



TEXARKANA COLLEGE

Syllabus

Course Name: Integrated Reading and Writing II and Composition I

Course Number: 0042 and 1301

Semester & Year: Fall 2016

Instructor Information:

Name: Associate Professor Pamela Hesser Owney

Office: Humanities 215

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Office Hours: **Monday: 9-9:30 a.m. and 2-3:30 p.m.**

Tuesday: 8:30-9:30 a.m. and 2-3 p.m.

Wednesday: 8:30-9:30 a.m. and 1:30-2:30 p.m.

Thursday: 8:30-9:30 a.m. and 12:30-1:30 p.m.

Friday: 9-11 a.m.

Textbook Information:

0042

In Concert: Reading and Writing with MySkillsLab with eText -- Access Card Package, 2nd ed.

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COMP, 3rd ed.

Materials needed:

2 packages of scantrons – form 882-E (purchase at the TC bookstore)

Pencil and pen

Red grading pen and highlighters

Notebook paper

2 paper folders with brads and pockets (used to turn in research papers)

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.

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An intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis will be on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus will be on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

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.

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Completion of English 0032 or 0042 with a C or better, a satisfactory score on ACT, SAT, or Writing Section of the 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.

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1. Demonstrate knowledge of individual and collaborative writing processes
2. Develop ideas with appropriate support and attribution
3. Write in a style appropriate to audience and purpose
4. Read, reflect, and respond critically to a variety of texts
5. Use Edited American English in academic essays

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 and hours. Required assignments are listed on the assessment chart and schedule below.

MANDATORY LAB WORK IN DEVELOPMENTAL ENGLISH COURSES

ATTENTION: Failure to complete required lab assignments can result in the student being dropped from the course at any time during the semester and will result in failure of the course. The lab assignments are 20% of the student's overall average.

Lab Assignments

Each student must complete assigned lab work and make a **70% average or better** on the lab work to pass the course. Students will be required to complete weekly assignments in the lab. Lab work is completed via computer on the textbook company website. Information about how to access the lab, as well as a weekly lab work schedule, will be provided by the professor.

As part of the combo class, English 0042 is designed to reinforce the writing curriculum in English 1301.

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Students will write five to eight essays over the course of the semester that will include a research essay of 4-6 pages in length, use Modern Language Association (MLA) documentation and format, and require a minimum of five sources. Essay topics will be based on the following strategies/modes: exposition (process analysis, comparison/contrast, definition, classification, cause and effect), argumentation/persuasive, description, narration, and/or evaluation. At least two essays will be written in class under supervision. Instructors will use the Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II. Students will take the English 1301 Departmental Pre-test and Post-test.

Students must successfully complete English 0042 to receive credit for English 1301.

**Student Assessment:
0042**

Assignments and Assessments	Percentage of overall grade
Tests Chapters 1, 2, 5, 6 Sentence Parts (in lab) Avoiding Sentence Errors (in lab) Chapters 3-4 Writing Effective Sentences (in lab) Using Punctuation Correctly (in lab) Chapters 12-13 Managing Mechanics and Spelling (in lab) Final	35%
Writing – Final Drafts Descriptive Essay Comparison/Contrast Essay Article Summary Response Persuasive Essay Research Paper	30%
Class Activities/Journals Essay Rough Drafts, Research Paper Parts, Journals (10)	15%
MySkillsLab Assignments, Readings	20%

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Assignments and Assessments	Percentage of overall grade
<ul style="list-style-type: none"> • Comparison/Contrast Essay • Persuasive Essay • Research Paper and Presentation • Narrative Essay 	50%
<ul style="list-style-type: none"> • Descriptive Essay • Article Summary • Grammar Post-test 	30%
<ul style="list-style-type: none"> • Lab Assignments • Chapter Quizzes • Daily Work 	20%

Grading Scale:

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

Class Schedule English 1301 and 0042 Combo Class:

