

Midland College
Syllabus
IRWD 0480
Integrated Writing and Reading I (3-1)
Fall 2021

COURSE DESCRIPTION

This course is designed for students who need preparatory work in reading and writing. The course teaches students to integrate critical reading and writing skills, with the goal of getting students ready to succeed in the corequisite course, ENGL 1301. Students learn to utilize all reading skills to further improve comprehension, reading rate, and fluency. Students learn to apply insights gained from reading a variety of texts in order to use effective writing strategies such as editing strategies, generating ideas from texts, and recognizing and applying the conventions of Standard English. Students will integrate critical reading and academic writing skills in order to comprehend and interact with college-level texts and to produce college-level writing. Course includes 16 lab hours directed by the instructor. This course is not for college credit. Corequisites: ENGL 1301.

Note: IRWD 0480 is a four-hour class, requiring 8 hours per week in an eight-week term. Classes will be completely online or a combination of face-to-face classes (usually six hours) and online (usually two hours). Summer terms will vary somewhat, with a total of 64 hours of online and/or face-to-face class time.

The lab component of 16 hours is additional.

COURSE VISION

The vision of Midland College for IRWD 0480 students is far beyond getting students just to pass a test that shows sufficient reading and writing skill to enter ENGL 1301 and other credit classes. Rather, Midland College envisions much greater success: that students pass IRWD 0480 and progress to ENGL 1301 with better than average ability to read and write. Ultimately, we desire that all students go forward from this class to college success, whether that means a degree, a certificate, or successful transfer to a four-year college.

LEARNING OUTCOMES

Students successfully completing this course will be able to:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.

2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
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.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
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.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

REQUIRED TEXTS AND MATERIALS

Hawkes Learning. *English Composition*. 2nd ed. Hawkes Learning, 2022

1" Three-ring binder, notebook paper, pencil, and pen.

[Adobe Reader](#) (Links to an external site)

FREE ACCESS TO MICROSOFT 365

All Midland College students have a free Microsoft Office 365 account via the Midland College website: [Microsoft 365 Offer](#). Students should go to that website for instructions for accessing their account to create Word, Excel, and other Microsoft documents.

COURSE POLICIES

Instructors can revise these course policies according to their specific class's needs:

1. Respect to others at all times and responsibility are expected.
2. No food or drink allowed in the classroom or lab. Cell phones are allowed to be in the classroom but should not be used in a distracting manner. Pagers, music devices (iPods/mp3s), electronic games or earbuds are allowed. No picture, voice, or video recording is allowed without the permission of the instructor. NO vulgar language or disrespectful behavior will be tolerated.

- The student may be removed for using these devices and/or being disrespectful, which can result in losing credit for the course.
3. Attendance Policy: Attendance is mandatory in this class and lab. The student will be responsible for regular, prompt attendance in the scheduled Integrated Reading/Writing course, and his/her grade will reflect any missed classes. Attendance, as well as successful completion of lab assignments is a portion of the class grade.
 4. Be on time and be prepared. Often the first ten minutes of class are the most important. **Always** bring textbook and necessary materials to class.
 5. Late work: Late Work is **not** accepted, unless prior arrangements have been made by the student and the instructor. If late work is accepted, papers will drop a letter grade per class meeting.
 6. **If the student misses a class**, he/she is responsible for contacting the instructor as soon as possible concerning the nature of the absence as well as to find out what had been missed in class and what is due for the next class.
 7. **Students are expected to check Canvas daily for assignments and instructions.**
 8. Withdrawal Policy: Students are responsible for their dropping of this class to avoid an F on their transcripts; the instructor will not drop a student.

GRADING STANDARDS

Departmental guidelines for grading standards

A Papers/Essays:

- Follow the directions
- Have a clear, central purpose and manageable topic for the length of the paper
- Pay attention to the needs and expectations of the audience
- Have a thesis that clearly and specifically states the argument of the paper
- Have topic sentences that state the purpose of the paragraph, as well as support and develop the thesis
- Have paragraphs that appropriately support and develop the topic sentence of each paragraph
- Are organized logically and persuasively both at the sentence level and as a unified whole
- Use Standard English and appropriate word choice/tone
- Create correctly formatted quotations, paraphrases, parenthetical citations, and Works Cited (*if research is required*)

B Papers/Essays:

- Follow the directions
- Have a clear, central purpose and manageable topic for the length of the paper
- Pay attention to the needs and expectations of the audience

