



## **Syllabus**

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

**Course Number:** English 0041

**Semester & Year:** Fall 2014

### **Instructor Information:**

Name: Melisa (Lisa) Jones

Office: Library First Floor (by circulation desk)

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: TRF 8:30-9:30 a.m.

(Please call or email for an appointment.)

### **Textbook Information:**

*In Harmony: Reading and Writing*

MySkillsLab- Pearson Lab

### **Materials needed:**

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

**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 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 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 by the professor.

**Student Assessment:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
<b>Tests</b> Chapters 1,3, 4, Parts of Speech Chapters 5-9, Parts of Sentences Chapters 10-11, Correct Sentences Chapters 2, 12-13, Punctuation Chapters 15-16, Mechanics and Spelling Final Exam	35%
<b>Writing</b> Narration Paragraph Process Paragraph Explanatory Paragraph Compare and Contrast Paragraph Summary of Article	35%
Class Assignments and Activities, Journals	10%
MySkillsLab Assignments	20%

**Grading Scale:**

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

## 0041 Class Schedule:

Week/Day	Class	Assignments
<b>Week 1 – Aug. 25-29</b> T – 26  TH- 28  F- 29	Course Information  BASE Groups, Keys to Success  Chapter 1 – Reading Process Chapter 15 – SQ3R	Writing Assignment over Keys to Success  Read “Liking and Loving: Interpersonal Attraction” pgs. 50-53 Journal 1 p55 Paragraph Options #3  Chapter 1 and SQ3R Practice
<b>Week 2 – Sept. 1-5</b> T – 2  TH- 4  F- 5	Lab Registration, Pre-test  Chapter 3 Vocabulary  Parts of Speech A1-A8	Read “The Power of Words” pgs. 109-111 Journal 2 p113 Paragraph Options #2  Chapter 3 Practice
<b>Week 3 – Sept. 8-12</b> T- 9  TH-11  F-12	Lexile Locator; Assignments  Chapter 4 Vocabulary  Parts of Speech A1-A8	Read “Talking to Koko the Gorilla” pgs. 145-148 Journal 3 p150 Essay Options #5  Chapter 4 Practice  Lab Assignments
<b>Week 4 – Sept. 15-19</b> T- 16  TH-18  F- 19	Lab Assignments  <b>Test Chapters 1, 3-4; Parts of Speech</b>  Chapter 5 Complete Sentences; B1-B7 Parts of a Sentence	Study for Test  Read “Norteno in Manhattan” pgs. 178-179 Journal 4 p 181 Paragraph Options #2  Chapter 5 Practice  Lab Assignments
<b>Week 5 – Sept. 22-26</b> T- 23  TH-25	Lab Assignments  Chapter 6 – Sentence Problems; Parts of Sentences B1-B7	Lab Assignments  Read “Scenes from a Service-Dog Graduation” pgs. 229-232 Journal 5 p234 Thinking

F-26	Chapter 7 - Verbs	Critically #2 Chapter 6 Practice Chapter 7 Practice Lab Assignments
<b>Week 6 – Sept. 29-Oct. 3</b> T- 30 TH- 2 F-3	Lab Assignments Chapter 8 – Independent and Dependent Clauses Parts of Sentences Chapter 9 – Revising Sentences Parts of Sentences	Read “What is a Sustainable Food System?” pgs. 322-324 Journal 6 pg. 327 Paragraph Options #1 Chapter 8 Practice Chapter 9 Practice Lab Assignments
<b>Week 7 – Oct. 6-10</b> T-7 TH-9 F-10	Lab Assignments <b>Chapters 5-9; Parts of Sentences Test</b> Chapter 10 – Main Idea, Topic Sentences	Study for Test Read “Wireless Interference: The Health Risks” pgs. 367-370 Journal 7 pg. 372 Paragraph Options #1 Chapter 10 Practice Lab Assignments
<b>Week 8 – Oct. 13-17</b> T – 14 TH – 16 F – 17 (Midterm)	Lab Assignments Chapter 11 – Details, Implied Main Ideas, Transitions; Correct Sentences Correct Sentences C1-C7	Read “Ransom Notes: Serial Kidnapping in Mexico” pgs. 399-404 Journal 8 pg. 406 Reacting to Ideas #2 Chapter 11 Practice Lab Assignments
<b>Week 9 – Oct. 20-24</b> T-21 TH-23 F-24	Lab Assignments Review for C10-11, Correct Sentences Test <b>Chapters 10-11, Correct Sentences Test</b>	Read “Finding a Mate: Not the Same as It Used to Be” pgs. 475-476 Journal 9 pg. Thinking Critically #1 Lab Assignments
<b>Week 10- Oct. 27-31</b>		

