

**ENGL0060 Course Syllabus** **Spring II 2025** **2H1 HYB**

**Course Section and Meeting Time/ Place:** TR 12:30-1:50, Room 206

***Name:***Kelley Coleman

***Office:*** Stilwell Humanities 215

***Office Telephone:*** 903-823-3365--this is a landline phone, and I can’t access it if I’m not on campus. If you call and I don’t answer, leave a voicemail or send an email.

***E-mail:*** kelley.coleman@texarkanacollege.edu

Email is the best and fastest way to contact me. PLEASE do not message me through Moodle/ TCOnline, MyTC Gradebook, or Teams, because I do not check those platforms frequently and will not see your message. When sending email, please include your first and last name and indicate which class you are enrolled in. You are welcome to email me at any time.

***Office Hours:*** *Tuesdays & Thursdays: 9:00-11:00 a.m. & 2:00-4:00 p.m.*

*Please call for an appointment for Mondays and Wednesdays..*

***Course Description***

This Non-Course Based Option focuses on integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and writing. This intervention is part of the student’s co-enrollment (co-requisite) as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student’s success in English 1301. The course is nontransferable and does not count toward an Associate Degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC’s TSI placement chart. Co-requisite: ENGL 1301.

***Student Learning Outcomes***

1. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer’s purpose.
2. Determine and use effective approaches and rhetorical strategies for given writing situations.
3. 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.
4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
5. Develop and use effective revision strategies to strengthen the writer’s ability to compose college-level writing assignments.
6. Edit writing to conform to the conventions of Standard English.

***What to Expect for This Course***

NCBO for Writing is designed to help students accelerate through required developmental coursework while also taking ENGL1301 Comp I in one term. There are no assignments or grades for NCBO for Writing. Whether you pass or fail this course depends on your performance in ENGL1301. At the end of the semester, if you pass ENGL1301, you will earn a DM on your transcript for this course. If you do not pass ENGL1301, you will earn a DN on your transcript for this course. You must pass ENGL1301 in order to pass ENGL0060. The ultimate goal of NCBO is to increase student skills and assist with successful completion of English 1301.

I will meet with each student to create an individualized course plan. I require that you send me rough drafts of each of your ENGL1301 essays so that I can give you feedback before you submit the essays to your ENGL1301 professor for grading.

**Textbook Information:** No textbooks or additional materials are needed for this course beyond your ENGL1301 assignments and materials.

**Class Schedule:** This will be determined by your ENGL1301 professor’s schedule. Please refer to the Texarkana College academic calendar for breaks and holidays: <https://www.texarkanacollege.edu/admissions/academic-calendar/.>

**Attendance Policy:** Students who fail to attend the NCBO may be dropped from both 0060 and English 1301.

Attendance in English 0060 is not optional because student placement is based on TSIA scores. In an 8-week semester, a student can be dropped for missing class twice. If you know ahead of time that you need to miss a class meeting, please email me or call so that I will know not to expect you.

I am required to enter all attendance information in MyTC. Please note that if you miss class, you will receive attendance alert emails from Mrs. Melva Flowers in the Office of Student Retention. These are automatically generated in MyTC and do not mean you have been dropped from the class; however, these messages serve as a warning for the number of times you have missed class.

**TC Email:** Students should check their TC Email account on a regular basis (at least two to three times weekly) to check for general information sent from campus or instructors.

**Communication Policy:** If you have concerns, please contact me by email, call, or visit my office. I try to reply to all emails and phone calls within 12 hours. If it has been more than 24 hours since you sent your message and I have not responded to you, chances are I haven’t received the message, so you may want to try again (it also does not hurt to double-check the email address for misspellings or typos). I usually check email and log on to Moodle once or twice a day on weekdays and weekends but usually do not check or log in on holidays.

**Policy on Computer Access/ Technology Failure:** It is the student’s responsibility to understand how to use Moodle/ TCOnline and word processing software, maintain access to a working computer, and maintain access to a high-speed internet connection in order to keep up with online class assignments.