Week/Dates	1301 Classroom	0042 Classroom	Reading and Journal Writing
Week 1 Aug. 22-26	Class Information Course Pre-Test	Class Information Chapter 2 - The Writing Process Chapter 1 – Active Reading Smart Starter – College Success	“Secrets of Surviving College and Improving Your Grades” p5 Topic: Identify one area discussed in the article that you can relate to as a student. Discuss how you plan to ensure success in your classes this semester.
Week 2 Aug. 29-Sept. 2	The Writing Process/Pre-Writing Techniques – Ch. 3 Descriptive Writing	Chapters 5 – Organization Basic Patterns Using Punctuation Correctly Smart Starter – Time Management	“Students Vulnerable to Computer Gaming Addiction” p231 Topic: Have you ever had to deal with an addiction of your own or that of someone close to you? Did the author’s description of his son’s experience, including the sense of shame and self-deception, seem accurate?
Week 3 Sept. 5-9 <i>Holiday Sept. 5</i>	<i>In-Class Essay: Descriptive</i>	Chapter 6 – Additional Patterns Using Punctuation Correctly Test Revise and Edit Essay – Rough Draft Smart Starter – Attaining Your Goals	“Technology and Crime” p424 Topic: How can you protect your identify from cyber-fraud and hacking? Have you ever experienced an incident of this type, and if so, how was it resolved?
Week 4 Sept. 12-16	Essay Structure/Thesis Statement/Outlining – Ch. 4-5 Chapter 13 – Comparison and Contrast Essay	Review and Test Chapters 1, 2, 5, 6 Smart Starter – Personal Choice	“Why Human Trafficking is Called Modern Day Slavery” p436 Topic: What did you know about human trafficking before reading the article? What did you learn? How can the media help make people more aware of this problem?
Week 5 Sept. 19-23	Writing Body Paragraphs Editing and Revising – Ch. 6-7	Chapter 3- Topics, Main Ideas, Topic Sentences Revise and Edit Essay – Rough Draft Smart Starter – Personal Values	“An Inside Look at Today’s News Media”p456 Topic: How has the news media changed in the last ten years? Why do you believe this change has occurred, and do

			you believe the delivery is effective?
Week 6 Sept. 26-30	Library Orientation: TC Database Article Summary Response Essay <i>Comparison and Contrast Essay due</i>	Chapter 4 – Details, Transitions, Implied Main Ideas Smart Starter –Critical Thinking and Responsibility	“The Media Need to Stop Inspiring Copycat Murders. Here’s How” p462 Topic: The author discusses two types of stories – those reporting on teen suicides, and those reporting on murderous rampages – that the media should not report on. What other stories do you think the media should voluntarily refrain from reporting on, if any?
Week 7 Oct. 3-7	Chapters 16-19: Persuasive Writing <i>Summary Response Essay Due</i>	Review and Test Chapters 3-4 Smart Starter – Self-Sabotage	“Photojournalism in the Age of New Media” p467 Topic: If you could document one event, one social problem, or one movement with photos, which would you choose? Explain your choice and type of photos you would take.
Week 8 Oct. 10-14 <i>Midterm</i>	Persuasive Writing <i>Persuasive Essay Due</i> <i>Midterm Quiz: The Writing Process</i>	Chapter 12 – Critical Thinking: Making Inferences and Analyzing the Author’s Message Understanding Sentence Parts Revise and Edit Essay Rough Draft	“Drug Abuse Among Athletes” p476 Topic: Suppose you are an athlete and could legally use a performance-enhancing drug of your choice. Would you choose to do so? Explain.
Week 9 Oct. 17-21	Research Paper Assignment	Chapter 13 – Critical Thinking: Evaluating the Author’s Techniques Understanding Sentence Parts Test	“Should College Football Student Athletes Get Paid?” p485 Topic: Respond to the following statement: “Sports should be banned in college. The college experience should be about learning, not about playing game.”
Week 10 Oct. 24-28	Research Paper	Chapter 11 – Writing Essays Using Sources Research Paper – Sources and Works Cited	“College Athletes Already Have Advantages and Shouldn’t Be Paid” p490 Topic: Why do you think athletes are so prized and valued in American society and on college campuses?

Week 11 Oct. 31-Nov. 4	Research Paper	Review Chapters 12-13	
Week 12 Nov. 7-11	Research Paper	Review Chapters 12-13 Avoiding Sentence Errors Test	
Week 13 Nov. 14-18 <i>Drop Date</i> Nov. 18	<i>Research Paper Presentation</i> <i>Research Paper Rough Draft Due</i>	Chapters 12-13 Test Revise and Edit Research Paper	
Nov. 21-25	Thanksgiving Holidays		
Week 14 Nov. 28-Dec. 2	<i>Research Paper Due</i>	Writing Effective Sentences Test	
Week 15 Dec. 5-9	Course Post-Test <i>Narrative Essay Due</i>	Final Review	
Week 16 Dec. 12-15		FINAL EXAM - COMPREHENSIVE	

The MyLab Schedule and instructions will be provided by the instructor in another document.

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 students 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 Larry Andrews at 903.823.3283, or go by his 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:

The official drop date for the course is **Friday, Nov. 18**, which is the last date for the student or instructor to drop this course with a W.

