TEXARKANA COLLEGE

Syllabus
Course Name: Composition I
Course Number: 1301
Semester & Year: Spring 2015
Instructor Information:

Name: PATRICIA MEYER, PH.D.
Office: AIKIN 169
E-mail: patricia.meyer@texarkanacollege.edu

Office Hours:

Monday: 11-12:30, 3:30-4
Tuesday: 11-12:30, 3:30-4
Wednesday: 11-12:30, 5:30-6, 8:50-9:20
Thursday: 12:30-2, 3:30-4
Friday: 12:30-2, 3:30-4
By Appointment: in office or videochat

Textbook Information:
COMP, ISBN 13:978-1-133-30775-4, Vandermey, Meyer, Van Rys, Sebranek
The Little Brown Compact Handbook, 8th ed. ISBN 13:978-0-205-65170-2, Jane E. Aaron

Materials needed:
1 package of scantrons – form 882-E (purchase at the TC bookstore)
Pencil and pen
Red grading pen and highlighters
Notebook paper
2 paper folders with brads and pockets (used to turn in research papers)
USB Drive to store your computer work

Course Description: An intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis will be on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus will be on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: Completion of English 0032 or 0042 with a C or better, a satisfactory score on ACT, SAT, or Writing Section of the TSI.

Student Learning Outcomes for the Course:

1. Demonstrate knowledge of individual and collaborative writing processes 2. Develop ideas with appropriate support and attribution 3. Write in a style appropriate to audience and purpose 4. Read, reflect, and respond critically to a variety of texts 5. Use Edited American English in academic essays

Student Requirements for Completion of the Course:
Students will write five to eight essays over the course of the semester that will include a research essay of 4-6 pages in length, use Modern Language Association (MLA) documentation and format, and require a minimum of five sources. Essay topics will be based on the following strategies/modes: exposition (process analysis, comparison/contrast, definition, classification, cause and effect), argumentation/persuasive, description, narration, and/or evaluation. At least two essays will be written in class under supervision. Instructors will use the Texarkana College Grading Rubric for English 1301

Composition I and English 1302 Composition II. Students will take the English 1301 Departmental Pre-test and Post-test.

Student Assessment:

Assignments and Assessments	Percentage of overall grade
• Narrative • Summary • Definition • Compare-contrast • persuasive	50%
• research paper • pre-test • post-test • group project	30%
• lab • final paper • mla/apa	20%

Grading Scale:

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

Class Schedule:

Week/Dates	1301 Classroom	MyWritingLab Assignments and Homework (Journals due on Sunday in lab)
Week 1 Jan. 20-23	Class Information Course Pre-Test The Writing Process Chapters 1-8 WW 1 Assigned Wed. Due next Mon. TOPIC:	Journal 1

Week 2 Jan. 26-30	The Writing Process Chapters 1-8 Chapter 31- Sentences WW 2 Assigned Wed. Due next Mon. TOPIC:	Journal 2 (due Feb.8) 9.1 Sentence Structure 11.3 Subordination and Coordination 11.4 Varying Sentence Structure 11. 7 Parallelism
Week 3 Feb. 2-6	Chapter 9 – Narrative, Descriptive, and Reflective Writing WW 3 Assigned Wed. Due next Mon. TOPIC:	Journal 3 Work on Essay
Week 4 Feb. 9-13	Chapter 9 – Narrative, Descriptive, and Reflective Writing BEGIN GROUP PROJECT WW 4 Assigned Wed. Due next Mon. TOPIC:	Journal 4 Work on Essay
Week 5 Feb. 16-20	Chapter 13 – Comparison and Contrast WEDNESDAY: LIBRARIAN WILL VISIT! Chapter 32 – Sentence Errors WW 5 Assigned Wed. Due next Mon. TOPIC:	Journal 5 Work on Essay (due March 1) 9.2 Fragments 9.3 Run-ons 9.4 Subject and Verb Agreement 9.7 Pronoun Reference and Point of View 9.8 Pronoun Antecedent Agreement 9.9 Misplaced and Dangling Modifiers 11.2 Word Choice
Week 6 Feb. 23-27	Chapter 13 – Comparison and Contrast WW 6 Assigned Wed. Due next Mon. TOPIC:	Journal 6 Work on Essay
Week 7 March 2-6	Chapters 25-29 Research Writing GROUP PRESENTATIONS on Monday. WED: Discuss Research Paper. WW 7 Assigned Wed. Due next Mon. TOPIC:	Journal 7 Study for Midterm (due March 22) 6.5 Avoiding Plagiarism 6.6 Integrating Sources 6.7 Citing Using MLA
Spring Break March 9-13		
Week 9 March 16-20 *Midterm*	Chapters 15-18 Persuasive Writing WW 8 Assigned Wed. Due next Mon. TOPIC:	Journal 8 Work on Essay
Week 10 March 23-27	Chapters 15-18 Persuasive Writing	Journal 9 Work on Essay

