

# TEXARKANA COLLEGE

## Syllabus

**Course Name:** Integrated Reading and Writing II (Paired with English 1301) OOS (Online on a Schedule)

**Course Number:** 0042

**Semester & Year:** Fall 2020

### Instructor Information:

**Name:** Associate Professor Pam Owney

**Office:** Virtual Office via TEAMS (215/Humanities)

**Telephone:** 903.823.3365

**E-mail:** [pamela.owney@texarkanacollege.edu](mailto:pamela.owney@texarkanacollege.edu)

**Office Hours:** Monday: 8:45 -9:30 a.m. and 12:30-2:30 p.m.

Tuesday: 8:45-9:30 a.m. and 12:30 – 2 p.m.

Wednesday: 8:45-9:30 a.m. and 12:30 – 2 p.m.

Thursday: 8:45-9:30 a.m.

Friday: 9-11 a.m.

*Please call for an appointment at other times.*

**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

### Course Description:

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.

**Course will meet via TEAMS during scheduled class time. Attendance will be taken.  
All coursework will be completed in Moodle.**

### Prerequisite:

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:

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.

## **Computer Requirement Policy:**

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at:

<https://www.texarkanacollege.edu/coronavirus/>.

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

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 with a grade of 70 or above to receive credit for English 1301.***

**Student Assessment:**

<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: (Tentative)

Week/Dates	0042 Classroom
<b>Week 1</b> <b>Aug. 19-23</b>	Class Information Lab
<b>Week 2</b> <b>Aug. 24-30</b>	Approaching College Reading and Developing College-Level Vocabulary Work on thesis for In-Class Essay (1301) Plan Sheet Lab
<b>Week 3</b> <b>Aug. 31-Sept. 6</b>	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> <b>Sept. 7-13</b>	Approaching College Assignments: Reading Textbooks and Following Directions Work on thesis and plan for Comparison-Contrast Essay (1301) Lab
<b>Week 5</b> <b>Sept. 14-20</b>	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> <b>Sept. 21-27</b>	<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> <b>Sept. 28-Oct. 4</b>	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> <b>Oct. 5-11</b>	Formulating Implied Main Ideas Work on Persuasive/Argumentative Essay; Visit Student Support Services Tutor Lab
<b>Week 9</b> <b>Oct. 12-18</b>	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> <b>Oct. 19-25</b>	Identifying Supporting Details <b>Reading: Shaping Your Health: The Millennial Generation and Early Adulthood p171</b> Work on Research Paper- Sources (1301) Lab
<b>Week 11</b> <b>Oct. 26-Nov. 1</b>	Recognizing Authors' Writing Patterns <b>Reading: The Development of Rock Music and Rock in American Society p237</b> Work on Research Paper- Outline (1301) Lab

<b>Week 12</b> <b>Nov 2-8</b>	<b>Test: Ch. 4-7</b> Reading Critically Work on Research Paper- Works Cited (1301); Visit Student Support Services Tutor Lab
<b>Week 13</b> <b>Nov. 9-15</b>	Reading Critically <b>Reading: Think Before You Speak: Public Speaking in a Multicultural World p289</b> Work on Research Paper- Rough Draft and Presentation (1301) Lab
<b>Week 14</b> <b>Nov. 16-22</b>	Thinking Critically Work on Research Paper- Final Draft (1301) Lab
<b>Nov. 23-27</b>	<b>Thanksgiving Break: Gobble ~ Gobble!!</b>
<b>Week 15</b> <b>Dec. 2-6</b>	Thinking Critically <b>Reading: Your Financial Wellness p353</b> Work on Narrative Essay (1301); Visit Student Support Lab Final Exam Review
<b>Dec. 7-10</b>	<b>FINAL EXAM WEEK</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-term 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.

### 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. **I will be taking attendance in TEAMS.**

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
<b>Three times a week (MWF or TRF classes)</b>	<b>6</b>
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 extracurricular 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.

### Disability Act Statement:

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

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 20**, which is the last date for the student to drop this course with a W.

**Communication and Viewing 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 Developmental Education Coordinator Lisa Jones 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 the 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:***

**(See additional information about access to tutoring in the Moodle Classroom.)**

**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.

**ESSAYS**

**ATTENTION:**

**ALL ESSAYS MUST BE TURNED WITHIN TWO WEEKS OF THE DUE DATE  
OR STUDENT MAY 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 asked to visit Student Support Services either virtually or on the second floor of the Palmer Memorial Library/Academic Commons to review the draft with a tutor.

