



Syllabus

Course Name: Integrated Reading and Writing II and Composition I

Course Number: 0042.02 Wednesday 6-9:50 p.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

(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: M & W 8-11; F 12-2:30

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

Textbook Information:

0042

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

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.

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.

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 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:

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 Definition Essay Explanatory Essay Persuasive Essay Research Essay Article Summary | 30% |
| Class Activities/Journals Essay Rough Drafts, Class Work , Journals (10) | 15% |
| MySkillsLab Assignments, Readings | 20% |

Grading Scale:

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

Class Schedule:

| Week/Dates | 0042 Classroom | Reading and Journal Writing |
|--|---|--|
| Week 1 Aug. 24-28 | Class Information Chapter 2 - The Writing Process Chapter 1 – Active Reading Using Punctuation Correctly p580-590 | “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. 31-Sept. 4 | Chapters 5 – Organization Basic Patterns Using Punctuation Correctly Definition Essay Assignment (in class writing) | “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 <i>Sept. 7 Labor Day</i> Sept. 8-11 | Chapter 6 – Additional Patterns Using Punctuation Correctly Test Revise and Edit Essay – Rough Draft Final Definition Essay due in Class | “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. 14-18 | Review and Test Chapters 1, 2, 5, 6 Managing Mechanics and Spelling p591-598 Explanatory Essay Assignment | “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. 21-25 | Chapter 3- Topics, Main Ideas, Topic Sentences Managing Mechanics and Spelling Revise and Edit Essay – Rough Draft | “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. 28-Oct. 2 | Chapter 4 – Details, Transitions, Implied Main Ideas | “The Media Need to Stop Inspiring Copycat Murders. Here’s How” p462 |

| | | |
|--|---|--|
| | <p>Managing Mechanics and Spelling Test</p> <p>Final Explanatory Essay due</p> | <p>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?</p> |
| <p>Week 7 Oct. 5-9</p> | <p>Review and Test Chapters 3-4</p> <p>Understanding Sentence Parts p517-533</p> <p>Persuasive Essay Assignment</p> | <p>“Photojournalism in the Age of New Media” p467</p> <p>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.</p> |
| <p>Week 8 Oct. 12-16</p> <p><i>Midterm</i></p> | <p>Chapter 12 – Critical Thinking: Making Inferences and Analyzing the Author’s Message</p> <p>Understanding Sentence Parts</p> <p>Revise and Edit Essay Rough Draft</p> | <p>“Drug Abuse Among Athletes” p476</p> <p>Topic: Suppose you are an athlete and could legally use a performance-enhancing drug of your choice. Would you choose to do so? Explain.</p> |
| <p>Week 9 Oct. 19-23</p> | <p>Chapter 13 – Critical Thinking: Evaluating the Author’s Techniques</p> <p>Understanding Sentence Parts Test</p> <p>Persuasive Essay due</p> | <p>“Should College Football Student Athletes Get Paid?” p485</p> <p>Topic: Respond to the following statement: “Sports should be banned in college. The college experience should be about learning, not about playing game.”</p> |
| <p>Week 10 Oct. 26-30</p> | <p>Chapter 11 – Writing Essays Using Sources</p> <p>Avoiding Sentence Errors p534-562</p> <p>Research Essay Assignment</p> <p>Research Paper – Source and Works Cited</p> | <p>“College Athletes Already Have Advantages and Shouldn’t Be Paid” p490</p> <p>Topic: Why do you think athletes are so prized and valued in American society and on college campuses?</p> |
| <p>Week 11 Nov. 2-6</p> | <p>Review Chapters 12-13</p> <p>Avoiding Sentence Errors</p> <p>Research Essay– Thesis and Planning</p> | |
| <p>Week 12 Nov. 9-13</p> <p><i>Nov. 13 Drop Date</i></p> | <p>Review Chapters 12-13</p> <p>Avoiding Sentence Errors Test</p> <p>Research Essay – Revise and Edit Rough Draft</p> | |
| <p>Week 13 Nov. 16-20</p> | <p>Chapters 12-13 Test</p> <p>Writing Effective Sentences p563-579</p> <p>Final Research Essay due</p> | |
| <p>Week 14</p> | <p>Holidays!</p> | |

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|---------------------------|--|--|
| Nov. 23-27 | | |
| Week 15 Nov. 30-Dec. 4 | Writing Effective Sentences Test Article Summary Assignment (in class) | |
| Week 16 Dec. 7-11 | Final Review Finish Article Summary (in class) | |
| Dec. 14-16 | FINAL EXAM - COMPREHENSIVE | |

The MySkillsLab 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 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 or instructor to drop this course with a W.

Communication and Viewing Grades:

0042

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.

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 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:

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 – 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)
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 class. Topic outline examples can be found in the textbook and will be provided to the student. 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. 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 class. 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, double spaced and centered in the middle of the page:
Title of Paper

Student's Name

English 0042

Mrs. Jones

Date
4. Attach the Rough Draft and Peer Editing Sheet to the back of the final 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 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**

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 ESSAY

The Research Essay is assigned after the midterm point. Prior to that point students will receive instruction on MLA documentation, which is a requirement of the research essay. Weekly assignments on the paper will help assess student progress and ensure a student understands the components of the assignment. The research essay is evaluated on 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.
2. Click on the Library link at the bottom of the page.
3. Click on Electronic Resources and Databases on the left side of the page.
4. Click on the one of the Databases. (general or specific subject databases are available)
5. Type in your Username and Password.
6. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

TESTS

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 library on the first floor. 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.

JOURNALS

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. Each journal must be one page to receive complete credit for the entry. Journals are assigned 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. 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.

Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.

Additional Information: *To increase campus security and student safety, automatic door locks have been placed on all TC buildings. Students will only be allowed to enter through specific doors in each building. These doors will be labeled. Also, doors will automatically open and close at specific times. Students attending night classes should be aware that doors will lock at 7:30 p.m.*

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 08/25/2015

Student Information

Name _____

Cell Phone _____

Work yes _____ no _____ Number of hours weekly _____

Access to personal computer yes _____ no _____ internet yes _____ no _____

Other classes this semester

Major/Certificate

Family

Acknowledgement of Syllabus Information

I, _____, have read and understand the policies and procedures outlined in the course syllabus English 0042 Fall 2015.

Signature _____ Date _____