



Advanced Integrated Reading and Writing – Fall 2021

IRW 320-145CL

LRC, Room 248, Monday/Wednesday, 9:30 a.m. – 10:50 a.m.

Instructor Information

Name: Lisa Frase, MS

Email: lfrase@com.edu

Office Hours: M/W, 9:20 a.m. – 9:30 a.m. and 9:50 a.m. – 10:00 a.m. **Student Hours &**

Location: M/W, 9:30 a.m. – 10:50 a.m., LRC 248

Required Textbook: A textbook is not required for this course. All content will be available in Blackboard.

Required Online Accounts

www.prowritingaid.com

www.citefast.com

Recommended Materials & Supplies

Notebook, pen, and highlighters for taking notes

Flash drive to back up files

Course Description:

IRW 0320 - 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.**

Benefits of Taking this Course

- (1) Students will learn to generate and organize ideas about which to write.
- (2) Students will identify rhetorical writing modes.
- (3) Students will be able to research, compose and document a research essay in MLA style.
- (4) Students will be able to use college level writing skills.
- (5) Students will be able to proofread their own and others' works.

Course Content, Structure, & Requirements:

This course is a prerequisite for ENGL 1301. It is designed to support your work in Composition I and to provide additional instructional support in reading and writing. You will complete some of the outside reading assignments for ENGL 1301 in IRW 320 with instructor support. You will also

be given additional writing time and tutorial support in IRW 320 for your ENGL 1301 assignments. Some ENGL 1301 assignment grades will transfer to IRW 320.

IRW

This course is designed to provide you with knowledge and tools to help you successfully complete your ENGL 1301 course and write papers in future classes. You will complete weekly learning modules with quizzes.

Determination Of Course Grade (Methods of Evaluation):

Grades for this course use a traditional average. Each assignment is worth 100 points. You will complete weekly learning modules and quizzes in class. Quizzes are automatically graded and added to the grade center. Once you complete your IRW work for the week, you will use your remaining class time to work on ENGL 1301 coursework and essays. Some ENGL 1301 assignments/grades will transfer to IRW.

Grading Formula/Scale:

- A 90+
- B 80-89
- C 70-79
- D 60-69
- F Below 69
- I In the case of unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor.

Determination of Course Grades: To pass this course, all work must be completed and turned in by the due date. Weekly work is due each week by Sunday at 11:59 p.m., except for Weeks 14 & 16 (see the assignments calendar).

Late Work Policy: Late work will not receive a grade above a 70.

Attendance & Participation (Learning Activities)

Attendance is taken during each class session. An average attendance grade is counted towards the Learning Activities grade. ***Successful students attend class.

Students are expected to participate in class. This includes arriving on time, staying for the duration of the class, attending each class day, paying attention, and taking notes during lectures, writing during writing time, participating fully in activities and peer review, and completing assignments by the due/date time. A Learning Activities grade will be assigned at the end of the semester for participation.

***Students who feel sick or display symptoms of COVID19 should stay home, contact the instructor by email, and complete the COVID19 report form provided by COM.

<https://www.com.edu/coronavirus/>

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.

Email me regarding *personal* questions and circumstances. I generally check my email twice a day; however, I may not be able to reply right away. Please allow at least 24-hours during the school week. I may or may not be able to reply on weekends.

Check your college email and Blackboard announcements daily.

Required Technology

- Internet access to Blackboard

All COM students have free access to Office 365, which includes Microsoft Word, Microsoft PowerPoint, and OneDrive. You will need Microsoft Word for your ENGL 1301 course.

It is important that you can always access all your work electronically. Save your work on a flash drive, in OneDrive, and on your personal computer. You can also email your work to yourself.

SAVE EARLY·SAVE OFTEN·SAVE IN MORE THAN ONE PLACE

Academic Dishonesty: Any incident of academic dishonesty 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 Office of Student Conduct for the appropriate disciplinary action.