T-28	Lab Assignments	Read "The Role of Sports in Our Lives" pgs. 202-204
TH-30	Chapter 2 – Writing Process Chapter 12 – Patterns	Answer Checking Your Comprehension p204 #1-5
F-31	Narrative Paragraph Assignment Punctuation D1-D5	Chapter 12 Practice  Work on Paragraph  Lab Assignments
<b>Week 11 – Nov. 3-7</b>		
T-4	Lab Assignments; Edit Narrative Paragraph	Read "Computer Technology, Large Organizations, and the Assault on Privacy" pgs. 288-290
TH-6	<b>Final Narrative Paragraph due</b> Process Paragraph Assignment	Answer Checking Your Comprehension p290 #1-6
F-7	Work on Process Paragraph; Punctuation D1-D5	Work on Paragraph  Lab Assignments
<b>Week 12 – Nov. 10-14</b>		
T-11	Lab Assignments; Edit Process Paragraph	Read "The Benefits of Listening to Music" pgs. 443-445
Th-13	<b>Process Paragraph due</b> Explanatory Paragraph Assignment	Answer Checking Your Comprehension p445 #1-6
F-14	Work on Explanatory Paragraph; Punctuation D1-D5	Work on Paragraph  Lab Assignments
<b>Week 13 – Nov. 17-21</b>		
T-18	Lab Assignments; Edit Explanatory Paragraph	Read "Saying 'Adios' to Spanglish" pgs. 256-258
TH-20	<b>Explanatory Paragraph due;</b> Chapter 13 – Patterns	Answer Checking Your Comprehension p258 #1-5
F-21	Compare and Contrast Paragraph Assignment	Work on Paragraph  Chapter 13 Practice  Lab Assignments
(Drop Date Nov. 21)		
<b>Nov. 24 – 28</b> <b>Thanksgiving Holidays</b>		
<b>Week 14 – Dec. 1-5</b>		
T- 2	Lab Assignments; Edit Compare and Contrast Paragraph	Read "What Makes a Scary Movie Scary" pgs. 80-83 Complete Idea Map pg. 84

TH-4	<b>Compare and Contrast Paragraph due;</b> Chapter 15 – Outline, Maps, Paraphrase, Summary Summary Writing Assignment	Work on Paragraph Chapter 15 – 16 Practice Lab Assignments
F-5	Chapter 16 – Inferences, Fact and Opinion, Purpose and Audience Work on Summary Assignment	
<b>Week 15- Dec. 8-12</b> T-9	Lab Post-Test; Edit Summary Paragraph	Work on Summary Paragraph Study for Test
TH – 11	<b>Final Summary Paragraph due</b> Mechanics and Spelling	Study for Final Exam
F-12	<b>Test Chapters 12-13, 15-16, Punctuation, Mechanics and Spelling</b>	Lab Post-Test
<b>Week 16 – Dec. 15-19</b>	<b>Final Exam</b>	

**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. 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 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, Nov. 21**, 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.

**Student Support, Computer Access, Tutoring:**

**Library**

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 first floor**

M-W 8 a.m.-6 p.m. R 8 a.m. – 9 p.m. F 8 a.m. -4 p.m.

## **Humanities Lab Room 225**

### **Computer Access and English Success Coach Mary Harris**

M 9:30 – 11 a.m., 1-3 pm. T 12:30 – 5:30 p.m. R 11 a.m. – 3 p.m.

## **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. 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 a writing assignments.

### ***Paragraphs***

Students will write a total of five paragraphs using the following patterns: Narration, Process, Explanatory, Compare and Contrast, 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 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, 0041, and date. Also, each paragraph should be titled.

***ALL writing assignments must be completed to pass the course. If paragraphs 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 08/14/14

I, \_\_\_\_\_, have read and understand the policies and procedures outlined in the course syllabus for English 0041 for Fall 2014.

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

### **Personal Information**

Name

Birthday

Email

Telephone

Work – Job/Hours Weekly

Other Classes This Semester

Other Responsibilities (family, children)