



**IRW 0320.136H1: Integrated Reading and Writing**  
**T/TH 11-12:20pm**  
**LRC, Building #8, RM 247**

**Instructor Information:**

Monique Suarez, MA (she/her)  
[msuarez@com.edu](mailto:msuarez@com.edu)

**College of the Mainland (Main Campus) Office:**

Learning Resource Center (LRC)  
Building #8, Suite B, RM 239  
Humanities Department

**Student Hours/Office Hours:**

Any day listed with a specific time is also a time you can meet with me virtually. If none of these times work for you, please let me know.

<u>Day</u>	<u>Time</u>	<u>Location</u>
<b>Monday</b>	10-1:30pm	Main Campus & Online
<b>Tuesday</b>	8:30-9:30am	Main Campus & Online
<b>Wednesday</b>	10-12pm	Online Only
<b>Thursday</b>	8:30-9:30am	Main Campus & Online
<b>Friday</b>	By Appointment	Online Only

**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".

**Student Learner Outcome Chart:**

<b>Student Learner Outcome #</b>	<b>Description</b>	<b>Assessed via this Assignment</b>
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
2	Comprehend and use vocabulary effectively in oral communication, reading, and writing.	Learning Activities Grammar Concepts In-class Discussion
3	Identify and analyze the audience, purpose, and message across a variety of texts.	Learning Activities In-class Discussion
4	Describe and apply insights gained from reading and writing a variety of texts.	Learning Activities In-class Discussion
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
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
8	Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.	Learning Activities In-class Discussion
9	Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.	Peer Reviews Book Unit Conferences
10	Recognize and apply the conventions of standard English in reading and writing.	Grammar Concepts

**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

**Course Modality (Hybrid):**

This is a hybrid course, meaning that learning takes place in person and online. You are expected to show up, learn, and participate in the classroom and on Brightspace each week. Because of the nature of this course being geared toward ensuring your success in ENGL 1301, your online HW will consist of working on your ENGL 1301 HW. Other outside homework for IRW will be paper-based grammar practice, reading your chosen book, and watching my quiz review videos.

**Required/Recommended 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
- A book of your choosing for the reading unit
  - I will show you how to access free books if preferred and will open my office library to you all as an option
- 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.

## **Course Requirements:**

**Attendance:** Because this course's goal is to help you be successful in ENGL 1301, your attendance and participation in this course is crucial. Participation involves attending as many classes as you can and using class time wisely to complete daily checklists and grammar concept practice. Other activities might include in-class discussions, learning activities, or conferences related to your work in ENGL 1301.

### **ENGL 1301/IRW Effort | Weekly**

You will receive a weekly grade out of 10 points that will be based on your attendance and timeliness in both courses, your completion of the week's work, and overall participation.

### **Grammar Concepts (GC) / Practice Packets / Quizzes | Week 1-5**

This class will introduce you to and help you review **five** different grammar concepts. You will be required to complete the packet for the learned grammar concept by the next class meeting (Ex: the GC you learn on M will have a packet due on W). These review packets will be graded as an all-or-nothing completion grade. We will go over the answers to the packet on the day it is due. You will then take a quiz on the GC on the same day the review packet is due. The purpose of the packet is to prepare you for the grammar concept quiz.

- If you are absent and miss a quiz, you will need to make it up within the week. Once I post the quiz review for that GC, you will no longer be able to make up the quiz.

### **GC Teaching Demo + Exam Question Creation | Week 6 (T 9/23 & TH 9/25)**

- Though the goal is to understand all grammar concepts, you will be tasked with mastering one. As we review what we have learned, you will be required to review a grammar concept with the class. This will include recapping your assigned grammar concept, going over the answers to the final review that corresponds with your assigned grammar concept, and creating a brief class activity for the class to practice the grammar concept.
- You will also be required to create and submit 5 exam questions and answers related to your assigned GC. These questions will end up on the final exam.
- Based on the number of students registered for this class, you will likely complete this task in a group.

### **Grammar Concept Final Exam | Week 7 (T 9/29 & TH 10/2)**

This exam will cover GC#1-5 and will include questions from the review packets and questions you and your classmates created.

### **Book Critique Presentation | Week 8 (T 10/7)**

Though refining your writing is important in addition to staying on top of your ENGL 1301 work, it is also helpful to think about who you are as a reader (what you enjoy reading and why). Your independent reading of a chosen book will culminate into a book presentation during the last weeks of class. More details will come toward the end of the course.

**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. Your grade will be determined based on a point system with a total of 500 points possible (see below).