	Graded activity: Notecard assignment in class. Must be present to be graded.	
Week 11 March 30-April 3	Research Paper Assignment Chapter 33 – Punctuation Graded activity: Paraphrase, summarize, direct quotation exercise. Must be present to be graded.	Journal 10 Work on Research Paper (due April 12) 10.1 Commas 10.2 Semicolon and Colon 10.3 Final Punctuation 10.4 Other Punctuation 10.5 Apostrophes 10.6 Italics and Underlining
Week 12 April 6-10	Research Paper	Work on Research Paper
Week 13 April 13-17 *April 17 Drop Date*	Research Paper WW 9. TOPIC: Annotated Bibliography due in class.	Work on Research Paper
Week 14 April 20-24	Research Paper Due Chapter 34- Mechanics WW 10. TOPIC: Research paper rough draft. Due in class Wed.	(due May 3) 10.7 Abbreviations and Numbers 10.8 Capitalization 10.9 Spelling
Week 15 April 27-May 1		
Week 16 May 4-8	MON LAB COMPLETE WED RESEARCH PAPER DUE	Study for Final
Week 17 May 11-13	FINAL EXAM – post test and final paper due.	

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 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, April 17, which is the last date for the student or instructor to drop this course with a W.

Viewing Grades:
Grades are available via an online grade book- Engrade (www.engrade.com/students) - Student grades are posted throughout the semester; Students will receive information about accessing grades by the third week of class.
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.

Testing Center (BCT Building)
M-R 8:30- a.m. – 6 p.m. F 8:30 a.m. – 3 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)
1301 (Class day/time)
Date

ESSAYS

ATTENTION:
ALL ESSAYS MUST BE TURNED IN OR A STUDENT WILL BE DROPPED FROM THE COURSE!

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. Essays must be handwritten in a Blue Book. 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 complete 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 1301

   Mrs.

   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) The content and development and grammar and mechanics grades are averaged for the final writing grade.

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 1301

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
Misuse of an apostrophe
Errors in parallel structure
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

Omission of apostrophe in possessive noun
Comma errors other than a comma splice
Dangling or misplaced modifiers

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 PAPERS

ATTENTION: The Research Papers must be turned in to receive credit for this course! No late research papers are accepted!

The Research Papers are assigned after the midterm point. Prior to that point students will receive instruction on MLA documentation, which is a requirement of the research paper. Weekly assignments on the paper will help assess student progress and ensure a student understands the components of the assignment. Each Research Paper Check is part of the overall Research Paper Final Grade. The final paper will be turned in using the same method as the essays, but will be placed in a pocket folder with brads. The research paper is evaluated in three parts: content and organization, research and documentation, and grammar and mechanics. *NOTE: To conduct reliable research, students must use the TC Databases.*

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

A pre and post test will be given in class. The pre-test is given to provide the instructor with strengths and weaknesses of students regarding grammar, mechanics and sentence structure. The pos-test will be given at the end of the semester. The tests are in multiple choice format and will be scored immediately. The Midterm Exam will cover the writing process. Students will need to bring a scantron, notebook paper, and pencil to take these tests. These tests will be graded within a week of completion. If a student is absent on test day, the student must make arrangements with the instructor to make up the test in the Testing Center at Texarkana College or other arrangements can be made. The final exam will cover MLA. The final must be taken on the day indicated on the final exam schedule.

WRITING ASSIGNMENTS

Planning (Outline): For each essay, a student will be asked to turn in a thesis statement and a topic outline. Topic outline examples can be found in the textbook page 47 and in the handbook page 21. 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. Peer editing will assist students in preparing the final draft, but should not be the only editing and revising that occurs on the rough draft.

