

**Clarendon College
Liberal Arts Division
IRAW 302
Fall 2025**

INSTRUCTOR: Dr. Brad Swygard

CONTACT INFORMATION:

I can be reached through the –Participants block located on the Course Dashboard on the course’s main page. I prefer my Clarendon College e-mail which is brad.swygard@clarendoncollege.edu

OFFICE HOURS: M/W/F 9-10

TR 1-4

FD 10-12

Office Phone: 806 874 4823

Fall 2025 CALENDAR OF IMPORTANT DATES:

Census Date	September 10
Last day to Withdraw with a W	November 13
Final Exam	December 8- 10
Final Grades Due @ 2:00PM	December 11
Semester Ends (Grades on Transcripts@ 2:00PM)	December 11

ACCOMODATION STATEMENT

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

NONDISCRIMINATION POLICY

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

STUDENT RIGHTS AND RESPONSIBILITIES:

Student Rights and Responsibilities are listed on Clarendon College's website at

[www.clarendoncollege.edu/Resources/Legal/24-25/FLA\(LEGAL\).pdf](http://www.clarendoncollege.edu/Resources/Legal/24-25/FLA(LEGAL).pdf)

Grievance/Appeals

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

TEACHING PHILOSOPHY:

I believe that successful students take the responsibility for their own learning. The course curriculum will come primarily from the required textbook, class handouts, and interaction with me and other students in the class. In other words, class participation and questions show your interest in this class. If you have questions or need extra help, please feel free to message or e-mail me.

COURSE DESCRIPTION:

IRAW 0303 provides integrated reading and writing instruction for students who require additional preparation to succeed in college-level English courses. Students will place into this course based on scores on TSI-English placement tests. IRAW 0303 is a developmental course, and, as such, does not meet elective or graduation requirements.

COURSE PURPOSE:

This course prepares you for English Composition I which partially satisfies the requirements for the Associate degree at Clarendon College and is designed for transfer to a senior college.

COURSE VALUE:

Ability to communicate across the curriculum; ability to interpret what is read and to accept or reject ideas projected from that reading; designed to fulfill the requirements of the core curriculum.

REQUIRED INSTRUCTIONAL MATERIALS:

Clarendon College now uses a digital Composition I text, *Composing Ourselves and Our World*. You do not have to pay for this text. You will be accessing this text via your class in Open LMS. You will be given instructions in your Student Portal for accessing Open LMS. We will do all of our **reading, discussions, and Final Exam** online through Open LMS. **All major writing assignments will be submitted online through the appropriate link in Open LMS.** You can print your text, if you desire.

*Any good dictionary (Optional, but recommended) i.e. *The American Heritage Dictionary*, *Webster's Collegiate* or access to any good on-line site such as <http://www.m-w.com/>

A flash drive or other additional means of saving your work is HIGHLY recommended

** For face-to-face classes, please have a spiral notebook and writing utensils for in-class exercises.

ENGLISH DEPARTMENT PROGRAM OBJECTIVES:

1. Students will understand and demonstrate writing processes through invention, organization, drafting, revision, editing, and/or presentation.
2. Students will develop the ability to research and write a documented paper.
3. Students will be able to demonstrate an awareness of the scope and variety of works in the arts and humanities.
4. Students will demonstrate understanding of various works of literature as expressions of individual and human values within a historical and social context.

Clarendon College endeavors to meet the Core Objectives proposed by the

Texas Higher Education Coordinating Board. The THECB has determined the following categories as necessary achievements of core curriculum in higher education:

THE CB CORE OBJECTIVES:

Critical Thinking Skills --- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (CT)

Communication Skills --- to include effective development and expression of ideas through written, oral and visual communication (COM)

Teamwork --- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal (TW)

Personal Responsibility --- to include the ability to connect choices, actions and consequences to ethical decision-making (PR)

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes. (Assess CT, COM, PR, and TW through proposal project and essay)
2. Develop ideas with appropriate support and attribution. (Assess CT and COM through proposal project and essay)
3. Write in a style appropriate to audience and purpose. (Assess CT and COM through proposal essay)
4. Read, reflect, and respond critically to a variety of texts. (Assess CT through essays or in-class activities)
5. Use edited American English in academic essays. (Assess CT and COM through essays and pre and post writing test grades)

Students may vary in their competency levels on these abilities. You should expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.

