



**Course Number and Section: IRW0320-242CL**

**Name of Course: Integrated Reading and Writing**

**Course Semester (Spring 2024)**

**TTH 7:30-8:50 PM**

**Instructor Information: Donna King, [dking14@com.edu](mailto:dking14@com.edu)**

**Office Hours: TTH 5:30PM-6PM**

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

**Required Textbook/Materials:**

- A folder for saving relevant documents.
- A notebook for taking notes.
- A pen with blue or black ink.
- A flash drive.

**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 “free-write” on that topic for 10-15 minutes. This free-writing will not be graded for spelling, grammar or punctuation. It will, however, be graded for length and effort.

**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:

Students will be evaluated on a letter grade of A, B, C, D, or F scale. A grade of “C” or above is required for advancement.

A:	90-100%
B:	80-89%
C:	70-79%
D:	60-69%
F:	Below 59%

It is important to note that, as the developmental section of the corequisite, a student cannot pass ENGL 1301 without scoring at least a “C” or higher in INRW 0320.

### **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.

### **Missed Work**

Minor assignments such as quizzes, in-class writing, and peer reviews cannot be made up for any reason. If a student misses class, he or she will receive a zero for any minor assignments that were completed or were due during that class meeting.

### **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 a regular 16-week semester, 2-3 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.

**Arriving late and leaving early:** A student who is late may be marked absent. A student who leaves class early may be marked absent. Students should track their own late arrivals, early departures, and absences. Students are expected to communicate with the instructor outside of class time if they have any concerns about attendance or punctuality.

**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 Blackboard or other LMS)

### **Student Learning Objectives:**

At the conclusion of the course, through the use of journal entries, revision and editing exercises, and quizzes, students will be able to:

Compose a variety of works in multiple modes that demonstrate clear focus, the logical development of ideas in well-organized paragraph and essay formats, and the use of appropriate language that advances the author's purpose.

- Locate explicit textual information, draw complex inferences, and analyze and evaluate the information within.
- Define new vocabulary and concepts and use them accurately in reading, speaking, and writing.
- Identify and analyze the audience, purpose, and message across a variety of texts.
- Describe, analyze, and evaluate information across literary, expository, and persuasive readings.
- Explain how literary and other texts evoke personal experience and reveal character in narrative and expository texts.
- Edit and submit multiple drafts that reflect judicious use of self, peer, and instructor assessment.
- Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
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### **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

**Recycling Your Own Work:** Students may not reuse or resubmit papers from any other class. This is a new course; students must submit new work. Recycling work is academic dishonesty, and the assignment will receive a failing grade.

**Originality-checking software:** Writing assignments submitted in many English courses will undergo an originality check. The department uses software to compare student essays to thousands of books, journals, Web sites, and archived student papers.

**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.

**Tentative Course Schedule**

***Important: All material listed as homework should be read before you come to class on the date specified. Students should expect a quiz or brief in-class writing assignment for any reading assignment. These in-class exercises/quizzes count in the quiz section of the course grade, and missed assignments cannot be made up. \*\*The instructors reserves the right to alter this schedule as needed\*\****

Week 1:

Syllabus; Introduction to class; Top 20; Expectations for College Writing; Parts of Speech  
Homework: Course Contract (this will count as a quiz grade)  
Journal #1: What does being in college mean to you?

Week 2:

Parts of Speech (continued); Pronouns; Adjectives and Adverbs  
Vocabulary Unit 1

Week 3:

Parts of Sentences; Sentence Fragments; Prepositions and Preposition phrases

Week 4:

Thesis Statement: Write a working thesis; Verbs and Verb phrases

Quiz:

Journal #2

Week 5

Nouns and Noun Phrases; Exploring Topics

Vocabulary Unit 2

Week 6:

Subject-verb Agreement; Paragraph Development

Quiz

Journal #3

Week 7:

Pronouns; Adjectives and Adverbs; Vocabulary Unit 4

Week 8

Comma; semicolons; Comma Splices; Sentence Fragments

Quiz

Journal #4

Week 9: SPRING BREAK

Week 10:

Apostrophes; Italics; Numbers

Week 11:

Organizing; Choose a topic

Vocabulary Unit 5

Week 12:

Drafting; Opening and Closing Paragraphs

Week 13:

Vocabulary Unit 6

Week 14:

Week 15:  
In-class writing

Week 16:  
Week 17:  
Final Exam

## **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 [Student\\_Handbook\\_2022-2023\\_v4.pdf \(com.edu\)](#). 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 at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the 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 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.

**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.