



# TEXARKANA COLLEGE

## Syllabus

**Course Name:** Integrated Reading and Writing II (Paired with English 1301)

**Course Number:** ENGL 0042 P4

**Semester & Year:** FALL 2019

### Instructor Information:

Name: Laronda M. Bailey

Office: HUM 211

Telephone: 903-823-3368 (office)

E-mail: [laronda.bailey@texarkanacollege.edu](mailto:laronda.bailey@texarkanacollege.edu)

**Office Hours:** Monday, 12:30-2 pm; Tuesday, 8-9:30 am and 2-3 p.m.; Wednesday, 12:30-2 pm; Thursday, 8-9:30 am and 2-3 pm; Friday, 11 am-1 pm

**Note:** ALL e-mail to me **MUST** be from the student's Texarkana College e-mail address. The subject line **MUST** have class name and meeting time. Other e-mail will not be opened.

### Textbook Information:

*English 0042 – Paired* by McGraw Hill

### Materials needed:

10 scantrons

Pencil and pen

Red grading pen and highlighters

Notebook paper

Ear buds/headphones (to work in the lab)

Flash drive

### Course Description:

#### 0042

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and writing.

### Prerequisite:

#### 0042

Completion of Reading I 0031 and Basic English 0031 with a C or better or English 0041 with a C or better or a satisfactory score on the reading and writing section of the Accuplacer, THEA, Compass, or TSI.

***Students are allowed to take English 1301 in combination with English 0042 to increase student performance and to accelerate student completion of the developmental education sequence for reading and writing.***

### Student Learning Outcomes for the Course:

#### 0042

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.

### **Student Requirements for Completion of the Course:**

#### **0042**

A student must have a **C or better in the course** and **have completed the assigned lab work with a 70% or better**. Required assignments are listed on the assessment chart and schedule below.

*English 0042 is designed to reinforce the writing curriculum in English 1301. **Students must successfully complete English 0042 to receive credit for English 1301.***

### **Student Assessment:**

#### **0042**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
<b>Readings/Chapter Tests</b> Making it Happen Parenthood A Warning to Students Identifying Theft Shaping Your Health The Development of Rock Music Think Before You Speak Your Financial Wellness Test: Ch. 2-3 Test: Ch. 4-7	25%
<b>Final Comprehensive Exam</b>	10%
<b>Writing – Final Drafts</b> In-Class Essay: Descriptive Compare and Contrast Essay Article Summary Response Persuasive/Argumentative Essay Research Paper In-Class Essay: Narrative	30%
<b>Writing Process Assignments/            Daily Work</b> Chapter Study Guides Essay Rough Drafts Research Paper Parts In-Class Assignments	15%
<b>Lab Assignments</b>	20%

**Grading Scale:**

<b>Grade</b>	
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59-below

**Class Schedule 0042 Paired Class:**

<b>Week/Dates</b>	<b>0042 Classroom</b>
<b>Week 1</b> 8/19-23	Class Information Lab Schedule/Day
<b>Week 2</b> 8/26-30	Approaching College Reading and Developing College-Level Vocabulary Work on thesis for In-Class Descriptive Essay (1301) Plan Sheet Lab
<b>Week 3</b> 9/2-6	Approaching College Reading and Developing College-Level Vocabulary <b>Reading: Making It Happen: Creating Positive Change to Become a Peak Performer p27</b> Lab
<b>Week 4</b> 9/9-13	Approaching College Assignments: Reading Textbooks and Following Directions Work on thesis and plan for Comparison-Contrast Essay (1301) Lab
<b>Week 5</b> 9/16-20	Approaching College Assignments: Reading Textbooks and Following Directions Work on Comparison and Contrast Essay; Visit Student Support Services Tutor <b>Reading: Parenthood: Now, Later,... Never? p57</b> Lab
<b>Week 6</b> 9/23-27	<b>Test: Ch. 2-3</b> Determining the Topic and the Stated Main Idea Work on Article Summary Response (1301); Visit Student Support Services Tutor Lab
<b>Week 7</b> 9/30-10/4	Determining the Topic and the Stated Main Idea <b>Reading: A Warning to Students: Plagiarism, Term Papers, and Web Research p97</b> Work on Persuasive/Argumentative Essay (1301) Lab
<b>Week 8</b> 10/7-11	Formulating Implied Main Ideas Work on Persuasive/Argumentative Essay; Visit Student Support Services Tutor Lab
<b>Week 9</b> 10/14-18	Formulating Implied Main Ideas <b>Reading: Identifying Theft: You Are at Risk p133</b> Work on Research Paper- Working Thesis (1301) Lab
<b>Week 10</b> 10/21-25	Identifying Supporting Details <b>Reading: Shaping Your Health: The Millennial Generation and Early Adulthood p171</b> Work on Research Paper- Sources and Outline (1301) Lab
<b>Week 11</b>	Recognizing Authors' Writing Patterns