Plagiarism: Plagiarism is a very serious offense and is not acceptable in this course.

Copying someone else's words and claiming them as your own is plagiarism.

Paraphrasing, summarizing, or quoting someone else's words without proper citations is plagiarism.

Using someone else's images (still or moving), data, audio, interviews, etc. without proper citations is plagiarism.

All essays will be submitted to Safe Assign in Blackboard –a software that checks papers for plagiarism.

Claiming someone else's words as your own (copy / pasting or turning in a borrowed or bought paper) is *completely unacceptable*. Students who blatantly plagiarize will receive a grade of 0 and will be referred to the Office of Student Conduct for the appropriate disciplinary action.

At the instructor's discretion, accidental plagiarism will be dealt with in the following manner: The instructor will counsel the student regarding improper or missing citations. The student will be given an opportunity to revise their work to include the proper citations. The corrected work will receive reduced credit.

(COM) Access this link to learn [How To Avoid Plagiarism](#) or <http://en.writecheck.com/ways-to-avoid-plagiarism/>

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 at 409-933-8186, banderson@com.edu.

Course Outline: Assignments are due by Sunday at 11:59 p.m. of the week assigned, except for Weeks 14 & 16. Weekly Content & Assignment folders unlock each Monday during class. You will work on IRW coursework during class, and once you complete the modules and quizzes, you will use the rest of your class time working on your ENGL 1301 coursework and essays. The learning modules with a **T** indicate ENGL 1301 assignments that you may use IRW class time to complete. You will submit the assignments in ENGL 1301, then I will transfer the grade to IRW.

Week	Learning Modules	Assignments
1 8/23-8/29	T MS Word Document Plus Diagnostic Reflection	Due Sunday, 8/29, 11:59 p.m. Format MS Word document and write a diagnostic reflection.
2 8/30-9/5	Academic Reading	Due Sunday, 9/5, 11:59 p.m. Reading Environment Quiz Strategies for Reading Quiz
3 9/7-9/12 9/6 Monday No Class-Labor Day	Academic Grammar	Due Sunday, 9/12, 11:59 p.m. Academic Grammar Quiz
4 9/13-9/19	The Problem with Plagiarism	Due Sunday, 9/19, 11:59 p.m. Plagiarism Quiz
5 9/20-9/26	Reading Nonfiction	Due Sunday, 9/26, 11:59 p.m. Featuring Text Features Quiz
6 9/27-10/3	Synthesis and Analysis	Due Sunday, 10/3, 11:59 p.m. Synthesis and Analysis Quiz
7 10/4-10/10	T MLA	Due Sunday, 10/10, 11:59 p.m. MLA Quiz
8 10/11-10/17	T Write Better Sentences	Due Sunday, 10/17, 11:59 p.m. Write Better Sentences Quiz
9 10/18-10/24	Learning to Research	Due Sunday, 10/24, 11:59 p.m. Research Quiz
10 10/25-10/31	Reading and Annotating Research	Due Sunday, 10/31, 11:59 p.m. Annotate Quiz

11 11/1-11/7	T PECAT Paragraph Framework	Due Sunday, 11/7, 11:59 p.m. PECAT Quiz
12 11/8-11/14	Paraphrasing	Due Sunday, 11/14, 11:59 p.m. Paraphrasing Quiz
13 11/15-11/21	T Thesis Statement Workshop	Due Sunday, 11/21, 11:59 p.m. Thesis Quiz
14 11/21-11/28 11/24-11/28 Thanksgiving Break	Quoting the Experts	Due Monday, 11/29, 11:59 p.m. Quotes Quiz
15 11/29-12/5	Writing Resources for Future Courses	Due Sunday, 12/5, 11:59 p.m. Final Writing Quiz
16 Week of 12/6	T Personal Reflection Essay	ALL COURSEWORK MUST BE COMPLETED & SUBMITTED BY WEDNESDAY, 12/4, 11:59 p.m.

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.