

**MONTGOMERY COLLEGE**  
**DEPARTMENT OF ENGLISH AND READING**  
**IERW002—Integrated Reading and Writing Skills II**

**Fall 2020**

**I. Instructor Information**

**Professor:**

MC Email Address: @montgomerycollege.edu

Phone Number: 240-567-xxxx

Office Location:

Office Hours: (and by appointment)

English and Reading Department Office Phone Number and Location:

Writing, Reading, and Language Center Phone Number and Location:

**II. General Course Information**

IERW002 (Add section number, classroom location, and class meeting days and times here.)

**III. Course Outcomes**

- Apply techniques in pre-reading, note-taking, vocabulary development, and visual and graphic aid analysis for enhanced comprehension of academic texts for content area study and written assessments.
- Annotate academic and content area text to analyze learned material for study, test preparation, research, summaries, and essay notes.
- Identify tone, develop valid inferences, and identify and apply abstract ideas to evaluate a variety of college-level texts and discuss the abstract ideas from the readings to develop details for written responses, summaries, and essay supports.

- Create notes by identifying, organizing, and synthesizing major ideas from a variety of texts in order to develop viewpoints on a topic or theme, using effective organizational patterns.
- Write original multi-paragraph essays (both in-class and out-of-class) that incorporate effective rhetorical strategies, based on audience and purpose.
- Identify and correct significant grammar, usage, mechanics, and punctuation errors in own writing and incorporate feedback when revising writing

#### IV. Course Requirements

In order to be successful in the course, students must complete the following requirements:

- **Reading Assignments and Analysis of College-level Articles**
- **One Formal Expository Essay** (two pages on a given topic, revised)
- **Two Documented Source Essays resulting from in-depth reading and analysis** (Each of these *Integrated Projects* covers a common theme and progresses through multiple drafts )
- **Vocabulary activities and quizzes**
- **Numerous Summary Paragraphs** (written in and out of class)
- **1:1 Conferences with Your Instructor**
- **In-Class and on-line Exercises and Activities**

#### v. Books, Supplies, and Technology Requirements

##### ***The Advanced Reading-Writing Connection - Plus Bundle***

(Townsend Press) ISBN: 9781591944928

<https://www.townsendpress.com/store/college/english-grammar-writing-skills/advanced-reading-writing-connection-reading-writing>

Also available through the school bookstore.

**Note:** *the bundle includes both a paper copy of the textbook and a 10-month subscription to*

*on-line readings, exercises, and activities.*

**In addition, you should have the following:**

- A Montgomery College student identification (ID) number, email address, and MyMC access
- A composition notebook
- College-ruled notebook paper
- Pens, pencils, and different-colored highlighters
- For your formal essay and two integrated projects, an MC composition folder
- A computer memory device and access to your Microsoft Cloud
- A 2-inch three-ring binder to hold all work

**vi. Attendance**

Students are expected to attend all class sessions and honor the Student Code of Conduct. The instructor may withdraw or fail students if they are absent more than the equivalent of one week of class for any reason. If students must miss a class, they are responsible for any work assigned or completed during their absence. Students should not expect their instructor to take time from the regularly scheduled class to tell students about work they have missed. Instructors are available to meet with students during office hours or by appointment.

**vii. Grading**

**Final Course Grades:**

Letter grades in IERW002 carry no college credit and do not affect GPA. Students who qualify to pass IERW002 by fulfilling the course requirements listed in section IV will earn one of five final course grades from their instructor:

- A means students have the choice of enrolling next in 101 or 101+011.
- B means students must next enroll in ENGL101+011.
- C means students must next enroll in ENGL101+011.
- D means students must re-enroll in IERW002.
- F means students must re-enroll in IERW002.

## VIII. Classroom Policies

### **Essay Format and Submission:**

Formal drafts and final versions of essays should be typed (double-spaced, 12 font size) with one-inch margins.

*Whether working at home or in class, always save your work electronically (via email, Google Docs, Word Online etc). Never save it solely to your hard-drive.*

### **Late Policy**

Instructors customize policies here

### **Make-Up Policy**

Instructors customize policies here

**Student Code of Conduct:** Regarding classroom behavior, the Montgomery College Student Handbook states the following information:

- If a student behaves disruptively in the classroom after the instructor has explained the unacceptability of such conduct and the consequences that will result, the student may be asked to leave the room for the remainder of the class time. If the student does not leave, the faculty member [will] request the assistance of Security.
- The faculty member and the student are expected to meet to resolve the issue before the next class session. If, after a review of the situation and a restatement of the expected behaviors, the student refuses to comply with the stated standards of conduct required, then the faculty member should refer the issue in writing to the dean of student development for action under the Student Code of Conduct.