Research Paper Assignments: The Research Paper will be assigned early in the course. Over the assigned weeks of the assignment, students will turn assignments as part of the research paper process. Specific Research Paper information will be provided at that time, but the assignments include: A topic proposal, notecards with specific information on them, an outline, an annotated bibliography, a rough draft. Working through the steps in this order will help students succeed in writing a research paper that is well-researched, detailed, organized, and documented. If a student fails to complete these assignments by the due date(s), he or she loses points on the final research paper.

Weekly Writings: In this class, we will have weekly writing assignments. My expectation is that on most weeks (unless otherwise noted in syllabus or in conversation), we will discuss the assignment on Wednesdays and the writings will be due on the following Monday (5 day). Occasionally, they will not be due until the following Wednesday (7 day).
Each Weekly Writing (WW) will address a particular style and topic. WW's format should be that of a research paper: proper headings, a title, page numbers, and written in formal English.

Group project: In this class, we will have a group project.
As a group, you will have the opportunity to work with a controversial idea. Big picture: your group will select a controversial subject to work with. Your group will then research the topic and find if there are opposing viewpoints – and report on at least 2 opposing viewpoints. This will act as a way to work as a group to learn how to research a topic you may not know much about, understand its subtleties and opposing viewpoint (opposing to your own, possibly).
As a group, you'll work together to compile a report of the main ideas, supported arguments, and opposing position. As a group, you will present to the class: how your group collected the information, some of the most important points about it, the opposing position, and discuss how you would create a speech from this work.
THIS IS ONLY A REPORT AND A PRESENTATION OF THE REPORT...what is most important here is to talk to the rest of the class about how your group researched, divided up the work, and demonstrate that you understand how to put a project together.
Step 1: individually, visit the library's website. https://www.texarkanacollege.edu/library/ . Go to Guides and Tutorials. Select Speech and Communication Studies from the list. In the middle section, under Getting Started, select Points of View Reference Center. You'll see a list of possible topics. Look through this list to find a few topics you're interested in. Be prepared to discuss with your group.
Step 2: As a group, discuss possible topics found in the Points of View Reference Center and select your top 4 choices.
Step 3: Have a conversation with the instructor. Bring to this discussion one piece of paper with your group members' names and your top 4 choices.
Step 4: Once your group members and the instructor agree on a topic, the fun will begin. As a group, have a discussion about what you already know about the topic. If you had to write a paper about it, today, what would you be able to write? Take notes. Have a discussion about what might be missing in your already-known information.
Step 5: Decide if there is an opposing view or if this is a controversial subject. If so, discuss.
Step 6: Decide what information the group needs. Distribute the workload.
Step 7: Collect the information, individually.
Step 8: Meet as a group and decide how to create the report. I do not expect every report to look alike; I do expect that there will be some common features of the report. Sections might include: Introduction. General information, organized logically. The other side of the issue. Conclusion.
Step 9: As a group, prepare a presentation of all of the things that happened for this report. Expect the presentation to be about 5 minutes. Things to cover: negotiation of topic, what we didn't know, what we were surprised by, did our understanding change when we examined the other side of the issue, what we learned about preparing for a report.
Step 10: Deliver the presentation. Turn in the report, group project log, list of citations (MLA or APA)

MyWritingLab

Throughout the semester students are assigned activities in the MyWritingLab Online Program. MyWritingLab must be purchased with a new handbook or separately with a used handbook. The activities will focus on writing, MLA, sentence structure, grammar, and mechanics concepts. Students should check the course schedule and MyWritingLab Program weekly for assignments and due dates. One grade, an average for all assignments, will be recorded for the lab grade.

Lab Registration Information:

To register for English 1301 Spring 2015:
1. Go to pearsonmylabandmastering.com.
2. Under Register, click Student.
3. Enter your instructor's course ID: _____, and click Continue.
4. Sign in with an existing Pearson account or create an account:
· If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click Sign in.
· If you do not have a Pearson account, click Create. Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor's online course:
· Use the access code that came with your textbook or that you purchased separately from the bookstore.
· Buy access using a credit card or PayPal.
· If available, get 14 days of temporary access. (Look for a link near the bottom of the page.)
6. Click Go To Your Course on the Confirmation page. Under MyLab & Mastering New Design on the left, click English 1301 Spring 2015 to start your work.

Retaking or continuing a course?
If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.