10/28-11/1	Recognizing Authors' Writing Patterns <b>Reading: The Development of Rock Music and Rock in American Society p237</b> Work on Research Paper- Works Cited Page (1301) Lab
<b>Week 12</b> 11/4-8	<b>Test: Ch. 4-7</b> Reading Critically Work on Research Paper- Rough Draft (1301); Visit Student Support Services Tutor Lab
<b>Week 13</b> 11/11-15	Reading Critically <b>Reading: Think Before You Speak: Public Speaking in a Multicultural World p289</b> Work on Research Paper- Final Draft and Presentation (1301) Lab
<b>Week 14</b> 11/18-22	Thinking Critically <b>Reading: Your Financial Wellness p353</b> Work on In-Class Definition Essay (1301) Lab
<b>Thanksgiving Break</b> 11/25-29	
<b>Week 15</b> 12/2-6	Work on Narrative Essay (1301); Visit Student Support Final Exam Review
<b>Week 16</b> 12/9-13	<b>FINAL EXAM - COMPREHENSIVE</b>

### Attendance Policy:

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

**Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class.** The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

## EXCUSED ABSENCES

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College.

Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

## MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

### Academic Classes

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence

### Make-up Policy:

If the student is absent, it is the student's responsibility to make arrangements to complete the assignments within one week of the absence; however, if a student misses on a presentation day, the student will not be allowed to do the presentation unless arrangements are made with the instructor. If the student is allowed to give the presentation late, ten points will be deducted. If a student misses on test day, the test will be placed in the testing center, and the student will have one week to complete the test. If a student misses on a day that an essay is due, the student is still responsible for turning the essay in on time. Ten points will be deducted for every day the essay is late. If a student is excused for a Texarkana College extra-curricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the instructor. Assignments must be completed prior to the excused absence.

### Academic Dishonesty Policy/Academic Integrity Statement:

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F". This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

### Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3349, or go by her office located in the Palmer Memorial Library on the first floor for personal assistance.

If a student has an accommodation letter from the Recruitment, Advisement, and Retention Department indicating that he or she has a disability that requires academic accommodations, the student should present the letter to the instructor so accommodations can be made. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

### **Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

### **18 Hour Rule:**

In accordance with HB 2223, additional course fees will be assessed to students who exceed 18 hours of developmental education regardless of class grade or withdrawal status. For non-English speaking students, additional fees are triggered after 27 attempted developmental education hours.

### **Drop Date:**

The official drop date for the course is **Friday, November 15**, which is the last date for the student or instructor to drop this course with a W.

### **Communication and Viewing ENGL 0042 Grades:**

#### **Instructor –Student Communication**

Students are responsible for monitoring grades during the semester in myTC. Students are encouraged to discuss grades and issues in the course with the instructor. Students who fail to complete assignments and/or lab, have attendance problems, and have inappropriate classroom behavior will conference with the instructor and may be asked to conference with Lisa Jones, Developmental Education Coordinator, to discuss options for student success in the course. Texarkana College utilizes an Early Alert System for attendance, and a student may receive an email indicating that he or she has missed a class. Also, a student may receive an email or telephone call from an employee in TC's Office of Retention to discuss absences or other issues a student is having in a course. These systems are in place to help students succeed at TC.

### **TC Email:**

Students should check their TC Email account on a regular basis (weekly) to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

### **Student Support, Computer Access, Tutoring:**

#### **Library Hours**

M-Th 7:30 a.m. – 9 p.m.                      F 7:30 a.m. – 4 p.m.                      Sunday 2-9 p.m.

#### **Student Support Services (Tutoring) in library second floor**

M-Th 8 a.m.-7 p.m.                      F 8 a.m. -4 p.m.                      Sunday 2-9 p.m.

#### **Testing Center (Library first floor)**

M-Th 8:30 a.m. – 6 p.m.                      F 8:30 a.m. – 3:30 p.m.                      Sunday 2-6 p.m.

(Check online schedule for possible changes.)

### **Help Desk – TC Login-in Problems**

903-823-3030 8 a.m. – 5 p.m.

## Assignment Details

The following information should be placed in the right corner of each homework or classwork assignment to be turned in:

Name (first and last)  
Instructor's Name  
ENGL 0042 (Class day/time )  
Date

## ESSAYS

### **ATTENTION:**

***ALL ESSAYS MUST BE SUBMITTED WITHIN TWO WEEKS OF THE DUE DATE  
OR STUDENT WILL BE DROPPED FROM THE COURSE!***

**Planning (Outline):** For each essay, a student will be asked to turn in a thesis statement and a topic outline in English 1301. Topic outline examples can be found in the 1301 Classroom Learning Packet. These steps in the writing process enable the student to gather ideas and organize ideas for writing. The instructor can then provide appropriate feedback for the student before the student begins writing a rough draft of the essay.

**Rough Drafts, Editing, and Revising:** For each essay, a student will be asked to edit and revise the rough draft of the essay. **Students will be required to visit Student Support Services on the second floor of the Palmer Memorial Library/Academic Commons to review the draft with a tutor. A tutor's signature is required.**

### **In-Class Essays:**

Two in-class essays will be assigned during the semester. First, the material covering the format and requirements of the essays will be covered in class. Then, the student will be asked to complete a prewriting/planning and write the essay in-class on assigned days. Each essay has specific content and organization requirements; however, grammar and mechanics requirements are the same for all writing. If a student misses a class period when the essay is to be written, the student must set up an appointment with the professor to discuss a time to write the essay. The in-class essay must be completed within a week of the original due date.

### **Submitting Final Out-of-Class Essays:**

1. Typed and double-spaced using 12 point Times New Roman. (Be sure to save a copy of all work.)
2. Turn in a final draft and a works cited page (when required).
3. Header

Student's Name

English 0042/1301.(Section Number)

Semester

Date

4. Creative Title of Essay- centered on first page

### **Evaluation of Essays:**

All assignments are graded using a rubric with points assigned for specific areas. Essays are graded for content, analysis, documentation, grammar, and mechanics. The Texarkana College point deduction scale is used for grammar and mechanics. (SEE BELOW)

Essays will be marked for all errors and returned to the student within three weeks of when the essay is turned in. Reviewing the marked essay is essential for student success in the course. Writing can only improve if a student identifies and works on weak areas in his or her writing.

### **Plagiarism:**

One of the goals of this course is to teach students how to document sources appropriately. Any violation of plagiarism can result in an automatic failure of the course. In most cases a student will receive a zero on the paper and will not be allowed to revise the paper.

## **RESEARCH PAPERS**

**ATTENTION: The Research Paper must be turned in to receive credit for the course! No late research papers will be accepted!**

The Research Paper is assigned after the midterm point. Prior to that point students will receive instruction on MLA documentation, which is a requirement of the research paper. Weekly assignments on the paper will help assess student progress and ensure a student understands the components of the assignment. Each Research Paper Check is part of the overall Research Paper Final Grade. Also, in English 0042 students will be required to have specific parts of the paper completed so feedback can be provided and improvements can be made to the paper. The final paper will be turned in using the same method as the essays, but will be placed in a pocket folder with brads. The research paper is evaluated in three parts: content and organization, research and documentation, and grammar and mechanics. *NOTE: To conduct reliable research, students must use the TC Databases. A library orientation will be provided as part of the course.*

### **Directions for Accessing the Texarkana College Databases:**

1. Go to the Texarkana College Website. ([www.texarkanacollege.edu](http://www.texarkanacollege.edu))
2. Click on the Library link at the top of the page.
3. Click on Library Guides in the middle of the page.
4. Scroll through the list and click on English 1301.
5. Click on Suggested Databases at the top of the page.
6. Click on a Database.
7. Type in your Username and Password (same as your myTC log-in and password)
8. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

## **TESTS** **0042**

A comprehensive final exam will be given and will be in multiple-choice format.

## **READINGS**

Eight readings will be assigned and graded from the English 0042-Paired workbook. The readings are to be completed on a Scantron. The reading comprehension concepts taught during the semester are applied in the readings.

### **Class Policies:**

- Always be prepared for class! Students should be prepared to turn in work, listen, and complete assignments. By having textbook and other supplies each class period, a student increases his or her ability to be successful in the course.
- Cell phones must be turned off and out of sight in the classroom. Cell phones may NEVER be out during testing. If an emergency situation exists, please see the instructor.
- The TC Campus Police telephone number is 903-798-3330.
- Students are not allowed to listen to music via headphones during class.
- Students are not allowed to use a laptop during class without permission from the instructor.
- Students are not allowed to bring children to class.
- There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class.
- Students should be respectful to the instructor and other students during class time. This includes not talking while the instructor is teaching and not walking around the classroom during class instruction.
- Students should not leave the classroom without permission. The instructor will dismiss the class.
- Only drinks with lids will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption.

If any of the above problems occur, a student may receive a warning or may be asked to leave the classroom and will receive an absence. The student will also be report to the Dean of Students, Mr. Robert Jones. Students can be dropped from the course for inappropriate classroom behavior.

Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.



Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

**NOTE:** *The above guidelines are subject to amendment by the instructor at any point during the semester. Students will be notified if any changes occur.*

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*

***IMPORTANT NOTICE: Paired who are dropped from ENGL 1301 for any reason will automatically be dropped from ENGL 0042. Students who are dropped from 0042 will be dropped from 1301.***