Because computer and network problems can and will occur, students should have a plan for alternative computer access. Botched submissions or faulty attachments do not count for credit, and computer problems cannot be used as an excuse for late work. Make sure you begin your assignments early and avoid submitting assignments during the final hour. Save your documents often and use OneDrive or Google Drive. Keep copies of all your work, because you never know when something might be useful.

If access to a computer or reliable Internet concerns you, please discuss with your instructor or advisor how you might take a proactive approach to your online success. **Please be aware that not all course components will work on mobile devices, tablets, or iPads. You cannot be successful in an online class if the only computer you have is a smartphone.**

**ADA/ disability statement:** 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 nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, 903-823-3017, human.resources@texarkanacollege.edu.

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903-823-3349 or go by the office of Disability Services located in the Academic Commons (library) for personal assistance.

**Student privacy:** The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

In compliance with the Federal Family Education Rights and Privacy Act, Texarkana College is prohibited from providing certain information including grades, bills, financial aid, and other student record information to any third party unless the student gives us written permission. This restriction applies, but is not limited to your parents, guardians, spouse, and your employer. Each student has the right to grant Texarkana College permission to release information about your records to a third party by completing and submitting a FERPA Student Information Release Authorization Form. See the TC website or Office of Admissions for more information.

TC does not discriminate on the basis of race, color, national, origin, sex, disability, or age in its programs, activities, admission, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX 75599 (903-823-3355), human.resources@texarkanacollege.edu

**Student resources:** There are many offices and dozens of people at TC who are standing by willing to help you with nearly any kind of issue that might arise during your time as a student. Visit <https://www.texarkanacollege.edu/current-students/> to view all student resources.

* **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. TC provides a care closet with food and personal hygiene items. Contact Phillip Parrish for more information: 903-823-3418 or phillip.parrish@texarkanacollege.edu
* **Pregnant and Parenting Students**: If you are pregnant and/or the parent/legal guardian of a child younger than 18 years of age and in need of information about resources in our community, please contact the Pregnant and Parenting Students Liaison, Kippie Hartcraft at kippie.hartcraft@texarkanacollege.edu or 903-823-3462.
* **Counseling Services:** TC students may receive confidential counseling with no charge and no insurance required from Mrs. Luretha Loudermill, LPC. Call 903-823-3143 or visit the following website for more information: <https://www.texarkanacollege.edu/campus-life/counseling-services/>
* **Tutoring:** tutoring is available on the second floor of the Academic Commons and online through Teams. You can make a tutoring appointment by visiting <https://texarkanacollege.libcal.com/>
* **Student Success Coaching**: the Student Success office provides a wealth of services, including a laptop loaner program, career planning, support, connection to research, information about success strategies, online tutoring, and more. Contact Lee Williams III at 903-823-3016, Josette Rice at 903-823-3256, stop by the office located in the administration building, or visit the following website for more information: <https://www.texarkanacollege.edu/student-life/student-support/student-success/>
* **Technology and log-in help:** Contact the TC Service Desk at 903-823-3030 or support@texarkanacollege.edu
* **Campus Police:** add the Campus Police phone number as a contact in your phone (903-823-3330). Contact Campus Police in the event of an emergency, or anytime you need help or see something suspicious on campus.

**Last day to drop:** The last day for students to withdraw from class (earn a grade of W) is Friday, Feb. 28 (Spring I) or Friday, May 2 (Spring II).

**Bottom line and final notes:** I promise that no one on this campus wants you to be successful in this course more than I want you to be successful in this course! However, it’s up to you to put in the hard work that will be required to make that happen. I will be happy to answer questions and help as much as I can, but you will need to attend class regularly, pay attention to all instructions, videos, and feedback, and work diligently. Some of the assignments will be challenging. You need to be willing to invest your time and effort and take constructive criticism to learn and grow as a writer. You will learn that as a college student, natural intelligence or academic talent do not matter as much as hard work and a good work ethic.

I am looking forward to a wonderful learning experience with each of you this semester!