<b>Course Requirements</b>	<b># of Items</b>	<b>Point Value</b>	<b>Semester Point Total</b>
Course Completion (1301 + IRW)	1	50	50
ENGL 1301/IRW Weekly Effort	5	10	50
GC Packets	5	10	50
GC Quizzes	5	10	50
GC Final	1	100	100
Teaching Demo + Question Creation	1	100	100
Book Presentation	1	100	100
<b>Total Semester Points</b>			<b>500</b>

#### **Grading Scale:**

**A:** 448–500 | **B:** 398–447 | **C:** 348–397 | **D:** 298–347 | **F:** 297 or less

**Late Work/Make-Up Policy:** You will be given a lot of time in class to work on coursework. As a result, there is no “late work” allowed. Everything is posted online for you even if you miss a day. If you are absent, it is your responsibility to complete whichever work is pending. It is always best to email me and check in if you are going to be absent to ensure that you complete what is needed in time for our next class. You may turn in your grammar practice + take the quiz on the next class day for full credit if you are absent.

**Extra Credit Opportunities:** There is no extra credit offered in this course except for the final review packet.

**Attendance Policy:** Attendance is required to be successful in the class. I understand things come up. Please communicate with me if you need to miss, and I will work with you to get caught up on anything you might miss. Per COM policy, no absences are considered excused unless for religious or military service reasons. **Please do not ask to leave class early unless for a documented emergency. The only ticket to leave class early is from completing each day's checklist and/or me explicitly ending class early. Otherwise, you are required to stay for the entire class.**

**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.

**AI Statement:** Content generated by an Artificial Intelligence third-party service or site (AI-generated content) is **prohibited** in this class. Likewise, using AI without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. Violations *could result in failure of the assignment or failure of the course and a notation on your transcript.*

**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](mailto: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.

## Grammar Concept Unit/Timeline

### **GRAMMAR CONCEPTS:**

**GC#1:** Subject-Verb Agreement

**GC#2:** Regular vs. Irregular Verbs

**GC#3:** Types of Sentences

**GC#4:** Common Sentence Errors:

Comma Splices, Run-Ons, Fragments

**GC#5:** Punctuation

### **Week 1-Week 5: GC#1-5**

\*Everyday, you will have a daily checklist to complete that you will work on for the remainder of class. Often, proactiveness results in being able to leave class earlier.

#### **Tuesday Agenda:**

- Weekly GC Quiz (over GC from previous week)
- Introduce new Grammar Concept (GC) + receive packet to complete
- Complete daily checklist\*

**If you are absent Tuesday,** you are responsible for completing the GC packet in time for Thursday whether through printing out the packet (always posted in PDF form on IRW D2L "Content" tab) or answering the questions on a piece of notebook paper.

#### **Thursday Agenda:**

- Weekly GC packet due at start of class
  - I will check packet completion at the start of class as completion grade
- Go over answers to the packet as a class
- Complete daily checklist\*

**If you are absent Thursday,** you should have the GC packet of the week completed and shown to me by the next class day (though you will need to check in with your peers for the correct answers)

### **Week 6-7: Teaching Assignment & Exam**

- See more about these items on page 4

### **Reading Unit:**

#### **Week 1: Decide on your book & fill out decision document**

#### **Week 1-7: Read Independently**

- You will do this on your own as you prepare for your book critique presentation. You should have your book finished before Week 5, but my hope is that you go at the pace that works best with your schedule.

#### **Week 8: Book Critique Presentation | T 10/7**

- More details on this as the date approaches

## Course Outline/Calendar

8/18/2025–10/9/2025

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

WEEK	TUESDAY	THURSDAY
1 8/18–8/24	T 8/19 Course Overview Introduce GC#1 Checklist	TH 8/21 <b>GC#1 WS due</b> GC#1 review <b>Book Decision Due</b> Checklist
2 8/25–8/31 M 8/25: Census Day	T 8/26 <b>GC#1 quiz</b> Introduce GC#2 Checklist	TH 8/28 <b>GC#2 packet due</b> GC#2 review Checklist
3 9/1–9/7 M 9/1: Labor Day – No Class	T 9/2 <b>GC#2 quiz</b> Introduce GC#3 Checklist	TH 9/4 <b>GC#3 packet due</b> GC#3 review Checklist
4 9/8–9/14	T 9/9 <b>GC#3 quiz</b> Introduce GC#4 Checklist	TH 9/11 <b>GC#4 packet due</b> GC#4 review Checklist
5 9/15–9/21	T 9/16 <b>GC#4 quiz</b> Introduce GC#5 Checklist	TH 9/18 <b>GC#5 packet due</b> GC#5 review Checklist
6 9/22–9/28	T 9/23 <b>GC#5 quiz</b> <b>GC#1–5 Review Presentations</b>	TH 9/25 <b>GC#1–5 Review Presentations</b>
7 9/29–10/5	T 9/30: <b>GC Final Exam / on day of conference</b>	TH 10/2 <b>GC Final Exam / on day of conference</b>
8 10/6–10/9	T 10/7: Last day <b>Book Presentations</b>	TH 10/9 <b>No class; I will be in my office if you need me.</b>



## **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 accommodations is requested to contact:

**Name:** 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 1st.** The last date to withdraw from the 16-week session is November 14th. The last date to withdraw for the 2nd 8-week session is November 25th. The last date to withdraw from the winter mini session is December 23rd.

**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.