



Syllabus

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

Course Number: 1301/0042

Semester & Year: SPRING 2021

Instructor Information:

Name: Laronda M. Bailey

Office: HUM 211

Telephone: 903-823-3368

E-mail: Laronda.bailey@texarkanacollege.edu

Emailing the Instructor: Email the instructor from your TC email address with any questions or concerns. Please list your name and course in the "Subject" line.

Response to emails typically occurs within 24 hours.

Contact Hours: Monday, 2-3 pm; Tuesday, 9:30-11 am; Wednesday, 2-3 pm; Thursday, 9:30-11 am; Friday, 8 am-12:30 pm (*Students may reach me by email or video call/chat in Microsoft Teams during contact hours*)

Textbook Information:

- *Easy Writer*. Andrea A. Lunsford, 7th edition. MacMillan Learning. ISBN-10: 1319149502
- ENGL 1301 Classroom Learning Packet (**available in the online classroom**)
- 0042 READING: *The House on Mango Street* by Sandra Cisneros \$ 7.29 on amazon new
- 0042 READING: *Of Mice and Men* by John Steinbeck \$9.58 on amazon new
- 0042 READING: *Rabbit* by Patricia Williams \$9.00 on amazon new

Materials needed:

- *Computer and wifi; access to Internet is required for online classes*
- *Black or blue pen; pencil, highlighters; notebook paper* (for personal planning and organization of materials)

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 Breakdown and Grading Scale:

0042

Assignments and Assessments	Percentage of overall grade
Readings/Chapter Tests Selected by instructor	25%

Final Comprehensive Exam	10%
Writing – Final Drafts Descriptive Essay Compare and Contrast Essay Article Summary Response Argumentative Research Paper In-Class Essay	30%
Writing Process Assignments/ Daily Work Chapter Study Guides Essay Rough Drafts Research Paper Parts	15%
Grammar Lab Assignments	20%

Grading Scale:

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

CLASS SCHEDULE

Week	Assignments
Week 1	Class Information Introductions Course Pre-Test Writing Assignment
Week 2	WRITING: Steps in the Writing Process Activity-“The Art of Being Descriptive” Descriptive Writing Outline GRAMMAR/MECHANICS: LAB 1: Comma Usage Word Choice: Using a thesaurus READING: Active Reading: Practice Annotation excerpt from <i>The Glass Castle</i> “The Woman on the Street”/“I was on Fire” Journal Reading Quiz
Week 3	WRITING: Thesis/ Essay Structure/Development Descriptive Essay Due

	<p>GRAMMAR/MECHANICS: LAB 2: Semi-colons and Colons Commas Word Choice: Connotation vs. Denotation</p> <p>READING: Active Reading: Practice Annotation "Rights to the Streets of Memphis" Journal Reading Quiz</p>
Week 4	<p>WRITING: Comparison and Contrast Writing Rough Draft Essay Outline Paragraph Development</p> <p>GRAMMAR/MECHANICS: LAB 3: Apostrophes Singular/Plural/Possessive</p> <p>READING: Active Reading: Submit Annotation <i>House on Mango Street</i>: "House on Mango Street"/ "My Name"/"Cathy" Journal Reading Quiz</p>
Week 5	<p>WRITING: Revising and Editing Checklist TC Database/Library Orientation NEWS ELA Article</p> <p>Comparison and Contrast Essay Due</p> <p>GRAMMAR/MECHANICS: LAB 4: Quotation Marks Capitalization Rules</p> <p>READING: Active Reading: Submit Annotation <i>House on Mango Street</i>: "Papa who wakes up tired in the dark"/ "Sally" Journal Reading Quiz</p>
Week 6	<p>WRITING: Locating Articles on the TC Database Article Summary Response Writing</p> <p>Article Summary Response Essay Due</p> <p>NEWS ELA Article</p> <p>GRAMMAR/MECHANICS: LAB 5: Subject-Verb Agreement Connotation/Denotation</p> <p>READING: Active Reading: Submit Annotation <i>Of Mice and Men</i> Chapter 1 (Pgs. 1-16) Journal Reading Quiz</p>
Week 7	<p>WRITING: Argumentative/Persuasive Writing NEWS ELA Article</p> <p>GRAMMAR/MECHANICS: LAB 6: MLA Guidelines Transition Words</p> <p>READING: Active Reading: Submit Annotation <i>Of Mice and Men</i> Chapter 2 (Pgs. 17-37) Journal</p>