To sign in later:
1. Go to pearsonmylabandmastering.com.
2. Click Sign in.
3. Enter your Pearson account username and password. Click Sign in.
4. Under MyLab & Mastering New Design on the left, click English 1301 Spring 2015 to start your work.

Additional Information
See Students > Get Started on the website for detailed instructions on registering with an access code, credit card, PayPal, or temporary access.

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.

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

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.*

Grade Tracker:

Assignment	Total possible points	Your score
Lab	100	
MLA/APA assignment	50	
Final Paper	50	
Pretest	25	
Posttest	25	
Research paper	250	
WW1	50	
WW2	50	
WW3	50	
WW4	50	
WW5	50	
WW6	50	
WW7	50	
WW8	50	
WW9	50	
WW10	50	
Persuasive report	100	

Weekly Writing Topics:

1. Due Mon Jan 26
2
3
4
5
6
7
8
9
10

2014-2015 ACADEMIC CALENDAR

FALL 2014

Aug. 22 ..... College 101 Student Orientation
Aug. 25 ..... Fall classes begin
Sept. 1 ..... Labor Day holiday (college closed)
Sept. 8 ..... 14-week session begins
Oct. 17 ..... mid-semester
Nov. 21 ..... Last day to drop
Nov. 24-28 ..... Thanksgiving Holiday (campus closed)
Dec. 15-17 ..... Final Exams
Dec. 19 ..... Fall Commencement
Dec. 20 – Jan 4 ..... Closed for the Holidays

WINTERMESTER

Jan. 5 ..... Wintermester classes begins
Jan. 9 ..... Last day to drop
Jan. 16 ..... Final Exams

SPRING 2015

Jan. 19 ..... MLK holiday (campus closed)
Jan. 20 ..... Spring classes begin
Feb. 2 ..... 14-week session begins
Mar. 9-13 ..... Spring Break (campus closed)
Mar. 20 ..... mid-semester
Apr. 17 ..... Last day to drop
May 11-13 ..... Final Exams
May 19 ..... Spring Commencement

MAYMESTER 2015

May 18 ..... Maymester classes begin
May 22 ..... Last day to drop
May 25 ..... Memorial Day holiday (campus closed)
May 29 ..... Final Exams

SUMMER I 2015

June 8 ..... Summer I classes begin
July 2 ..... Last day to drop
July 3 ..... Campus closed for July 4
July 9 ..... Final Exams

SUMMER II 2015

July 13 ..... Summer II classes begin
Aug. 6 ..... Last day to drop
Aug. 13 ..... Final Exams

SUMMER 2015 – WORKFORCE EDUCATION

May 26 ..... Summer classes begin
July 3 ..... Campus closed for July 4
July 24 ..... Last day to drop
Aug. 14 ..... Final Exams

FALL 2015

Aug. 24 ..... Fall classes begin
Sept. 1 ..... Labor Day holiday (campus closed)
Sept. 7 ..... 14-week session begins
Oct. 16 ..... mid-semester
Nov. 20 ..... Last day to drop
Nov. 23-27 ..... Thanksgiving Holiday (campus closed)
Dec. 14-16 ..... Final Exams
Dec. 19 – Jan. 3 ..... Closed for the Holidays

The objective of this assignment is for you to become familiar with Palmer Library and the types of materials it offers. Upon completion of this assignment, you should understand the different types of holdings the building has in comparison to the website. You should be able to find materials for a particular topic, and you should know how to cite them in your works cited page (MLA or APA).

1. Select a topic for both your informative and persuasive speeches and consider what topic your group is planning to do for the group project. Also consider what you'll use for your outline assignment and MLA assignment.
2. Have a conversation with the instructor about those topics to make sure they're a good fit for you and the class.
3. Enjoy the Library introduction.
4. Find some resources!

