



## **Syllabus**

**Course Name:** Integrated Reading and Writing I

**Course Number:** English 0041.05 TRF 9:30-10:50 a.m.

**Semester & Year:** Fall 2015

### **Instructor Information:**

Name: Melisa (Lisa) Jones

Office: Library Second Floor

Telephone: 903-823-3223

E-mail: [lisa.jones@texarkanacollege.edu](mailto: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: MW 8-11, F 12-2

(Please call or email for an appointment at another time.)

### **Textbook Information:**

*In Harmony: Reading and Writing 2<sup>nd</sup> ed.*

MySkillsLab- Pearson Lab

### **Materials needed:**

Package of highlighters, blue or black pen, pencil, notebook paper; flash drive; earphones/headphones for lab; scantrons 882-E

**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**.

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 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 in a handout by the professor. The class meets three days a week with one day designated for lab assignments and writing in the course. This day is not optional, and students who do not attend will be counted absent, which may result in a student being dropped from the course!

### Student Assessment:

Assignments and Assessments	Percentage of overall grade
<b>Tests</b> Chapters 1,2, Parts of Speech Chapters 3, Parts of Sentences Chapters 4-5, Punctuation Chapters 6, 7, 9 Chapters 11-15 Final Exam	35%
<b>Writing</b> Process Paragraph Example Paragraph Compare and Contrast Paragraphs Cause and Effect Essay	35%
Class Assignments, Activities, Journals	10%
MySkillsLab Assignments Readings in MyLab	20%

### Grading Scale:

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

## 0041 Class Schedule Fall 2015:

<b>Week/Day</b>	<b>Class</b>	<b>Assignments</b>
<b>Week 1 – Aug. 24-28</b>	Course Information Chapter 1 – Reading Process Lab Registration and pre-testing	Active Reading Practice
<b>Week 2 – Aug. 31-Sept. 4</b>	Chapter 2 – Writing Process Parts of Speech Lab – Lexile Test	Paragraph Practice Parts of Speech Practice
<b>Week 3 – Sept. 7 Labor Day Sept. 8-11</b>	<b>Chapters 1-2, Parts of Speech Test</b> Lab Assignments	Test Review
<b>Week 4 – Sept. 14-18</b>	Chapter 3 – Vocabulary Parts of a Sentence Lab Assignments	P75-77 “The Power of Words” P112 Map, P113 Paragraph Option 1 Parts of Sentence Practice
<b>Week 5 – Sept. 21-25</b>	<b>Test Chapter 3, Parts of Sentence</b> Lab Assignments	Test Review
<b>Week 6 – Sept. 28-Oct. 2</b>	Chapter 4 – Main Idea, Topic Sentence Punctuation Lab Assignments	P128 “Reducing Food Waste in the United States” – Idea Map, Answer #4 p145 Punctuation Practice
<b>Week 7 – Oct. 5-9</b>	Chapter 5 – Details, Topics, Implied Main Ideas Punctuation Lab Assignments	Implied Main Idea Practice Test Review
<b>Week 8 – Oct. 12-16</b>  (Midterm)	<b>Test Chapters 4-5, Punctuation</b> Chapters 6-7 – Patterns Lab Assignments	Patterns Practice
<b>Week 9 – Oct. 19-23</b>	Chapter 9 – Thinking Critically Writing a Process Paragraph – p193	Critical Thinking Practice Paragraph

	<p>"Change Yourself, Change Your World" Lab Assignments</p>	
<b>Week 10- Oct. 26-30</b>	<p><b>Chapters 6, 7, 9 Test</b> Work on Paragraph Lab Assignments</p> <p><b>Process Paragraph due</b></p>	Test Review
<b>Week 11 –Nov. 2-6</b>	<p>Chapters 11-12 – Sentence Errors Mechanics (E1-6) Writing a Paragraph with Examples – p562 "How to Enjoy the Often Exhausting, Depressing Role of Parenthood" Lab Assignments</p>	Sentence Error Practice Paragraph
<b>Week 12 – Nov. 9-13</b> <i>Nov. 13 drop date</i>	<p>Chapter 13 – Verbs Mechanics Work on Paragraph Lab Assignments</p> <p><b>Example Paragraph due</b></p>	Verbs Practice
<b>Week 13 – Nov. 16-20</b>	<p>Chapters 14-15 – Sentence Structure Mechanics Compare and Contrast Paragraphs – p461 "Afghanistan: Where Women Have No Choice" Lab Assignments</p> <p><b>Compare and Contrast Paragraphs due</b></p>	Sentence Structure Practice Paragraph Test Review
<b>Week 14 –Nov. 23-27</b>	Thanksgiving Holidays	
<b>Week 15- Nov. 30-Dec. 4</b>	<p><b>Chapters 11-15 Test, Mechanics</b> Chapter 10 – Essay Writing Writing a Cause and Effect Essay - p230 "The Benefits of Listening to Music" Lab Assignments</p>	Work on Essay
<b>Week 16 – Dec. 7-11</b>	<p>Work on Essay Review for Final Exam Lab Assignments</p> <p><b>Cause and Effect Essay due</b></p>	Work on Essay Study for Final Exam
<b>Dec. 14-16</b>	<b>Final Exam</b>	

**A Lab Assignment Schedule will be provided by the professor. The schedule will detail assignments and due dates in the MySkillsLab. Lab registration information will be provided by the instructor during lab class.**

### **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	
Class or Lab Meets:	An instructor <b>may</b> 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. 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 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. 13**, 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.

**Viewing Semester Average, Midterm, and Final Grades:**

A student can monitor his or her class average by logging in to MyTC.

**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.

**Testing Center (Library first floor)**

**Aug. 15-Sept. 4**

M-Th 8:30 a.m. – 6 p.m., F 8:30 a.m. – 3 p.m.

**Aug. 7-Dec. 16**

M-Th 10 a.m. – 8 p.m., F 8:30 a.m. – 3:30 p.m., Sunday 2-6 p.m.

**Help Desk – Computer/Log-in Problems**

903 823 3030

**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***

Five 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. A scantron and pencil will be required for each test. 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 one week to make-up the missed test. After one week, the student will receive a zero for the test.

### ***Final Exam***

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

***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.

### ***Journals***

Students will be assigned journal entries to be written in the MySkillsLab or to be written in a composition book. Each entry should be at least one half page in length. The journal will be a response to a reading in the textbook and will help students with reading comprehension, as well as prepare students for writing assignments.

### ***Paragraphs/Essay***

Students will write a total of three to five paragraphs and an essay using the following patterns: Narration, Process, Explanatory, Compare and Contrast, Cause and Effect, 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/essay will be graded for content, organization, development, grammar, and mechanics. The final paragraphs/essay 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/essay should be titled.

***ALL writing assignments must be completed to pass the course. If writing assignments are 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**

Reports and grade sheets will be given to inform students of progress in the course. Students who fail to complete assignments and/or lab, have attendance problems, and have inappropriate classroom behavior will receive a warning. Reports and grade sheets will be provided starting with the third week of the semester. After a documented report, 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. Cell phones may NEVER be out during testing. If an emergency situation exists please see the instructor.
- 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. Also, students should not leave the classroom without permission.
- 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.

**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 08/17/15

I, \_\_\_\_\_, have read and understand the policies and procedures outlined in the course syllabus for English 0041 for Fall 2015.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Personal Information**

***In a short paragraph tell me about yourself. Include information about your educational goals, family, and work or hobbies.***