	Reading Quiz
Week 8 March Midterm	<p>WRITING: Argumentative/Persuasive Writing Argumentative/Persuasive Essay Due Discovery Day: Selecting Research Topics</p> <p>GRAMMAR/MECHANICS: LAB 7: Sentence Fragments Transition Words</p> <p>READING: Active Reading: Submit Annotation <i>Of Mice and Men</i> Chapter 3-4 (Pgs. 38-83) Journal Reading Quiz</p>
March 16-20	Spring Break
Week 9	<p>WRITING: Research Paper Assignment Working Thesis Due Research Outline Planning</p> <p>GRAMMAR/MECHANICS: LAB 8: Comma Splices and Fused Sentences (Run-ons) Commonly Misused Words</p> <p>READING: Active Reading: Annotation <i>Of Mice and Men</i> Chapter 5-6 (Pgs. 84-107) Journal Reading Quiz/ Novel Final Exam</p>
Week 10	<p>WRITING: Research Rough Outline Due</p> <p>GRAMMAR/MECHANICS: LAB 9: Pronoun Reference and Antecedent Agreement</p> <p>READING: Active Reading: Submit Annotation <i>Rabbit Ch. 1-3</i> Journal Reading Quiz</p>
Week 11	<p>WRITING: Research Paper Works Cited Page Due Research Paper Rough Draft Due</p> <p>GRAMMAR/MECHANICS: LAB 10: Parallelism</p> <p>READING: Active Reading: Submit Annotation <i>Rabbit Ch. 4-6</i> Journal Reading Quiz</p>
Week 12	<p>WRITING: Research Paper Revising and Editing Teacher/Student Rough Draft Review Meetings</p> <p>GRAMMAR/MECHANICS: LAB 11: Revising and Editing</p> <p>READING: Active Reading: Submit Annotation <i>Rabbit Ch. 4-6</i> Journal</p>

	Reading Quiz April 16th Last Day to Drop
Week 13	WRITING: FINAL RESEARCH PAPER DUE (NO LATE PAPERS ACCEPTED) Research Presentations WRITING: Narrative Writing: Creating a Memoir Memoir Essay Due "I am" recorded poem GRAMMAR/MECHANICS: LAB 12: Revising and Editing READING: Active Reading: Submit Annotation <i>Rabbit Ch.7-11</i> Journal Reading Quiz READING: Active Reading: Submit Annotation <i>Rabbit Ch.21-23,26</i> Journal Reading Quiz
Week 14	FINAL EXAMS 1301 Course Post-Test 0042 Reading Test

All due dates are on Sundays. Students may work ahead, but students must finish by the deadline. Grammar quizzes may be taken twice. The higher grade will be recorded. Reading quizzes may only be taken once.)

Attendance Policy:

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. Attendance is determined based on the student's participation in the weekly assignments and writings. Failure to log in and access weekly material and/or meet due dates constitutes ABSENCES.

A student should not stop performing in a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops performing in the 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 activity 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.

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.

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 an excused absence when students follow the correct notification procedures. **Instructors are not required to allow students to make up work for absences due to other reasons.**

Maximum Allowable Absences:

After official registration, **4 unexcused absences or failure to log-in and access online material for two weeks 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.

Make-up Policy:

If the student has an excusable reason for absence of an online presence, it is the student's responsibility to make arrangements to communicate with the instructor and complete the assignments in a timely manner.

If a student misses a QUIZ or MAJOR ASSIGNMENT for an excusable reason, it is the student's responsibility to communicate with the instructor to makeup the missed item(s).

The Research Paper cannot be handed in late – no exceptions!!

NOTE: Students must hand in ALL assigned essays in order to receive a passing grade for the course. **Students who do not hand in all assigned essays may be dropped from the course for non-compliance.**

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.

Drop Date:

APRIL 16TH

Communication and Viewing Grades:

0042

Instructor –Student Communication

Students are responsible for monitoring grades during the semester in MyTC. Students are encouraged to discuss grades and issue 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 Larry Andrews, Direction of Retention, or Lisa Jones 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.

Student Food Pantry:

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 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.

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
0042(Class day/time)
Date

ESSAYS

ATTENTION:

***ALL ESSAYS MUST BE TURNED 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.

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)
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 in addition to weekly reading quizzes.

READINGS

Several readings will be assigned. You will be quizzed for comprehension over the material. Be sure to keep up with your assigned readings. The reading quizzes are on Moodle.

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 903-823-3330.
- 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.

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.

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) 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.

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/>.

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

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.

PROCEED TO WEEK 1 IN TC ONLINE MOODLE CLASSROOM TO SUBMIT YOUR ELECTRONIC SIGNATURE ACKNOWLEDGING YOU HAVE READ, UNDERSTAND, AND AGREE TO THE AFOREMENTIONED COURSE GUIDELINES AND INSTITUTION PROTOCOLS.