COMPUTER/TECHNOLOGY INFORMATION/REQUIREMENTS:

During your orientation course, you learned the following Open LMS

- requirements: Compatible Internet browsers and special browser settings

- Adobe Reader
- Flash Player

In addition, I would like you to consider the following items. I am assuming that you probably have as many or more computer skills than I do; however, if this is your ***first online course***, there are some questions you need to consider before beginning this or any online course:

- Are you self-motivated? Can you get assignments finished and submitted on time?
- Do you understand what you read? Can you follow written directions?
- Do you have the use of a computer--one that fits YOUR schedule and the COURSE schedule? Furthermore, are you fairly proficient at navigating the world of computers, including software and digital environments?
- Is your Internet service reliable?
- **Do you have a back-up computer – or another place to go – in case of computer and software issues? Remember – no late work is accepted!!**

If the answer is **no** to any of these questions, you may wish to rethink your decision to take an online course. A face-to-face class may be a better option for you. If, on the other hand, you believe an online course is for you, here a few tips:

- Be prepared to spend as much or more time as you would in a face-to-face class. Students should be very disciplined and responsible in online classes—students are expected to participate *as if they are in a classroom*, but in an online environment. The state has set a standard for an expected amount of time students should spend on each class. The recommendation is 9-12 hours per week for a regular term and 17-26 hours per week for a summer semester. Students are expected to read the assigned text and be prepared to contribute to the class discussion in the online format as well as turn work in on time.
- Make the most of your time and try not to fall behind—it is difficult to catch up on readings. Moreover, **few assignments will be accepted late**, so you must keep up, yourself, with the schedule and turn work in on time.
- Make sure you can fit the exams into your schedule. **No make-up exams will be available.**
- If you have a problem, let me know as soon as you can. Do not wait or just do nothing. Remember that I am not a computer instructor, but an English one. Furthermore, the excuse –my computer crashed|| or –my Internet went down|| is very like the old –the dog ate my homework|| excuse. The dog MAY have eaten your homework, but these excuses will not be accepted.
- **Do not wait until the last minute to complete a test or submit material. Things can and do go wrong!**
Please be aware that all due dates are based on Central Standard Time.

- One more thing and this is so very important. **You must save your documents in a Microsoft Word compatible format – in other words - .doc, or .docx, or .rtf. Open LMS will not open Google docs; I cannot grade or critique a .pdf file, .pages, or an .odt file.** This is especially something to be cautious of if you have an Apple computer because much of Apple's software is not compatible with what we use on the PCs. Again, I simply cannot grade work that I cannot open. *****If I receive a document that is not compatible, you may receive one warning and then a zero on all following assignments if the above directions are not followed.*****
- *****One advantage of using Open LMS is that you can access your course, check assignments, and check grades on your smart phone or tablet device. HOWEVER, please be aware that you cannot use these devices, however marvelous they are, to prepare and submit your written assignments because the font style, font size, and formatting will not be correct unless that device has MSWord.*****

Clarendon College students have access to **Onedrive and Office 365**, which provide access to some software you might need for this class, **for free**. For further instructions on how to access these resources, go to your Student Portal Help section in CAMS. Click on the appropriate link for accessing your Bulldogsmail/Office 365 account. You will also find useful information on using Onedrive and the Office 365 Apps.

If you do plan to use your phone for preparation of major writing assignments, -- **Note - this is not recommended!!!** you must have MSWord on your phone. You can install the app version of MSWord on your phone.

One of CC's services is Brainfuse, a tutoring service for students. You can download the Brainfuse Mobile App on your iOS or Android phone by going to CC's LRC webpage under the Brainfuse section. Go to option #2 in the instructions to set up your CC account on your phone.

INSTRUCTIONAL METHODS:

You will access your course through Open LMS. Your textbook for this class is free to you and will be accessed through Open LMS. All of the text, readings, assignments, and Final Exam are located in and accessed through Open LMS. **All major writing assignments are submitted through the appropriate link in Open LMS.**

CLASS POLICIES

Attendance

Regular attendance for college classes is up to the student, but necessary for successful completion of any class. Weekly attendance is mandatory in all online classes. Specific activities will be identified each week that must be completed in order for students to be considered –in attendance.¶ **Students are also expected to log into their online course(s) at least twice a week.** Progress toward satisfactory completion of weekly assignments is expected on a weekly basis. No progress could jeopardize good standing and financial aid.