### **Classroom Behavior Expectations:**

*Instructors customize policies here (e.g. – information about appropriate use of electronic devices, essential strategies for fostering a productive learning environment etc)*

**Academic Honesty:** Regarding academic honesty, the Montgomery College Student Handbook states the following information:

Students who engage in any act [judged] by the classroom instructor to constitute academic dishonesty or misconduct are subject to any and all sanctions deemed appropriate by the classroom instructor, [including] grade sanctions for violations of academic ethics.

Plagiarism is a very serious academic and ethical offense whether intentional or unintentional. It is a form of cheating and is grounds for failure on an assignment, in the course, or referral to the appropriate dean for additional sanctions. In your assignments, give proper credit to borrowed material, whenever you:

- Directly quote another person's actual words, whether oral or written;
- Paraphrase the words, ideas, opinions, or theories of others;
- Use another person's ideas, opinions, or theories;
- Borrow facts, statistics, or illustrative material;
- Offer materials assembled or collected by others in the form of projects or collections without acknowledgment.

## **IX. Support Services:**

### **Campus Writing Centers:**

The College Writing, Reading, and Language Centers provide one-on-one tutoring for Montgomery College students on a walk-in and appointment basis to support writing, reading, and language learning. Students may sign in at the front desk for appointments with tutors. Here are the Center locations and telephone #s:

- Germantown HS 150 (240)-567-1802
- Rockville HU 002 (240)-567-7402
- Takoma Park/Silver Spring RC 105 (240)-567-1556

For additional information, including hours of operation, visit the Writing Center's homepage at : <http://cms.montgomerycollege.edu/wrlc-rv/>

**Support for Students with Disabilities:**

Students who need disability accommodations should schedule an appointment to see their instructor. These students will need to give their instructors a letter from Disability Support Services (DSS), authorizing their accommodations. For additional information about DSS and accommodations visit:

<http://cms.montgomerycollege.edu/dss/>

Tutoring support for students with disabilities is also available. Contact:

At Rockville (CB 116A)– Lori Kaufman 240-567-5060

At Germantown (SA 239) – Harry Zarin 240-567-7767

At Takoma Park (ST 227) -- Renee Gisriel 240-567-7873

**Veteran/Active Reserve Military Personnel Support:**

Students who are veterans or on active or reserve status who are interested in information regarding opportunities, programs, and/or services should visit the Combat2College website [www.montgomerycollege.edu/combat2college](http://www.montgomerycollege.edu/combat2college).

**Printing at MC:**

Your printing login and password are sent directly to your MC email address from WEPA. If you delete this email by mistake, visit [www.wepanow.com](http://www.wepanow.com), type your WEPA “Username” (Your WEPA “Username” is your MC email address.), and click “Forgot your password?” To your MC email address, WEPA will email a link to change your password. This process will take a few minutes. For more information about printing at MC, visit [www.montgomerycollege.edu/printing](http://www.montgomerycollege.edu/printing).

**X. Dates and Notifications****College Closings:**

If inclement weather forces the College or any campus or College facility to suspend classes or close, public service announcements will be provided to local radio and television stations as early as possible. [Students] can also find out the opening status by calling the College’s main information line at 240-567-5000 or by visiting our website at [www.montgomerycollege.edu](http://www.montgomerycollege.edu).

Better yet, sign up for MC Alerts, and a message will be sent directly to your cell

phone and email. **Click here to sign up to receive Montgomery College Alerts:**  
<https://member.everbridge.net/index/1332612387832009#/login>

**Audit Policy:**

Students may choose to audit a class at the time of their initial registration, or they may change to audit at any point prior to completion of 20% of the class. Faculty permission is not required to register for audit. However, students are strongly discouraged from choosing audit as an option for developmental coursework.

**Withdrawal from Class:**

The last day to withdraw from this class is .

**Final Exam Week:**

IERW students will meet 1:1 with their instructors during final exam week. Your instructor will arrange a specific meeting time and place.

**XI. Communication**

Montgomery College e-mail is the official means of communication between faculty members and students. It is recommended that you check your account routinely for official communication or as directed by your instructor(s). Some items you may find there are course announcements, invoices, important admission/registration information, and waitlist status. To check your e-mail, log into your MyMC online account and locate the e-mail icon in the upper right hand corner of the page. If you have additional communication information, add it here.

**XII. Questions or Concerns**

If you have any questions or concerns about this class, please speak with the instructor. If concerns persist, please contact the Course Coordinator on your campus.