



Syllabus

Course Name: Integrated Reading and Writing II (Paired with English 1301)

Course Number: 0042

Semester & Year: FALL 2024

Instructor Information:

Name: Valerie Shirley

Office: HUM 209

Classroom 223

Telephone: 903-823-3279

E-mail: valerie.shirley@texarkanacollege.edu

Office Hours: M/W- 11:00-12:30 p.m. T/TH- 9:30-12:30 p.m.
F- By appointment

Note: ALL e-mails to me MUST be from the student's Texarkana College e-mail address. When emailing, please list your name and the course title in the "Subject" line.

Example: Sarah Green, Engl 0042

Textbook Information:

- *English Essentials* 2nd ed. by John Langan ISBN 978-1-59194-469-0
- *Fusion: Integrated Reading and Writing*, Book 2, 3rd ed. ISBN 978-1-337-61515-1

Materials needed:

- *black or blue pen; pencil, highlighters*
- *notebook paper*
- *a reliable computer and the ability to access the Internet*

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.

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:

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 with a 70% or better.**

English 0042 is designed to reinforce the writing curriculum in English 1301. Students must successfully complete English 0042 to receive credit for English 1301.

Student Assessment:

Assignments and Assessments	Percentage of the overall grade
Readings/Activities/Quizzes	25%
Final Comprehensive Exam	10%
Writing – Final Drafts (some or all listed) Descriptive Compare and Contrast Essay Article Summary Response Persuasive/Argumentative Essay Research Paper Narrative	30%
Writing Process Assignments/ Daily Work Study Guides Essay Rough Drafts Research Paper Parts In-Class Assignments	15%
Lab Assignments	20%

Grading Scale:

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

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 institution's 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 the 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 Texarkana College considers.

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.

MAXIMUM ALLOWABLE ABSENCES

After official registration, **the maximum allowable absences before a student may be dropped from the class is 1. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences take precedence over the following information.**

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.

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 to TC Testing Center, off-campus classrooms, lab sites, and dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

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:

Students should be aware of the official drop date for the course. This is the last date for the student to drop this course with a W. The professor can drop the student at any time during the semester.

Viewing Grades:

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.

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.

- **Help Desk – TC Login Problems**

903-823-3030 M-Th 8 a.m. – 5 p.m. F 8 a.m.-4 p.m.

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.

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>.

Academic Integrity and Use of AI Tools Guidelines

As members of the academic community, you are expected to uphold the highest standards of integrity. The advent of artificial intelligence (AI) tools offers new opportunities and challenges in our pursuit of knowledge and academic growth. To maintain fairness and integrity in our academic work, the following guidelines are established for the use of AI in this course:

Acceptable Use of AI Tools

1. **Research Assistance:** AI tools may be used for preliminary research and to assist in locating academic sources. Proper citations must be provided for any materials found via AI tools.
2. **Skill Development:** AI may be employed for skill development in areas such as coding, languages, and mathematical problem-solving. Use these tools responsibly to enhance your understanding rather than replace your learning efforts.

Prohibited Use of AI Tools

1. Using AI tools to generate content or answers for assignments, projects, quizzes, or exams may be prohibited. Submitting AI-generated work as your own is considered academic dishonesty.
2. **Paraphrasing and Translation:** Using AI to paraphrase text or translate assignments is not permissible if it disguises the source material without proper acknowledgment. All work submitted should be in your own words and reflect your own understanding.

Disclosure and Citation

1. **Acknowledgment:** If any AI tools are used to aid in your learning process (e.g., for brainstorming or editing), their use must be disclosed in a brief statement in your submission.
2. **Citation:** All AI-assisted content must be properly cited according to the appropriate academic style guide. For English courses, current MLA formatting is used.

Consequences of Misuse

Violating this policy will result in disciplinary actions consistent with the **College's Academic Integrity Policy**, including failing the assignment, failing the course, or further disciplinary measures.

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.

Class Policies:

- **Cell phone use that interrupts instruction is discouraged.** If an emergency situation exists, please let me know about it before class.

- **Students will be warned if a cell phone is a distraction to learning. If distraction persists, then the student will be asked to leave the classroom with an absence.**
- There is a zero-tolerance policy for any behavior that is disruptive of classroom learning. This includes disruptive phone or electronics usage, any vulgar language or rude behavior toward the instructor or other students in the class, etc.
- Much of this class calls for student discussion. Please be accepting of and open to views that may differ from your own. A variety of viewpoints and lively discussion often lead to a deeper understanding of the content.
- Students are not allowed to bring children to class.
- Only drinks or cups with lids will be allowed in the classroom.
- Snacks are allowed in the classroom if they do not interrupt the learning setting. You are responsible to leave the table/desktop and surrounding area clean.
- A student with persistent behavior problems that disrupt the learning environment will be reported to the Dean of Students, Mr. Robert Jones.
- Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.

Please add the number for Campus Police to your cell phone: 903-823-3330. When on campus, all emergency calls should go to TC Campus Police, then 911 if needed.

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.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact **Tonja Blasé at 903-823-3349** or go by her office located in the Palmer Memorial Library on the first floor for personal assistance.

If a student has an accommodation 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 the course* so there is ample time to make the accommodations.

Needs Statement:

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school is urged to contact **Tonja Blasé, Director of Student Retention, at 903-823-3349**, for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, human.resources@texarkanacollege.edu

IMPORTANT NOTICE: Students who are enrolled in the “paired courses,” ENGL 1301 and ENGL 0042 who are dropped from ENGL 1301 for any reason will automatically be dropped from ENGL 0042. Students who are dropped from 0042 will be dropped from 1301.

Alternate Operations during Campus Closure:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website, (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

Computer Requirement Policy:

Students are required to have a computer with Internet access for classes. **The computer must be an actual computer** – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student’s responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students. A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.