COURSE DESCRIPTION
This lab course focuses on integrating academic reading and writing skills using critical thinking skills. Tutorial help, computer-assisted instruction, and computer-based editing programs are available to support the class.

STUDENT LEARNING OUTCOMES FOR LAB
Students successfully completing this course will be able to:

1. Identify essential vocabulary words as they are used in contextual readings and as illustrated through guided computer assignments.
2. Read with greater comprehension in various disciplines through guided computer practice and assessments.
3. Read at higher rate and at a higher level of reading comprehension.
4. Exhibit strong computer skills for academic work.
5. Write using improved grammar, punctuation, writing mechanics, and proper essay development.

COURSE OBJECTIVES FOR LAB

1. Develop vocabulary skills
2. Increase reading comprehension
3. Increase reading speed
4. Increase grammar, punctuation, mechanics of writing, and proper essay development
5. Understand basic lab and internet procedures

STUDENT LAB POLICIES

1. Attendance: The student will be responsible for attending the Language Hub each evaluation period. Reading/Writing lab is required for all students enrolled in developmental reading and writing class.
2. Evaluation Grading Period: There are four evaluations over the semester. The grading period for the lab evaluation is approximately every week in IRWD 0381 and every third week in IRWD 0380. It involves attendance in the Language Hub as well as time monitored through online work. It is measured by time spent in the lab and by grades made on the completed assignments.
3. **Cheating:** If a student is caught cheating, the student will receive a zero and be asked to leave the lab. Additional steps according to the Midland College cheating policy will then be taken.

4. **Late work:** *No late work accepted.* Lab assignments may be made up *IF* arrangements are made in advance by the student. *Assignments more than one week late will not be accepted.*

5. Any behavior that disrupts the order of the lab will be reported to the Dean of Students for necessary action. Respect for yourself and your classmates and personal responsibility are the two guidelines. *There is no food or drink allowed in the lab. Also, there are no cell phones, pagers, music devices (iPods/mp3s), electronic games or personal headphones allowed. No picture, voice, or video recording is allowed without permission of the lab coordinator. NO vulgar language or disrespect will be tolerated. The student may be removed from the lab for not following the rules, resulting in loss of credit for attendance.*

**EVALUATION OF STUDENTS: LAB**

1. Required attendance in the Language Hub each evaluation
2. Grammar Assignments
3. Reading Stories and Quizzes
4. CANVAS Article assignments

**Lab is required for all students in integrated reading/writing.** The student must attend the Language Hub weekly over the course of the semester. Lab requires 16 hours of attendance and completion of lab assignments. **ALL lab assignments must be completed and may include time outside of class or lab.** The goal of the reading/writing lab is to make the student a more capable reader by using a variety of reading sources and a more proficient writer by means of the critical writing process.

**Academic Dishonesty**

Midland College, as well as the instructor, has strict guidelines for cheating, plagiarism, and computer usage. Plagiarism will result in a failing grade on that assignment. A second offense may result in a failing grade for the course. The Student Handbook (“Scholastic Dishonesty and Academic Misconduct”) defines and discusses academic dishonesty; please refer to it for additional information.

**INSTITUTIONAL ACCESSIBILITY STATEMENT**

**ADA Statement**—The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make
appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

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

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 online: https://www.midland.edu/forms/admissions/withdrawal/.

2018-2019 WITHDRAWAL DATES

Fall
Fall First 8-Week Session
Fall Second 8-Week Session
December Mini-Semester
Spring
Spring First 8-Week Session
Spring Second 8-Week Session
May Mini-Semester
Summer I
Summer II
November 16
October 5
November 30
December 28
April 12
February 22
April 26
May 23
June 27
August 6

Instructor Information:

Instructor Name:
Email:
Office Location:
Office Phone:
Office Hours:
Department Chair: Brendan Egan
Fine Arts and Communications Division Dean: Dr. William Feeler
Lab coordinator: Sara Peterson, 432-685-4718, TC 182
Secretary: Ms. Lula Lee
Division Office: 135 AFA
Phone: 432-685-4624
Division Office hours: 8-5, M-F

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 individuals have been designated to handle inquiries regarding the non-discrimination policies:

**Tana Baker**  
Title IX Coordinator/Compliance Officer  
3600 N. Garfield, SSC 242  
Midland, Texas 79705  
(432) 685-4781  
tbaker@midland.edu

Or

**Natasha Morgan**  
Human Resources/Payroll Director  
3600 N. Garfield, PAD 104  
Midland, Texas 79705  
(432) 685-4534  
nmorgan@midland.edu

For more information on notice of non-discrimination, visit the Office of Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

*UPDATED January 2019*