



Syllabus

Course Name: Integrated Reading and Writing I

Course Number: English 0041 – Wednesday Night

Semester & Year: Spring 2014

Instructor Information:

Name: Melisa (Lisa) Jones

Office: Library First Floor

Telephone: 903-823-3223

E-mail: lisa.jones@texarkanacollege.edu

(When sending an email, please be sure to include your first and last name, as well as your class and section number in the heading.)

Office Hours: TTHF 8-9 a.m.

(Please call or email for an appointment.)

Textbook Information:

In Harmony: Reading and Writing

MySkillsLab- Pearson Lab

Materials needed:

Package of highlighters, blue or black pen, pencil, notebook paper; flash drive; earphones/headphones for lab

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. This course satisfies the first level of Reading and Writing for TSI.

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.

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 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 anytime during the semester and will result in failure of the course. The lab assignments are 30% of the student's overall average.

Lab Assignments

- Each student must complete lab modules determined by an initial diagnostic test and make a **75%** on modules to show mastery of the concepts and 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.
- Students are provided almost two hours of lab time in class weekly. Many assignments allow students more than one attempt to master the concept.
- Students will be evaluated on lab completion on weeks 5, 8, 11, 15 to ensure proper completion of lab modules and other assignments.

Student Assessment:

Assignments and Assessments	Percentage of overall grade
Tests Chapters 1-16 Quizzes in Module 1 of Lab	25%
Final Exam Comprehensive	10%
Writing Narration Paragraph Description Paragraph Example Paragraph Compare and Contrast Paragraph Summary of Article	25%
Class Assignments Readings 1-4 in lab	10%
Modules in MySkillsLab 75% or better in each concept for mastery	30%

Grading Scale:

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

Class Schedule:

Week	Class	Assignments
1 - Jan. 22	6 Class Information 7 BASE Groups; Lab Registration Break 8 Learning Path Diagnostic Test 9 Lexile Locator Test	
2- Jan. 29	6 Chapter 1 Reading Process, Chapter 15 SQ3R 7 Conferences/Action Plans; Modules Break 8 Parts of Speech A1-A4 9 Modules	
3- Feb. 5	6 Chapters 3-4 Vocabulary 7 Action Plans/Modules Break 8 Parts of Speech A5-A8 9 Modules	
4 - Feb. 12	6 Chapter 5 Complete Sentences 7 Action Plans/Modules Break 8 Parts of a Sentence B1-B4 9 Modules	Module 1 Quizzes C 1, 3,4 (Sunday)
5 - Feb. 19 (Evaluation - 13 concepts - M 2,3, 7; Reading 1)	6 Chapter 6 Sentence Problems 7 Action Plans/Modules Break 8 Parts of a Sentence B5-B7 9 Modules	
6 - Feb. 26	6 Chapter 7 Verbs 7 Action Plans/Modules Break 8 Chapter 8 Clauses, Chapter 9 Revising Sent. 9 Modules	
7 - March 5	6 Chapter 10 Main Idea, Topic Sentences 7 Action Plans/Modules Break	Module 1 Quizzes C 5, 6, 7, 8, 9 (Sunday)

	8 Sentences C1-C4 9 Modules	
Spring Break		
8 – March 19 (Evaluation - 26 concepts - M 2,3, 7; Reading 1, 2) (Midterm)	6 Chapter 11 Details, Implied MI, Transitions 7 Action Plans/Modules Break 8 Sentences C5-C7 9 Modules	
9 – March 26	6 Chapter 2 Writing Process 7 Action Plans/Modules Break 8 Punctuation D1-D3 9 Modules	Module 1 Quizzes C10, 11 (Sunday)
10 – April 2	6 Chapter 12 Patterns; Narrative Paragraph Assignment 7 Action Plans/Modules Break 8 Punctuation D4-D5 9 Modules	Module 1 Quiz Chapter 2 (Sunday)
11 – April 9 (Evaluation - 39 concepts - M 2,3,4, 7; Reading 1, 2, 3)	6 Descriptive Paragraph Assignment 7 Action Plans/Modules Break 8 Punctuation/ Writing 9 Modules	Narrative Paragraph due (by end of class)
12 – April 16	6 Chapter 13 Patterns; Example Paragraph Assignment 7 Action Plans/Modules Break 8 Punctuation/Writing 9 Modules	Descriptive Paragraph due (by end of class)
13 – April 23	6 Chapter 16 Inferences, Fact and Opinion, Purpose, Audience, Tone; Compare and Contrast Paragraph Assignment 7 Action Plans/Modules Break 8 Mechanics E1-E3 9 Modules	Example Paragraph due (by end of class) Module 1 Quizzes Chapters 12, 13 (Sunday)
14 – April 30 (Evaluation - 52 concepts - M 2,3,4,5, 7; Reading 1, 2, 3, 4)	6 Chapter 15 Outline, Maps, Paraphrase, Summary; Summary Assignment 7 Action Plans/Modules Break 8 Mechanics/Spelling E4-E6 9 Modules	Compare and Contrast Paragraph due (by end of class) Module 1 Quizzes 15, 16 (Sunday)
15 – May 7	6 Writing 7 Action Plans/Modules Break 8 Final Review	Summary due (by end of class)

	9 Modules	
16 - May 14	Final Exam	

Lab Registration and Schedule:

MyLab / Mastering Student Registration Instructions

To register for English 0041 W 6-9:50:

1. Go to pearsonmylabandmastering.com.
2. Under Register, click **Student**.
3. Enter your instructor's course ID: **jones50491**, and click **Continue**.
4. Sign in with an existing Pearson account or create an account:
 - If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click **Sign In**.
 - If you do not have a Pearson account, click **Create**. Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor's online course:
 - Use the access code that came with your textbook or that you purchased separately from the bookstore.
 - Buy access using a credit card or PayPal.
 - If available, get 17 days of temporary access. (Look for a link near the bottom of the page.)
6. Click **Go To Your Course** on the Confirmation page. Under MyLab / Mastering New Design on the left, click **English 0041 W 6-9:50** to start your work.

Retaking or continuing a course?

If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.

To sign in later:

1. Go to **pearsonmylabandmastering.com**.
2. Click **Sign In**.
3. Enter your Pearson account username and password. Click **Sign In**.
4. Under MyLab / Mastering New Design on the left, click **English 0041 W 6-9:50** to start your work.

A Lab Work Schedule will be provided by the professor. The schedule will detail weekly assignments in the MySkillsLab.

ABSENTEE 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	
<p>Class or Lab Meets:</p> <p>Once a week (Night classes or Friday classes)</p> <p>Twice a week (MW or TR classes)</p> <p>Three times a week (MWF or TRF classes)</p> <p>Four times a week (MTWR classes)</p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: right;">2</p> <p style="text-align: right;">4</p> <p style="text-align: right;">6</p> <p style="text-align: right;">8</p> <p style="text-align: center;">Three tardies count as one absence</p>
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	
<p>Class or Lab Meets:</p> <p>Twice a week (MW or TR classes)</p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: right;">4</p> <p style="text-align: center;">Three tardies count as one absence.</p>
A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)	
<p>Class or Lab Meets:</p> <p>Four times a week (MTWR classes)</p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: right;">4</p> <p style="text-align: center;">Three tardies count as one absence.</p>
A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)	
<p>Class or Lab Meets:</p> <p>3 times a week (MTW) (evening classes)</p> <p>4 times a week (MTWR) (day classes)</p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: right;">2</p> <p style="text-align: right;">2</p> <p style="text-align: center;">Three tardies count as one absence.</p>

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. 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 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 the Recruitment, Advisement, and Retention Department located in the Administration building 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, April 18**, which is the last date for the student to drop this course with a W. The professor may drop the student at any time during the semester.

TC Email:

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

Assignment Details

Assignment Headings

The following information should be placed in the right corner of each assignment to be turned in: Name (First and last)

0041 (Class day/time)

Date

Also, write the name of the chapter, assignment title, and page number on the page at the top.

Tests

Chapters 1-16 in the textbook will be tested in the lab in module one. Each chapter test must be completed by the due date indicated on the class schedule. These tests count as 25 percent of the overall course average.

Final Exam

The final exam will cover all concepts taught during the semester and will be taken during the final week of class. The final exam will be in paper format.

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

Chapter and Class Activities

Students will be assigned activities and reading practices from the textbook. These assignments will reinforce readings skills taught in the chapters. 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.

Readings

Students must complete four readings assigned in the lab. These readings are assigned based on the student's initial Lexile Locator score, which is a student's reading level. The assignments will improve the student's reading skills. These readings must be completed by the due date indicated on the class schedule.

Paragraphs

Students will write a total of five paragraphs using the following patterns: Narration, Description, Example, Compare and Contrast, and Summary. Students will go through the writing process by prewriting, outlining, drafting, editing, and revising each paragraph. The process will be completed in and outside of class time. The paragraphs will be graded for content, organization, development, grammar, and mechanics. The final paragraphs must be typed in a 14 point font and double spaced. The document should include a header with the student's name, 0041, and date. Also, each paragraph should be titled.

ALL writing assignments must be completed to pass the course. If paragraphs or the essay is turned in late, ten points will be deducted per day. Failure to complete writing assignments can result in being dropped from the course and/or failure in the course.

Communication

Progress Notices

Notices will be given to students who fail to complete assignments and/or lab, have attendance problems, and have inappropriate classroom behavior. Students will also be notified of class averages throughout the semester. Notices will be given starting with the third week of the semester. After a documented letter, a student can be dropped from the course. A student who does not comply with the requirements of the course will receive an F.

Lab Evaluations

Students will receive lab evaluations during weeks 5, 8, 11, and 15, as indicated on the course schedule. These evaluations will keep students focused on assignments and modules during the semester and allow the professor to provide feedback to the student.

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. Also, when needed, students should ask for help and seek out additional help through Student Support Services in the library.

Cell phones must be turned off and out of sight in the classroom. If an emergency situation exists please see the instructor. Students will be warned if a cell phone is out and then asked to leave the classroom with an absence. Students can be dropped from the course if the problem persists.

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.

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. Also, students should not talk while the instructor is teaching.

Only plastic bottled drinks will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption.

If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. 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 Handbook.

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

I, _____, have read and understand the policies and procedures outlined in the course syllabus for English 0041 for Spring 2014.

Signature _____ Date _____

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