- Have a thesis that may need slight revision to clearly and specifically state the argument of the paper
- Have topic sentences that may need slight revision to clearly state the purpose of the paragraph, as well as support and develop the thesis
- Have paragraphs that may need slight revision to appropriately support and develop the topic sentence of each paragraph
- Are organized mostly logically and persuasively both at the sentence level and as a unified whole but may need revision to improve
- Use Standard English and appropriate word choice/tone, though minor editing may be necessary
- Have mostly correctly formatted quotations, paraphrases, parenthetical citations, and Works Cited, though minor editing may be necessary (*if research is required*)

C Papers/Essays:

- Follow the directions
- Have a purpose that needs clearer focus to better achieve the assigned length of the paper
- Minimally attend to the needs of the audience and need revision to be fully compelling
- Have a thesis that needs revision to be focused and specific enough to make a strong, forceful argument
- Have topic sentences that need revision to support and develop the thesis explicitly and clearly
- Have paragraphs that are underdeveloped and need revision to adequately support the topic sentence; alternatively, the paragraphs are overdeveloped and need either cutting down or splitting into multiple paragraphs to be easily followed
- Lack strong organization and logic in the development of an argument over the course of the paper
- Need significant editing in Standard English and appropriate word choice/tone
- Have incorrectly or inconsistently formatted quotations, paraphrases, parenthetical citations, and Works Cited (*if research is required*)

D Papers/Essays

- Inadequately follow the directions
- Lack a clear sense of purpose to guide a focused argument persuasively across the length of the paper
- Are inattentive to the needs of the audience
- Have a weak thesis that fails to provide an original argument
- Have topic sentences that do not support/develop the thesis and/or fail to make a clear statement that can be supported
- Have paragraphs that are underdeveloped and/or do not support the topic sentence; alternatively, paragraphs are overdeveloped and do not support the topic sentence succinctly or persuasively
- Are illogically organized with content that is irrelevant, interchangeable, or repetitive
- Need significant editing of Standard English and have inappropriate word choice/tone

- Have incorrectly, inconsistently, or incompletely formatted quotations, paraphrases, parenthetical citations, and Works Cited (*if research is required*)
- Is missing some of the required research

F Papers/Essays

- Do not follow the directions
- Do not meet the minimum required word or page length
- Use AI or grammar checkers without professor approval
- Lack a clear sense of purpose
- Do not attend to the needs of the audience

ACADEMIC DISHONESTY

Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit. A student commits plagiarism if he/she:

1. fails to acknowledge the sources of any information in a paper which is not either common knowledge or personal knowledge. A student can acknowledge a source through in-text citations, attribution lines, footnotes, or other forms of documentation approved by the instructor. (Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)

2. fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation. Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has borrowed someone else's exact words. If a writer uses the language of a source, word-for word, he/she must use quotation marks or block indentation.

3. merely paraphrases the original words of the source. Some students think they can avoid a charge of plagiarism by changing a few words in each sentence they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes students must be careful to put ideas in their own words or to use direct quotations when relying on phrases directly borrowed from a source.

4. borrows the ideas, examples, or structure of the source without acknowledging it. A student can be guilty of plagiarism if he/she systematically borrows the ideas and organization of a source even if the language of the piece is on a major news event by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.

5. takes, buys, or receives work created by someone else and presents it as the student's own.

6. uses one assignment/paper for two different courses, or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

Penalties

If a student has any questions or doubts about the way he/she is employing sources or assistance in any given assignment, he/she is advised to consult the instructor before handing in the assignment. The penalties for any type of scholastic dishonesty described in this statement can be severe and can adversely affect the student's permanent academic record. The instructor has the primary responsibility for recommending the penalty in cases of academic dishonesty after consultation with the Division Dean and the student. Students may seek review of the decision or redress of a grievance related to their participation in college programs or activities. The instructor does have the right to enforce any one of the following penalties for scholastic dishonesty at his/her discretion and in response to each particular case:

1. Failure of the assignment;
2. Failure of the course;
3. Recommendation for disciplinary action, including institutional suspension or dismissal.