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.

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Grades are available for viewing throughout the semester under the student's MyTC portal.

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)
1301 or 0042(Class day/time)
Date

ESSAYS

ATTENTION:

ALL ESSAYS MUST BE TURNED IN OR A 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 textbook page 47 and in the handbook page 21. 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.

Peer Editing: For each essay, a student will be asked to conduct peer editing on a classmate's rough draft of the essay in English 1301. Students will be assigned to peer-editing groups during the course. Students will bring the typed rough draft to class for peer editing. Each student must edit another student's rough draft for content, organization, grammar, and mechanic errors. A peer editing sheet will be provided and must be completed by the editor. This sheet is turned in with the final essay. On peer editing day, students may also ask the instructor for help on the paper.

Required Essay Rough Drafts:

Students will have a rough draft of each essay ready to revise and edit on scheduled days in English 0042. Drafts may be handwritten or typed, depending on the professor's requirement. The goal is for students to work on improving sentence structure, essay content, grammar, and mechanics. The drafts will be evaluated for specific requirements and the grade will be part of the final writing assignment grade.

In-Class Essays:

Two in-class essays will be assigned during the semester. First, the chapter 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 14 point easy to read font. (Be sure to save a copy of all work.)
2. Turn in a cover sheet, a formal outline, a final draft, and a works cited page (when required). Be sure to place your first and last name on each sheet as a header in the right corner.
3. Unless otherwise instructed, the cover (title) page should include the following information, single spaced and centered in the middle of the page:
 - Title of Paper
 - Student's Name
 - English 0042/1301
 - Fall 2016
 - Date
4. Attach the Rough Draft and Peer Editing Sheet to the back of the final essay.
5. Essays must be submitted to Turnitin.com. The instructor will provide instructions about how to access this site and submit papers during the semester.

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 two 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.

Texarkana College Recommended Point Deductions for English 0042 and 1301

Content and Development 100 points possible

Grammar and Mechanics 100 points possible

Two point deductions:

Use of contractions	Errors in capitalization
Abbreviations	Writing numbers
Quotation marks	Use of adjectives and adverbs
Word Choice	Sentence Structure

Five point deductions:

Misspelled word	Omission of apostrophe in possessive noun
Misuse of an apostrophe	Comma errors other than a comma splice
Errors in parallel structure	Dangling or misplaced modifiers
Errors in italics	
Usage	
Errors in pronoun case	
Confusing shifts in subject, verb tense, voice	
Fragments	
Fused or run-on sentences	
Comma splice	
Misuse of semi-colon	
Error in agreement of subject and verb	
Error in pronoun and antecedent	
Incoherent or awkward sentence	
Errors in verb tense or principle parts of a verb	

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 Papers are 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

Eight tests will be given over material covered in the textbook. Several chapters will be tested at one time, as indicated on the class schedule. Tests are a combination of multiple-choice and writing. Some tests will be given in the lab setting (indicated on the assignments list). Missed tests can be made up in the Testing Center. The Testing Center is located in the Business and Computer Technology Building. Students should make arrangements with the professor to make-up a test. The final exam is a comprehensive test and will be in multiple-choice format.

ALL tests must be taken to pass the course. Failure to take tests can result in being dropped from the course.

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A pre- and post-test will be given. The pre-test is given to provide the instructor with strengths and weaknesses of students regarding grammar, mechanics and sentence structure. The pos-test will be given at the end of the semester. The tests are in multiple choice formats and will be scored immediately. The Midterm Exam will cover the writing process. Students will need to bring a scantron, notebook paper, and pencil to take these tests. These tests will be graded within a week of completion. If a student is absent on test day, the student must make arrangements with the instructor to make up the test in the Testing Center at Texarkana College or other arrangements can be made. The final exam will cover MLA. The final must be taken on the day indicated on the final exam schedule.

JOURNALS

0042

Ten journal topics will be assigned during the semester. Journal topics are related to assigned readings in the textbook and/or writing prompts. Journals are completed in the MySkillsLab or in a composition book, whichever is required by the professor. Each journal must be one page to receive complete credit for the entry. Journals are meant to allow a student to express ideas, analyze, and critically think about the reading. Journals are graded for content, not grammar and mechanics.

CLASS ASSIGNMENTS

Students may be assigned activities from the textbook. These assignments will reinforce skills taught in the course. Also, these assignments will prepare students for testing. Some assignments will be completed during class, and some assignments will be given for homework. Students will be informed of assignments that will be taken for a grade.

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.

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.*

Revised 08/17/2016

Notes or Questions: