



IRW 0320.155CL
Integrated Reading and Writing
Summer 2024 | MTWTHF 9-9:50am | LRC 247 (Building #8)

Instructor Information:

Monique Suarez, MA (she/her/hers)
msuarez@com.edu

College of the Mainland Office:

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

Student Hours/Office Hours:

M: 10-11am
M-F: 8:50-9am, 9:50-10am

Communication Policy: You can either email me at my campus email, message me on Teams via your COM Microsoft Office account, or send me a message through D2L Brightspace. Whichever option you choose, ALL electronic communication with me (your instructor) must be through your COM email/account. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. If you send me an email and I do not reply, double-check that you sent it from the right place or that it was sent successfully. I have had some instances where I never receive an email because a student forgot to press "send".

Professor's Suarez Personal Course Description: The goal of this course is to help you be successful in ENGL 1301. In it, we will be practicing the fundamentals of writing, beginning with grammar. In addition, you will be assigned time to work on ENGL 1301 coursework, and you will be required to complete an extra credit post for ENGL 1301 weekly. Not only will you be learning content, but you will be pushed to learn how to manage your time effectively, complete assignments with full effort, and work with/alongside your peers.

IRW 0320 Catalog Description: This course is a co-requisite class for English Composition 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.

Required Materials: There is no required text for this course. All materials related to the grammar concept packets/quizzes/etc. are created by me and will be provided to you in printed form. The only materials that you will be required to bring to class daily are the following:

- Pencil/pen
- Materials from previous weeks (I recommend that you keep a folder specifically for IRW and a folder for ENGL 1301)
- If you use a personal laptop, I highly recommend you bring and use it in class instead of the classroom computers; this can ensure that you are learning how to complete assignments on the computer you will be using at home.

Student Learner Outcome Chart:

Student Learner Outcome #	Description	Assessed via this Assignment
1	Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.	Learning Activities In-class Discussion Discussion Posts
2	Comprehend and use vocabulary effectively in oral communication, reading, and writing.	Learning Activities In-class Discussion Discussion Posts
3	Identify and analyze the audience, purpose, and message across a variety of texts.	Learning Activities In-class Discussion Discussion Posts
4	Describe and apply insights gained from reading and writing a variety of texts.	Learning Activities In-class Discussion Discussion Posts
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.	Learning Activities In-class Discussion Discussion Posts
6	Determine and use effective approaches and rhetorical strategies for given reading and writing situations.	Learning Activities In-class Discussion
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.	Learning Activities In-class Discussion Discussion Posts
8	Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.	Learning Activities In-class Discussion Discussion Posts
9	Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.	Peer Reviews Conferences Discussion Posts
10	Recognize and apply the conventions of standard English in reading and writing.	Discussion Posts Learning Activities

Course Requirements:

Attendance: Because this course is aimed to help you be successful in ENGL 1301, your attendance in this course is crucial. Similar to ENGL 1301, attendance will be accounted for as a grade, where one absence = -1pt and 2 leave early/arrive late = -1pt

ENGL 1301 Effort + Extra Credit: You will receive a weekly grade out of 10 points that will be based on the following:

- ENGL 1301 extra credit post submitted by Friday (2/10)
- ENGL 1301 journal post submitted by Sunday (2/10)
- ENGL 1301 weekly assignment submitted by Monday (4/10)
- Utilizing workshop time in class + staying on task in IRW (2/10)

These grades will be distributed every Tuesday for the previous week. For example, Week 1's grade will be posted Tuesday of Week 2.

Grammar Practice Packets | Due Thursdays 9am

This summer we will be discussing and practicing eight (8) different grammar concepts. GC practice packets/worksheets are due fully completed every Thursday (with the exception of 4th of July). This is a completion grade and we will review the answers together as a class the day the packet is due. Be sure to complete the packet in pencil so you can make corrections accordingly. If you are absent on the day your packet is due, you will need to either email it to me or show it to me the next class day. Unfortunately, this will mean that you will miss out on the answers and will still need to take the quiz on Friday with everyone else.

Grammar Concept Quizzes | Fridays 9am

Each week, you will take a grammar concept quiz that covers the material that we learned that week. See the make-up policy on the next page for what to do if you are absent on a quiz day.

Grammar Concept Presentation | Week 9-10

Though the goal is to understand all grammar concepts, you will be tasked with mastering one. Toward the end of the semester – as we review for the grammar final – you will be required to create a presentation on a grammar concept we went over throughout the semester. You must develop some kind of lesson plan related to the grammar concept + a practice worksheet to give to your classmates and myself. More details will be given toward the end of the course.

Grammar Concept Final | TH 8/8

Week 10 will include a mastery exam that will cover the grammar concepts that we have learned and practiced together. The questions you see on these exams are questions you will have already seen before on previous quizzes (in other words, keep your quizzes!).

Condensed Grading Formula:

Attendance	15%
ENGL 1301 Submissions/Effort	20%
GC Practice Packet/Worksheet Completion	20%
GC Quizzes	15%
GC Presentation	15%
GC Final	15%

Total:	100%

Grading Scale:

A: 90-100 | **B:** 80-89 | **C:** 70-79 | **D:** 60-69 | **F:** 59 or less
FN: failure due to attendance

Course Grade Determination: This course is designed to ensure your success in ENGL 1301, but it is also aimed at more than just “academic” success in this classroom. The goal is to challenge you to become better at life skills that will carry into other aspects of your life, such as time management, effort, engagement, and responsibility. As long as you are willing to put forth effort, be open minded and work to the best of your ability, you will pass this course.

Late Work/Make-Up Policy: Assignments in this course have predetermined and recurring due dates. As a result, there is no late work policy. You are required to complete all work on time, even if you are absent. Be sure to check the weekly IRW PPT to ensure that you are completing the checklist tasks. If you are absent on a quiz day, you will need to make up the quiz the following class day (in most cases on Monday). If you do not make up the quiz by then, you will receive a zero and have one last opportunity to take the quiz on the day of the final or on the “make-up day” during Week 10 for up to a 70.

Extra Credit Opportunities: There is no extra credit given in this class though there are opportunities for ENGL 1301.

Attendance Policy: Attendance is required to be successful in the class. Missing class will result in getting behind in learning material and losing time to work on material in class and ask me questions. Per COM policy, no absences are considered excused unless for religious or military service reasons.

Academic Dishonesty: Any incident of academic policy will be dealt with per 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 includes paraphrasing someone else's words without proper citation, copying directly from a website, and pasting it into your paper, and/or 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. There are many types of plagiarism, and you may not be aware of all. If you are not sure if you are violating these rules, please talk to me about it before turning in your work.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information on the first page of this syllabus. If, after discussing your concern with me, you continue to have questions, please contact the Humanities Department Chair, Dr. Brian Anderson:

Phone: 409-933-8186

Email: banderson@com.edu

College of the Mainland Technology Outage Policy: If College of the Mainland's technology experiences problems that impede you from submitting work on deadline, contact me 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.

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_2023-2024_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 5-week session is July 1st. **The last date to withdraw from the 10-week session is July 30th.** The last date to withdraw for the 2nd 5-week session is August 2nd.

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.

Course Overview: General Schedule

- **Monday:**
 - Introduce new Grammar Concept (GC) + receive a packet to complete
 - Complete daily checklist*
- **Tuesday-Wednesday**
 - Grammar Concept practice as a class/time to work on packet in class + ask questions
 - Complete daily checklist*
- **Thursdays**
 - Weekly GC packet due at start of class
 - I will check packet completion at the start of class as a completion grade (all-or-nothing)
 - Go over answers to packet as a class
 - Complete daily checklist*
- **Fridays**
 - Weekly GC Quiz at the start of class
 - Completion of ENGL 1301 extra credit post due
 - Complete daily checklist*

*Everyday, you will have a daily checklist to complete which can be found on the IRW ppt for that week.

Important Dates:

T 6/11: Census Day

T 7/30: Last day to withdraw from course (W DAY)

M 8/12: Grades will be posted by noon

Holidays/No Class:

W 6/19: Juneteenth

TH 7/4: Independence Day

Course Calendar

6/3/2024-8/9/2024

This calendar is tentative and subject to change upon my discretion*

THIS COLOR = WHEN THAT ITEM IS DUE

W K	Monday	Tuesday	Wednesday	Thursday	Friday	Grammar Concept
1	6/3 Course Overview GC#1 Checklist	6/4 GC#1 Checklist	6/5 GC#1 Checklist	6/6 GC Packet GC Review Checklist	6/7 GC#1 QUIZ 1301 Ex Credit Checklist	Subjects and Verbs
2	6/10 GC#2 Checklist	6/11 GC#2 Checklist	6/12 GC#2 Checklist	6/13 GC Packet GC Review Checklist	6/14 GC#2 QUIZ 1301 Ex Credit Checklist	Regular vs. Irregular Verbs
3	6/17 GC#3 Checklist	6/18 GC#3 Checklist	6/19 <u>NO CLASS</u>	6/20 GC Packet GC Review Checklist	6/21 GC#3 QUIZ 1301 Ex Credit Checklist	Subject-Verb Agreement
4	6/24 GC#4 Checklist	6/25 GC#4 Checklist	6/26 GC#4 Checklist	6/27 GC Packet GC Review Checklist	6/28 GC#4 QUIZ 1301 Ex Credit Checklist	Types of Sentences
5	7/1 GC#5 Checklist	7/2 GC#5 Checklist	7/3 GC#5 Checklist	7/4 <u>NO CLASS</u>	7/5 GC Packet 1301 Ex Credit GC Review Checklist	Comma Splices Run-ons
6	7/8 GC#5 QUIZ GC#6 Checklist	7/9 GC#6 Checklist	7/10 GC#6 Checklist	7/11 GC Packet GC Review Checklist	7/12 GC#6 QUIZ 1301 Ex Credit Checklist	Punctuation
7	7/15 GC#7 Checklist	7/16 GC#7 Checklist	7/17 GC#7 Checklist	7/18 GC Packet GC Review Checklist	7/19 GC#7 QUIZ 1301 Ex Credit Checklist	Fragments
8	7/22 GC#8 Checklist	7/23 GC#8 Checklist	7/24 GC#8 Checklist	7/25 GC Packet GC Review Checklist	7/26 GC#8 QUIZ 1301 Ex Credit Checklist	Homophones Homonyms Homographs

9	<u>7/29</u> GC#1: Teaching Presentation	<u>7/30</u> GC#2: Teaching Pres.	<u>7/31</u> GC#3: Teaching Pres.	<u>8/1</u> GC#4: Teaching Pres.	<u>8/2</u> GC#5: Teaching Presentation 1301 Ex Credit	STUDY FOR FINAL
10	8/5 GC#6: Teaching Pres.	8/6 GC#7: Teaching Pres.	8/7 GC#8: Teaching Pres.	8/8 GRAMMAR FINAL 1301 Ex Credit	<u>8/9</u> MAKE-UP DAY	STUDY FOR FINAL