



Syllabus

Course Name: Integrated Reading and Writing II

Course Number: English 0042

Semester & Year: Spring 2014

Instructor Information:

Name: Melisa (Lisa) Jones

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(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 for an appointment at other times.)*

Textbook Information:

In Concert: Reading and Writing with MySkillsLab with eText -- Access Card Package, 1/e
McWhorter ©2013 | Longman | Paper Bound with Access Card ISBN-10: 0321915003

Materials needed:

Highlighters (yellow, pink, blue), blue or black pen, notebook paper, ear buds/headphones (to work in the lab), flash drive

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.

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.

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 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.

Student Assessment:

Assignments and Assessments	Percentage of overall grade
Tests Chapters 1-4 Chapters 5-6 Chapters 7-8 Chapters 13-14 Final Exam	35%
Writing Summary Paragraph – Descriptive Paragraph - Example Paragraph – Definition Paragraph – Compare and Contrast Essay 1 – Classification Essay 2 – Summary Report	35%
Class Assignments and Activities	10%
MySkillsLab Assignments	20%

Grading Scale:

Grade	
A	90-100

B	80-89
C	70-79
D	60-69
F	59-below

Class Schedule:

Week/Day	Class	Assignments
Week 1 – Jan. 21-24 T – 21 TH- 23 F- 24	Class Information Form Base Groups Ch. 1; Practice Guide Questions, Idea Maps Grammar/Mechanics: E.1-E.5 (Punctuation)	
Week 2 – Jan. 27-31 T – 27/28 TH- 29/30 F- 31	Lab Registration/Diagnostic Test/Lexile Test Ch. 3; Practice using maps and outlines Ch. 4; Practice working with visuals	Maps and outline practice
Week 3 – Feb. 3-7 T- 4 TH-6 F-7	Lab Assignments No Class – Review Grammar/Mechanics: E.1-E.5 (Punctuation) No Class – Review Ch. 1, 3 and 4	Lab Study for Test
Week 4 – Feb. 10-14 T- 11 TH-13 F- 14	Lab Assignments Ch. 2; Practice with summary writing; Summary Writing Assignment Test: Ch. 1, 3 and 4; Punctuation	Lab Work on Summary Study for Test
Week 5 – Feb. 17-21		Lab

T- 18 TH-20 F-21	Lab Assignments; Summary due Ch. 5 – Topic, Main Idea, Topic Sentences Ch. 6 – Details, Transitions, Implied Main Idea	Main Idea Practice Implied Main Idea Practice
Week 6 – Feb. 24-28 T- 25 TH- 27 F-28	Lab Assignments Test: Ch. 2, 5-6; Commas/Capitalization Ch. 7 – Organization Patterns: Writing Description and Example; Assign Paragraphs	Lab Study for Test Work on Paragraphs
Week 7 – Mar. 3-7 T-4 TH-6 F-7	Lab Assignments <i>No Class – Work on Paragraphs</i> <i>No Class – Work on Paragraphs (Must save a typed copy)</i>	Lab Work on Paragraphs
Spring Break Mar. 10-14		
Week 8 – Mar. 17-21 T – 18 TH – 20 F – 21 (Midterm)	Lab Assignments; Chapter 9 – Revising and Editing; Revise and Edit Paragraphs Grammar/Mechanics: B.4-B.8 (Sentence Parts) Paragraphs due; Chapter 8 – Organization Patterns: Definition and Compare and Contrast; Assign Paragraphs	Lab Organizations Patterns Practice Work on Paragraphs
Week 9 – Mar. 24-28 T-25 TH-27 F-28	Lab Assignments <i>No Class – Work on Paragraphs (Must save a typed copy)</i> <i>No Class – Take Test: Ch. 7-8 in TC Testing Center</i>	Work on Paragraphs Study for Test

Week 10- Mar. 31-Apr. 4 T-1 TH-3 F-4	Lab Assignments; Edit Paragraphs Grammar/Mechanics: C.1-C.2 (Sentence Errors) Paragraphs due; Chapter 10 – Essay Writing; Begin Classification Essay	Lab Work on Essay
Week 11 –Apr. 7-11 T-8 TH-10 F-11	Lab Assignments Ch. 13 – Critical Thinking Grammar/Mechanics C.6-C.9 (Sentence Errors); Edit Essay	Lab Inference Practice Work on Essay
Week 12 – Apr. 14-18 T-15 Th-17 F-18 (Drop Date April 18)	Lab Assignments; Essay due Grammar/Mechanics D3-D6 (Effective Sentences) Chapter 16 – Essay with Sources; Begin Summary Essay	Lab Work on Essay
Week 13 – Apr. 21-25 T-22 TH-24 F-25	Lab Assignments Chapter 14 – Critical Thinking Work on Summary Essay	Lab Assignments Work on Essay Critical Thinking Practice
Week 14 – Apr. 28-May 2 T- 29 TH-1 F-2	Lab Assignments Review Ch. 13-14; Work on Summary Essay Test: Chapters 13-14	Lab Study for test Work on Essay
Week 15- May 5-9 T-6	Lab Assignments; Revise and Edit Summary Essay	Lab Work on Essay Study for Final Exam

TH - 8	Summary Essay due	
F-9	Review for Final Exam	
Week 16 - May 12-15 M/T - 12/13 W/TH - 14/15	FINAL EXAM	

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.** Check the syllabus for each class to see how much time you are allowed to be late before the tardy is counted as an absence. **In this class, students arriving more than 15 minutes after the class starts will be considered absent.** In some 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 certain workforce/vocational areas, such as nursing and cosmetology, 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.

Do not stop attending a class without formally withdrawing from the course by the institution's published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class. The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.

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 types of absences that are considered excused 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.

ONLINE/HYBRID COURSE ABSENCES

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor) or the professor may drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class or the student may be dropped for not having attended.

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
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Twice a week (MW or TR classes)	4
	Three tardies count as one absence.
A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Four times a week (MTWR classes)	4
	Three tardies count as one absence.

A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
3 times a week (MTW) (evening classes)	2
4 times a week (MTWR) (day classes)	2
	Three tardies count as one absence.

Make-up Policy:

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 two days to complete the test. Daily work cannot be made up. Deadlines will not be extended for MySkills Lab Assignments.

ALL writing assignments must be completed to pass the course. If paragraphs or essays are turned in late, ten points will be deducted per day, even if the student is absent.

Failure to complete writing assignments can result in being dropped from the course.

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 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)

0042 (Class day/time)

Date

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

Tests

Four 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. Missed tests can be made up in the Testing Center. The Testing Center is located in the Business and Computer Technology Building. A student will have **two days** to make-up the missed test. After that time, the student will receive a zero for the test.

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.

Paragraphs

Students will write a total of four paragraphs using the following patterns: Description, Example, Definition, Compare and Contrast. 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. Two paragraphs will be graded at one 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, 0042, and date. Also, each paragraph should be titled.

Essays

Students will write three essays, including a Summary, Classification, and Summary Response. Students will go through the writing process by prewriting, outlining, drafting, editing, and revising each essay. The process will be completed in and outside of class time. The Summary Response will require research online. The essays will be graded for content, organization, development, grammar, and mechanics. The Summary Response will be graded for MLA documentation too. The final essays must be typed in a 14 point font and double spaced. With each essay, the student must turn in a cover page, outline, and rough draft. The cover page should include: Title, Name, 0042, Date.

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

Communication

Letters of encouragement will be given to students who fail to complete assignments and/or lab, have attendance problems, and have inappropriate classroom behavior. Letters 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.

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. 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.*

Revised 01/06/14

I, _____, have read and understand the policies and procedures outlined in the course syllabus for English 0042 for Spring 2014.

Signature _____ Date _____

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