Required Enrollment Verification Activity

Students who fail to complete the Syllabus Agreement EVA activity (located in the Class Orientation section of the online course) by Sept. 5 cannot continue in the course and will receive a W (Withdrawn) at the end of the term. Students may also not be eligible for a financial aid refund. If you are receiving financial aid, you may also be required to reimburse tuition and fees.

The census date for this term can be found on the Academic Calendar located at the **Inside CC** link on Clarendon College’s home page and on the first page of this syllabus.

My policy for this course is that I will submit a required attendance report on the day after the–Attendance¶ assignment is due and on the census date. Students who are following the online attendance policy are marked –Present.¶ Those who are not following the online attendance policy will be marked –Absent.¶ Students can be placed on academic probation or lose financial aid for chronic nonattendance. Regular –attendance¶ is also part of your Class Participation grade that is part of your final grade in this class.

Respectful Behavior

I will always show you the respect you deserve as a student. In return, I expect respectful behavior from you. An on-line class presents certain differences from the regular classroom concerning behavior. Since our communication is via e-mail, please be considerate and respectful while using these lines of communication with me and with other students in the class. **Remember the ramifications of posting anything on the Internet.** One infraction will result in my warning you verbally or by e-mail. A second infraction will result in our consulting the Vice President of Academic Affairs and the possibility of your withdrawal from the class, possibly with an –F.¶

Course Withdrawal

Course Withdrawal--Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrolment before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that class.

Student Academic Integrity and Classroom Ethics

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty violations include, but are not limited to:

1. obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion;
2. discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given;
3. observing the work of another during an examination or providing answers to another during the course of an examination;
4. using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment;
5. entering an office, classroom, laboratory, or building to obtain an unfair advantage;
6. taking an examination for another person;
7. completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;
8. altering grade records;
9. using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or,
10. plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the vice president, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is

responsible for classroom management and for maintaining ethical behavior within the classroom and/or

laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation.

(The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice President of Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to Vice President of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported, by the faculty member, in writing, to the Vice President of Academic Affairs. If the Vice President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice President of Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

PLAGIARISM: Please read and make sure you understand the following!

1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used. Proper documentation **must** include quotation marks and the proper citation.
2. Paraphrased plagiarism: The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. Improper citations: If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.

4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her own words, the student plagiarizes if he or she does not cite the source of the idea.
5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work to receive an individual grade must reflect the student's personal effort. In other words, if each student is to turn in a paper for a grade, it must be obvious to me that each student has done his/her own work. The papers should not be exactly alike!!! If a student borrows or copies another student's work, that is plagiarism. One student writing a paper for another student is plagiarism. Plagiarism also occurs if two students collaborate on an individual assignment and turn in the same work.
7. Student sharing: Plagiarism also occurs when you use someone else's electronic files or allow another student to use any of your personal files. It is important to protect all of your electronically saved files. The Student Handbook states that accounts (IDs and passwords) are approved and issued by the Dept. of Information Systems and Computer Operations and are issued to individuals and intended for the sole use of that individual. The individual to whom the account has been issued is responsible for the proper use of the account . . . and shall keep his or her keywords and passwords confidential to protect himself/herself and said files. Users shall not give or sell passwords to others.
8. Self-plagiarism: If you have previously taken this course, or have papers from another course, the submission of papers that were previously written is NOT ALLOWED. If it is found that a paper is submitted more than once, you will receive a 0 on that assignment.
9. Artificial Intelligence Use of AI to generate papers is unacceptable. Also, programs that –edit|| or exchange words for synonyms are not acceptable. If you use a translation program, I want to see your original language draft as well. I want to see YOUR thoughts, not a computer-generated facsimile!

***Your responsibility is to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work, but is the work that you have completed, I will have to assume that you allowed this to happen. **Both of you will suffer the same consequences.**

Therefore, make sure your saved files are kept in a place where others cannot copy them. **DO NOT SHARE FLASH DRIVES, COMPUTERS, ETC.**

Plagiarism is also committed if you use work that you have turned in for another instructor *if you do not get my permission first. Always ask!*

NEVER LET ANYONE ELSE USE YOUR COLLEGE LOGIN OR PASSWORD!!!!

The 9th edition of the *MLA Handbook* states that student plagiarism does considerable harm because, –one instance of plagiarism can cast a shadow across an entire career because plagiarism reflects poorly on a person’s judgment, integrity, and honesty and calls into question everything about that person’s work. The consequences of plagiarism

are not just personal, however. The damage done is also social. Ultimately, plagiarism is serious because it erodes public trust in information.¶

Plagiarism is cheating and is unfair to other students who make the effort to do their own work.

My policy is that anyone who commits any of the above infractions (#1 - #8) will receive a zero on that assignment or test with no opportunity to make up the zero.

You will receive an –F¶ in

the course for more than one violation. This –F¶ will be given for a second offense if the assignment is a major writing assignment or something as simple as a daily assignment. In addition, **this instructor reserves the right to give the student an “F” for the class if there is any one cheating violation which she perceives as a deliberate, not accidental, infraction.** In other words, cheating and plagiarism will not be tolerated.

ASSIGNMENTS:

Assignments are due as stated in the –Tentative Course Schedule¶ and in each Open LMS section for each writing assignment, discussion, and Final Exam. No exceptions!!!!

Late work ---I may accept_late assignments due to extenuating circumstances. **This decision will at my discretion and must be discussed with me.** You will receive a grade no higher than a 70. This must be turned in within a week of the original due date. A 0 will be given if the assignment is not completed.

Important: Assignments must be computer generated. **The MLA format must be**

used for all typed assignments. Always keep at least two (2) saved copies of your work. Flash drives are your best option. See the **REQUIRED INSTRUCTIONAL MATERIALS** section of this syllabus. Any lost or damaged data will not be accepted as an excuse for late work.

You must be prepared to spend a minimum of 9-12 hours on this class per week for a regular semester and 17-26 hours per week for a mini-semester.

Final Exams: The schedule of final exams times is published at the beginning of the semester. You can find the schedule for final exams at:

[https://www.clarendoncollege.edu/inside CC](https://www.clarendoncollege.edu/inside%20CC). Do not make plans to leave school before your scheduled final exam. Faculty members cannot on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at:

<https://www.clarendoncollege.edu/Resources/Admin/Request%20for%20Early%20Final%20Exam>

GRADING PROCEDURE:

The final grade in this course will be determined by the following:

Classwork.....	50%
Papers and Quizzes.....	40%
Final Test.....	10%

The final semester grades will be figured as set in the current catalog:

90-100 --- A 80-89 --- B 70-79 --- C 60-69 --- D Below 60 --- F

GRADE APPEALS:

Students have **three (3)** business days from the day grades are posted at the end of the semester in which the course was taken to challenge the assigned grade.

COURSE EVALUATION:

Clarendon College has implemented a new policy wherein a student must complete the Class Evaluation by the end of the semester in the Student Portal in order to be able to view his or her final grade for this class. Please let me know if you have questions about this.

TENTATIVE SCHEDULE FOR ENGLISH 1301, Fall 2025

Attendance activity for the week is underlined.

Regular attendance is mandatory in all face-to-face and online courses. For online students specific activities are identified for each section that must be completed in order for students to be considered –in attendance. **Regular attendance will be taken each class day in face-to-face classes.**

Weeks 1-2 : September 9

- Complete **Course Overview** and the other items in the **Class Orientation** section. **You have to complete the Course Orientation section in order to proceed in the rest of the class.**
- Review instructions for OneDrive and Office 365. This is a free resource for Clarendon College students and may be very helpful if you do not already own MS Word. Remember, only Word compatible documents – **only .doc or .docx, or .rtf files** --- no .pdf files will be accepted! **You will get a 0 for submitting any assignment in .pdf, .pages, .odt, or any other similar format. Open LMS will not open any Google doc!!!**
- Agree to the terms of the syllabus by clicking –True on the Syllabus Verification Activity (EVA)
- In each assigned section, you will see assigned videos – be sure to watch each of these – also – for help in completing assignments and class content comprehension.
 - ☐ **All reading assignments and discussions will be completed in and submitted through Open LMS. Your major writing assignments will be submitted through the appropriate link in Open LMS for grading. Your Final Exam will be accessed, taken, and submitted through Open LMS.**
- LEARN
 - *In your digital text, read Ch. 1 – –The Composing Process

Basic Sentences

- PRACTICE

*APPLY

Basic Sentence Quiz -Due September 9

Week 3:

In Class Work

RA1 Rough Draft Writing Anxiety Paper Due Sept 16

Week 4

- LEARN

*Quiz 2 on Academic Integrity Due September 23

In Class Work