### **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 or 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 (upper right OR upper left)

Student's Name  
Prof. Owney  
English 0042/1301  
Date

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 using the rubrics in the ENGL 1301 Classroom Packet. 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 improve only 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 PAPER**

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

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 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.*



## TESTS

Two chapter tests that cover textbook material will be given during the course of the semester. 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:**

“Netiquette” is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion. When communicating in an online course, you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission to from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered “shouting” in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions or the posts of your classmates, don't be afraid to ask for clarification.
- The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.
- 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.
- The TC Campus Police telephone number is 903-798-3330.
- 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.

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.

**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.

**IMPORTANT NOTICES:**

*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 his or her performance in this course or ability to remain in school, is urged to contact Tonja Blase, 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.*

*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)*

- **Paired students who are dropped from ENGL 1301 for any reason will automatically be dropped from ENGL 0042. Students who are dropped from 0042 will automatically be dropped from 1301.**
- **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.**
- **Thanksgiving Break**

Following Thanksgiving break, all classes at the college will be taught through virtual and/or online course delivery (including final exams) for the remainder of the fall semester, November 30-December 14. No face to face classes will be held on campus during this time.

- **Alternate Operations during Campus Closure**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

- **COVID-19 Online/Virtual Environment Instructional Commitment**

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

# COVID -19 Protocols for Exposure

At Texarkana College, our mission is to advance our community through attainable higher education and lifelong learning. We cannot fulfill our mission without our most important resource: people. Our top priority is to provide a working and learning environment that is safe and reassuring to those who are the most vulnerable among us. This plan represents a gradual, phased approach to return to work or class on the TC campus as safely as possible.

## I was around someone who tested positive to COVID-19. Now what?

### Some very important questions need to be asked if you were around someone who tested positive for COVID-19...

- Were you within 6 feet of someone who has COVID-19 for at least 15 minutes?
- Have you provided care at home to someone who is sick with COVID-19?
- Did you have direct physical contact with the person (touched, hugged, etc.)?
- Did you share eating or drinking utensils?
- Did they sneeze, cough, or somehow get respiratory droplets on you?
- Are you feeling symptomatic?

Remember, the wearing of face masks, frequent hand sanitization, and social distancing has proven to significantly decrease the likelihood of transferring COVID-19.



### If you answered YES to any or all the questions above, it is recommended that you...

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

### Special note for Healthcare Workers and Emergency Responders

\*In your workplace setting, you may have been exposed to someone who has tested positive. You may continue to come to campus IF you maintained all protocols required by your employer so long as those protocols include the mandatory wearing of PPE.

**If you answered NO to all the questions on this sheet...**

- Continue with your daily routine, but have a heightened awareness of your health.
- Maintain your distance from others (at least 6 feet).
- Continue with good preventative measures that include:
  - » Cloth face coverings
  - » Hand hygiene and respiratory etiquette
  - » Staying home when appropriate

For more information, please visit <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>



**How does this impact me as a student at TC if I have potentially been exposed?**

- Monitor your health closely for fever or other symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
- Notify your instructor if you get tested for COVID-19 and receive a positive test result. Your instructor will notify the Division Dean and Vice President of Instruction. Your confidentiality will be maintained.
- Every class offered at TC has at least some (if not all) capacity for online learning. Your instructor will assist you in converting to a fully online classroom setting so that you may complete your coursework from home.
- Contact the VP of Administrative Services, Phyllis Deese, at [phyllis.deese@texarkanacollege.edu](mailto:phyllis.deese@texarkanacollege.edu) or call 903-823-3355 to report that you have tested positive.  
\*The purpose of this is to ensure that Texarkana College can take all precautionary measures to prevent further spread.

**FOR ANY OTHER QUESTIONS YOU MAY HAVE,  
VISIT [TEXARKANACOLLEGE.EDU/CORONAVIRUS](https://www.texarkanacollege.edu/coronavirus)  
OR EMAIL [HUMAN.RESOURCES@TEXARKANACOLLEGE.EDU](mailto:HUMAN.RESOURCES@TEXARKANACOLLEGE.EDU)**