EVALUATION OF STUDENTS

CLASS ASSIGNMENTS

- Reading assignments/Additional activities/Post-test (30%)
- Attendance/ Participation (15%)
- Lab Evaluations (25%)
- Essays, Writings, and Critical Writing Portfolio (30%)

GRADING SCALE:

A = 90 – 100
B = 80 – 89
C = 70 – 79
F = 69 or below

LAB ASSIGNMENTS

Faculty will determine the lab component of the course. It will usually consist of extra assignments, such as extra assignments from the textbook or supplemental readings, quizzes on reading and/or grammar, and supplemental writing exercises. Faculty will also determine students' work in the Language Hub.

LANGUAGE HUB

The Language Hub is available for students having questions or needing additional help with writing practices or grammar. The attendance and assignments for the lab evaluations are required to be completed virtually (see the instructions in Canvas). The lab is open for a limited number of students from 12:00 p.m. to 5:00 p.m. Monday—Thursday and 8:00 a.m. to noon on Friday, as well as virtual tutoring by appointment.

INSTRUCTOR COMMUNICATION AND RESPONSE TIME

Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor's availability at a specific time. Students may communicate with me by scheduling a virtual conference through Canvas or Teams, calling my office phone, or sending a Canvas/campus e-mail. Expect a response within 24 hours.

PROHIBITION OF AUDIO/VIDEO RECORDING OF INSTRUCTOR AND CLASS ACTIVITIES

Students may not make audio or visual recordings of any face-to-face or electronic class activities, including, for example, discussions, conferences, and lectures. **The only exception is for students with a disability documented according to Midland College ADA Statement and Midland College-ordered accommodations specifically authorizing such recording.**

DROP / WITHDRAWAL

The student is responsible for initiating a drop or withdrawal, not the instructor.

Withdrawal from course: The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the **withdrawal form in MyMCPortal.**

2023-2024 WITHDRAWAL DATES

Fall	November 27
Fall First 8-Week Session	September 28
Fall Second 8-Week Session	November 27
December Mini-Semester	December 26
Spring	April 11
Spring First 8-Week Session	February 22
Spring Second 8-Week Session	April 25

May Mini-Semester
Summer I
Summer II

May 23
July 3
August 8

ACADEMIC RESEARCH

For Research information, tutorials, library information, web links and more, access the **Distance Learning Webpage for the [Midland College Fasken Learning Resource Center](#)**.

Academic Database Access

1. Go to [Midland College Fasken Learning Resource Center](#).
2. Click on big green box labeled "A-Z Databases."
3. Click on link for desired database
4. **You will be taken to the Midland College Microsoft 365 site, and from there you will be taken directly to EBSCO.**
5. **Sign in to Microsoft 365.**

TECHNICAL SUPPORT for Canvas problems

1. Navigate to the page in Canvas where the problem exists
2. Click the Help icon in the dark green toolbar on the left
3. Select "Report a Problem", complete the short form and Submit
4. Check your MC student email account for responses to your ticket.

Americans with Disabilities Act (ADA) Statement:

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit <https://www.midland.edu/services-resources/accommodation-services.php> and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations. For more information or questions, please contact Shep Grinnan, Counselor at sgrinnan@midland.edu or 432-685-4505.

Phone, Midland College Special Needs Counselor: 432-685-5598

[Midland College Disability Services](#)

[Microsoft Accessibility](#)

[Canvas Accessibility](#)

[Turnitin Accessibility](#)
[Adobe Reader Accessibility](#)
[Google Reader Accessibility](#)

ACADEMIC SUPPORT SERVICES

[Academics and Student Services](#)

Phone, Midland College Testing Center: 432-685-4735

Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811,
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Language Hub Online_(available to all students in Canvas)

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS

[Midland College Student Rights and Responsibilities](#)

PRIVACY POLICIES

The below privacy policies apply to this course, as they are applicable to your conduct on this online platform.

[Midland College Website Privacy Policy](#)

[Canvas Privacy Policy](#)

[YouTube Privacy Policy](#)

[Canvas Student Guide](#)

[Turnitin Privacy Policy](#)

Instructor Information:

Instructor Name:	
Email:	
Office Location:	
Office Phone:	
Office Hours:	
Department Chair:	Dr. Christopher Brown
Division Dean, Fine Arts and Communications:	Dr. William Feeler
Secretary:	Ms. Lula Lee
Division Office:	135 AFA
Phone:	432-685-4624
Division Office hours:	8-5, Monday-Friday

Non-Discrimination Statement

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Nicole Cooper, Title IX Coordinator

129 SSC

432-685-4781

TitleIX@midland.edu

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

UPDATED AUGUST 2023