



IRW 0320.186H1
Advanced Integrated Reading and Writing
Fall 2024
Tuesday/Thursday 9:30-10:50; LRC 248

Instructor: Courtney Pugh
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Phone: 409-933-8640

Office Hours:
Monday/Wednesday: 11:00-2:00
Tuesday/Thursday: 11:00-12:20

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 (25%)*: Content quizzes will be given throughout the semester to gauge students understanding of course content.
- *Writing Assignments (30%)*: Writing assignments will be assigned to emphasize pieces of the writing process in ENGL 1301.
- *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.

***** A note on Personal Responsibility*****

The personal responsibility grade will be included in the Course Activities grade category and will be assessed at the end of the semester. Students are expected to read and view all required course content materials, utilize the Course Toolbox provided in the Resources folder on D2L/Brightspace, the COM Tutoring Center, carefully read and follow all instructions, and turn in all required assignments by the designated due date and time. Additionally, the following actions will negatively impact this grade:

- Being consistently tardy or leaving early
- Walking in during speech presentations
- Using the cellphone during class
- Talking during lectures or presentations
- Using offensive language towards others
- Being unprepared for class
- Etc. (other unprofessional behaviors will be discussed in class)

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 up to **three** days past the due date will receive a deduction of 10 points. Assignments submitted beyond this point **will not be accepted** unless special arrangements are made BEFORE the due date.

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: Extra Credit will only be awarded in two ways.

- 1) Three points extra credit will be applied to any essay reviewed by the COM Writing Center. Evidence of the writing center visit must be submitted in Brightspace along with the final paper in order to receive credit.
- 2) Three 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.

Aside from military service and religious holidays, absences in college courses are not defined as being “excused” or “unexcused.” You are allowed to miss five (5) 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”). As you can see, 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.

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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Locate explicit textual information, draw complex inferences, and describe,	Critical Thinking (CT)	Academic Reading Selections

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.	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 focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.	Communication Skills (CS)	ENGL 1301 Rough Drafts - Feedback
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	Content	Assignments
Week 1: 8/18-8/24	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: 8/25-8/31	Academic Reading and Writing <i>Reading Selection TBA</i>	Article Personal Response Reading Environment and Strategies Quiz

Week 3: 9/1-9/7	Academic Writing Sentence and Paragraph Structure <i>Reading Selection: TBA</i>	Academic Writing Journal
Week 4: 9/8-9/14	Learning to Research/Group Activity MLA Source Citation Reading and Annotating Research <i>Reading Selection: TBA</i>	Database Research Activity Source Citation Journal
Week 5: 9/15-9/21	Thesis Statements Paragraph Structure <i>Reading Selection: TBA</i>	Journal Prompt Paragraph Structure Journal
Week 6: 9/22-9/28	Writing Resources for Future Classes <i>Reading Selection: TBA</i>	Proofreading Quiz
Week 7: 9/20-10/5	Responding to Literature, Reflection Essay <i>Reading Selection: TBA</i>	Reflection Essay Due
Week 8: 10/6-10/12	End of Course Procedures	End of Course Quiz
<i>Last Day to Withdraw: October 2.</i>		
<i>Last Day to Submit Approved Missing Assignments: October 10, by Noon.</i>		

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 October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 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 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.