Midland College
Syllabus
IRWD 0380
Integrated Writing and Reading I (3-1)
Semester Year
Instructor Name

COURSE DESCRIPTION
This course is designed for students who scored less than 345 on the TSI Reading Assessment. The course teaches students to integrate critical reading and writing skills. 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. Course includes 16 hours in lab to be arranged by the student. This course is not for college credit. Corequisite: PREP 0370. Course fee.

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

*MySkillsLab* Access Code
Reading and Writing materials provided by instructor

1” Three-ring binder, notebook paper, highlighters, and flash drive, pencil and pen.
Other supplies may be needed based on individual instructors.

[Adobe Reader](http://example.com) (Links to an external site)

COURSE OBJECTIVES:
Upon successful completion of this course, the student will have a better understanding of:

1. Reading skills tested on the mandated test to varied academic readings in disciplines.
2. Vocabulary words utilized on standardized tests and in academic context.
3. Identifying the main idea and supporting details which support, illustrate or expand main ideas.
4. Analyze the relationship among ideas in written material.
5. Use critical reasoning skills to evaluate the writer’s presentation of ideas.
6. Apply effective reading and writing strategies for given readings and writing settings.
7. Utilize reading and writing skills in order to organize material, summarize information, interpret charts, graphs and tables.
8. Understanding of and improved use of rules of Standard English usage.
9. Ability to write a multi-paragraph essay with clear introduction, body, and conclusion.
10. Ability to read and respond to written texts, recognizing main ideas and responding critically.

One of the goals of this course is to make the student aware of certificates and degrees offered through Midland College.

COURSE POLICIES

Policies will vary

STUDENT CONTRIBUTIONS AND CLASS POLICIES

1. Respect to others at all times and responsibility are expected.
2. Any behavior that disrupts the order of the classroom or 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.
3. **No food or drink allowed in the classroom or lab. No cell phones, 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.

4. 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. The student must sign in before each class period and sign out if leaving class early. Also, the student is required to earn 16 hours over the course of the semester. Each lab evaluation requires 1 hour of attendance in the Language Hub, and the remainder of the time will be monitored from online activity. There are four evaluations per semester. Attendance is mandatory for the successful completion of this course. Attendance, as well as successful completion of lab assignments is a portion of the class grade. If the student is absent more than three times during the semester, he/she may fail the course.

5. 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.

6. 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.

7. 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.

8. Students are expected to check Canvas daily for assignments and instructions.

9. 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.

MANUSCRIPT REGULATIONS:
All writing assignments submitted to the instructor must be typed in Word document using 12-point font, Times New Roman, double-spaced, with 1” margins all around. MLA style will be used for all references.

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/Participation/Post-test (25%)
• Attendance/ Visits to selected classes (25%)
• Lab Evaluations (25%)
• Essays, Writings, and Critical Writing Portfolio (25%)

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

TSI Mandated Test Date: The student will be given the opportunity to take the TSI at the end of the course. Date given at beginning of each semester.

LAB ASSIGNMENTS

Students are required to spend at least 1 hour per week in the lab. The total number of required hours is 12. Students should expect to spend at least 1-3 hours per week completing lab assignments. The lab grade is obtained from the MySkills lab assignments and attendance 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 in the Language Hub. The lab is open from 7:00 a.m. to 8:00 p.m. Monday—Thursday and 7:30 a.m. to noon on Friday.

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 in person, by calling my office phone, scheduling an appointment, sending a Canvas/campus e-mail, or meeting me in the Language Hub.

Response time to e-mails or graded assignments will vary depending on the situation.

(Policy regarding email and grading time will vary.)

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 (Links to an external site) online.

2018-2019 WITHDRAWAL DATES
Fall November 16
Fall First 8-Week Session          October 5
Fall Second 8-Week Session        November 30
December Mini-Semester           December 28
Spring                           April 12
Spring First 8-Week Session       February 22
Spring Second 8-Week Session      April 26
May Mini-Semester                May 23
Summer I                         June 27
Summer II                        August 6

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 (Links to an external site).

Academic Database Access

**EBSCO** (Links to an external site)
User name: mc72cc
Password: mc#chaps1mc

For the Gale Database use this username/password combination:
User name: txshracd2528
Password chaps

TECHNICAL SUPPORT

If you experience technical difficulties with Canvas, click the Help link at the bottom of the Canvas login page (Links to an external site), or in the top-right green toolbar from any page within Canvas, select Report a Problem, provide details, and submit the ticket. Your request will automatically be sent to the Midland College information technology support center. Check your email for support updates.

FREE ACCESS TO MICROSOFT 365

All Midland College students have a free Microsoft Office 365 account via the Midland College website https://www.midland.edu/audiences/current-students/office365.php. Students should go to that website for instructions for accessing their account to create Word, Excel, and other Microsoft documents.
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
Midland College Disability Services (Links to an external site)
Microsoft Accessibility (Links to an external site)
Canvas Accessibility (Links to an external site)
Turnitin Accessibility (Links to an external site)
Adobe Reader Accessibility (Links to an external site)
Google Reader Accessibility (Links to an external site)

ACADEMIC SUPPORT SERVICES

Academics and Student Services (Links to an external site)

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

Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811, 182 TC
Language Hub Online (available to all students in Canvas)

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS
**Midland College Student Rights and Responsibilities** (Links to an external site)

**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** (Links to an external site)
**Canvas Privacy Policy** (Links to an external site)
**YouTube Privacy Policy** (Links to an external site)
**Canvas Student Guide** (Links to an external site)
**Turnitin Privacy Policy** (Links to an external site)

**Instructor Information:**
- Instructor Name:
- Email:
- Office Location:
- Office Phone:
- Office Hours:
- Department Chair: Brendan Egan
- Fine Arts and Communications Division Dean: Dr. William Feeler
- 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