



**IRW 0320.242H2**  
**Integrated Reading and Writing**  
**Course Semester (Fall 2024)**  
**Tuesday/ Thursday 7:30- 8:50 PM**

**Instructor Information:** Donna King, [dking14@com.edu](mailto:dking14@com.edu); 409-392-0773 (text only)

**Office Hours:** TTH 5-6PM

**Student hours and location:** TTH 7:30-8:50; LRC 248

**Required Textbook/Materials:** No Required textbook; Handbook Recommended

**Course Description:** This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays.

**Course requirements: Journals (15%)**

For each journal entry, you will select from among the assigned prompts and write a 200-300 word journal. These journals are meant to get your mind flowing for longer essays. This is where you can practice, MLA guidelines and improve on grammar and punctuation

**Activities (20%)**

In each module, you will be assigned multiple “activities” to help you understand and practice the concepts you have learned. These activities may include – but are not limited to – partner exercises, group work, and individual assignments. These exercises will help you retain what you are learning in ENGL 1301, while also reviewing your understanding of grammar, vocabulary, and the elements of style.

**If you miss an activity for any reason – excused or otherwise – you are responsible for completing the assignment on your own time. Extensions may only be granted with instructor approval (e-mail me). All activities will be available on Blackboard. *Absence is not an excuse for incomplete work.***

**Quizzes (15%)**

Quizzes will cover material from in-class lecture and activities. Students will be notified of the quiz at least one week in advance. It is critical that you use that time to study and prepare in advance. All quizzes will be through Blackboard.

### **Vocabulary (25%)**

Students will be responsible for completing Vocabulary assignments. These assignments are geared to expand the knowledge base of the student and allow them to become familiar with the jargon associated with English pedagogy.

### **Projects (25%)**

Students will complete multiple major projects over the course of the semester. This will include re-submitting and/or revising your ENGL 1301 essays, in addition to other individual writing assignments. Each project will be assigned at least 2-3 weeks in advance of the deadline

**Determination of Course Grade/Detailed Grading Formula:** (methods of evaluation to be employed to include a variety of means to evaluate student performance)

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

**I DO NOT ACCEPT LATE WORK!!!! DO NOT ASK. Poor planning on your part does not constitute an emergency on mine.**

### **Attendance Policy:**

Students are required to attend classes. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks are to be reported to the Office of Advising Services, along with appropriate recommendations. Departments and faculty may have other attendance policies for their course.

In an 8-week semester, 2 absences are acceptable. Please understand that excessive absences will negatively impact your success in the course. After the third absence, you will lose one letter grade. This is a hands-on class and most of the content will be delivered in the face-to-face classroom setting. Your attendance and participation are necessary components of the class.

**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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

* Learner Outcomes	Activities	Assessments
* <b>Critical Thinking Skills:</b> to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.	Multiple drafts of report, including final; process of revision	Report Essay using CT rubric
* <b>Communication-Written:</b> effective development, interpretation and expression of ideas	Final Report Essay Assignment	Report Essay using CW rubric
* <b>Communication-Oral:</b> effective development, interpretation and expression of ideas	Oral presentation or oral class participation in class	Oral presentation or oral participation in class using CO rubric
* <b>Communication-Visual:</b> effective development, interpretation and expression of ideas	Visual creation or inclusion of visual with Report essay	Visual creation or visual associated with Report Essay using CV rubric
<b>Empirical and Quantitative Skills:</b> to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.		
* <b>Teamwork:</b> to include the ability to consider different point of view and to work effectively with others to support a shared goal.	Group project or Peer Review	Group project or Peer Review using TW rubric
<b>Social Responsibility:</b> to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.		
* <b>Personal Responsibility:</b> to include the ability to connect choices, actions, and consequences to ethical decision-making.	Class participation, in class assignments, group activities	Professionalism; class participation; responsible choices; using PR rubric

**Academic Dishonesty:** Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism. For more information refer to "Students Rights and Responsibilities section (F) Student Code of Conduct".

**Plagiarism:**

You may not use someone else's words or ideas without giving credit to them. We will be discussing what plagiarism is throughout the semester. Suffice it to say, plagiarism is a form of cheating and will not be tolerated in this course. If you are found to be knowingly plagiarizing or cheating on exams, you will be given a grade of "F" for the course and potentially face further academic consequences from the college.

**Taken from *The Art of Public Speaking*, (10th ed. McGraw-Hill) by Stephen F. Lucas**

**Consequences:** In this course, any essay that contains plagiarized passages will receive a grade of 0. The most blatant cases of plagiarism and repeat incidents of plagiarism will result in an F in the course. Every instance of plagiarism must be reported to COM administrators who may impose additional consequences such as probation or expulsion from the college.

**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, PhD, Department Chair at [banderson@com.edu](mailto:banderson@com.edu) or (409) 933-8214.**

**Course outline:** (include calendar with lecture topics, due dates)

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## **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.

## Tentative Course Outline

**\*\*\*Instructor reserves the right to make changes to this course outline as necessary\*\*\***

Week	Assignment due	Lecture
Week One	Journal 1 due: What do you hope to gain from this class?  Syllabus quiz: Online	Introduction to class syllabus  MLA Guidelines
Week Two	Activity: Writing Thesis Statements  Vocabulary 1	Parts of Speech
Week Three	Quiz: Online  Journal 2: What is your favorite holiday tradition?  Vocabulary 2	Opening and Closing Paragraphs  Paragraph development
Week 4	Activity: Writing Opening Paragraphs  Quiz: Online  Vocabulary 3	Logical Arguments
Week 5	Journal 3: Process Writing  Activity: For the sake of Argument  Vocabulary 4	MLA Review  Knowing your audience
Week 6	Vocabulary 5  Quiz: online	Collaboration
Week 7 and 8	Vocabulary 6  Journal 4: Rough draft  Work in groups on Presentation	Presentation Guidelines