twelve hours from the time you emailed or called me to submit your work provided the technology is restored. You will receive no penalty if I have evidence that you attempted to submit work but faced difficulties outside your control.

(Tentative/Subject to change with notice)

NOTE: Everything we will do in this class will help support your work in your English 1301 class and other course assignments requiring writing, reading, and research. Work through these assignments deliberately, and you will gain much from them.

All work will be due on Fridays at 8 am unless noted differently in the calendar below.

Week 1: Monday, January 16 – Friday, January 20, 2023:

We will aim to work on the following list of tasks each week. The content will change daily, but the tasks will remain as consistent as possible:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: the cover letter draft

Week 2: Monday, January 23 – Friday, January 27, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: cover letter revision

Week 3: Monday, January 30 – Friday, February 3, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: cover letter final

Week 4: Monday, February 6 – Friday, February 10, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: resume draft

Week 5: Monday, February 13 – Friday, February 17, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: resume revised draft

Week 6: Monday, February 20 – Friday, February 24, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: scholarship essays 1 of 3

Week 7: Monday, February 27 – Friday, March 3, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: scholarship essays 2 of 3

Week 8: Monday, March 6 – Friday, March 10, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: scholarship essays 3 of 3

SPRING BREAK: Monday, March 13 – Friday, March 17, 2023:

Week 9: Monday, March 20 – Friday, March 24, 2023:

journal
whole class reflections
close reading

mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: Final version of scholarship essays plus submission of scholarship application (if FAFSA is on file with COM). The deadline for summer and fall scholarships is April 30th. Most scholarship funds are awarded as early as possible.

Week 10: Monday, March 27 – Friday, March 31, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

No post due this Friday. Please consider attending the GCIC Academic Symposium from 9 am to 3 pm. I will be offering extra credit for English 1301 to active audience members and more for student presenters.

Week 11: Monday, April 3 – Friday, April 7, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: Working toward the final essay; see the Discussion Board forum for specific details.

Week 12: Monday, April 10 – Friday, April 14, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday's IRW assignment: Working toward the final essay; see the Discussion Board forum for specific details.

Week 13: Monday, April 17 – Friday, April 21, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday’s IRW assignment: Working toward the final essay; see the Discussion Board forum for specific details.

Week 14: Monday, April 24 – Friday, April 28, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday’s IRW assignment: Working toward the final essay; see the Discussion Board forum for specific details.

Week 15: Monday, May 1 – Friday, May 5, 2023:

journal
whole class reflections
close reading
mechanics, grammar, formatting, and/or style
working on 1301-related projects

Day 2: The above plus prepping for Friday’s last IRW assignment: Submit the final essay for IRW.

Please do the course evaluation.

Week 16: Monday, May 8 – Friday, May 12, 2023:

Tying up loose ends and end of term conferences.

* Grades will be available on WebAdvisor after Friday. THANK YOU for your hard work.
Enjoy your break!