** Please note, this is not a test for the librarians! I'll be in the library to help you figure this out.

A. Walk around the library. What do you see? Who do you see? How many librarian employees can you identify (without asking if they work there)? You should be able to tell who works there and who does not by observation. On your report, give the time of day you worked, how many employees you identified, and describe one.
B. What are the library's hours this summer? List the days/hours it's open. Then, consider your schedule. When is a good time for you to go to the library?
C. Where are the library computers – for patron's use - located?
D. How much does it cost to print or make a copy?
E. How many restrooms are there in the library?
F. Does the library have WIFI? If so, how do you access it? If not, where's the closest WIFI?
G. Where are the books in the library?
H. Find a book in the stacks (the bookshelves), write down the title, author name, and call number.
I. Where are the magazines? Write down the title of one magazine you see in the library.
J. Go to the library's website. There are links for these pages: electronic resources, online catalog, EBSCO-host Electronic books, and Ebrary Electronic books. What are these categories? What are their differences?
K. Find an academic research article: Click on Electronic Resources. Under General/Multidisciplinary Databases, click on ACADEMIC SEARCH COMPLETE. Sign in with your myTC credentials. Under Limit your results, click the Full Text and Scholarly boxes. Then, search for YOUR topic in the search box on top. What was your search terms? (what did you type in the box?) And, how many results did you get?
L. Review your results from the search – did you find something useful? Write the title and author of the article you think is useful – then email it to yourself and to me.
M. Now, uncheck the Scholarly box and search for the same terms. What is different in your results?
N. Find a book: Go back to the library website. Click the Online Catalog link. Search again for the same topic. Do you get any results? In your results, under Location, it will have JFM or PML. PML is TC's library. JFM is A&M's library. Write down the title, author, and call number to a book in PML that will help you with your project. Find the book in the stacks!
O. Find an e-book. Go back to the library website. Click on the EBSCO-Host Electronic Books link. Search for YOUR topic. Does anything in the results interest you? Write down the title, author name of the e-book you think will help you.
P. Find another e-book. Go back to the library website. Click on the e-brary. Search for YOUR topic. Does anything in the results interest you? Write down the title, author name of something that you think will help you.
Q. Find a newspaper article: Go to the library website. Click on the Electronic Resources. At the top of the page, there's a link to newspapers. Click the Newspaper Source link. Check full text. Search for YOUR topic.
R. On the library website, click on Library guides and tutorials. Is there something for our class? Which is your favorite tutorial? Why?

GROUP PROJECT LOG
Group Members:

PROJECT NAME:

Group Member	Task	Time spent	Day/Date of Task

Spring 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 Jan 2015	19	20	21	22	23	24
25	26	27	28	29	30	31
1 Feb	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1 Mar	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1 Apr	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1 May	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

PDF Calendar by www.pdfcalendar.com

Spring 2015 – Final Exam Schedule

Class Meeting Days	Class Start Time	Final Exam Date	Exam Time
MW	8:00 am (16 wk) 8:00 am (14 wk)	Wednesday, May 13	8:00 am – 10:00 am
MW	9:30 am (16 wk) 9:40 am (14 wk)	Monday, May 11	8:00 am – 10:00 am
MW	11:00 am (16 wk) 11:20 am (14 wk)	Monday, May 11	10:30 am – 12:30 pm
MW	12:30 pm (16 wk) 1:00 pm (14 wk)	Monday, May 11	1:00 pm – 3:00 pm
MW	2:00 pm (16 wk)	Wednesday, May 13	3:30 pm – 5:30 pm
Class Meeting Days	**Class Start Time**	**Final Exam Date**	**Exam Time**
TR	8:00 am (16 wk) 8:00 am (14 wk)	Wednesday, May 13	10:30 am – 12:30 pm
TR	9:30 am (16 wk) 9:40 am (14 wk)	Tuesday, May 12	8:00 am – 10:00 am
TR	11:00 am (16 wk) 11:20 am (14 wk)	Tuesday, May 12	10:30 am – 12:30 pm
TR	12:30 pm (16 wk) 1:00 pm (14 wk)	Tuesday, May 12	1:00 pm – 3:00 pm
TR	2:00 pm (16 wk)	Tuesday, May 12	3:30 pm – 5:30 pm
Class Meeting Days	**Class Start Time**	**Final Exam Date**	**Exam Time**
Monday	6:00 pm	Monday, May 11	6:00 pm – 9:00 pm
Tuesday	6:00 pm	Tuesday, May 12	6:00 pm – 9:00 pm
Wednesday	6:00 pm	Wednesday, May 13	6:00 pm – 9:00 pm
Thursday	6:00 pm	Thursday, May 7	6:00 pm – 9:00 pm
Friday	All Start Times	Friday, May 8	Regular Class Time

Finals for Late Afternoon classes (those whose start times are after 2pm and before 6pm) are to be held during their normally scheduled class time on Thursday, May 7; Monday, May 11; Tuesday, May 12; and Wednesday, May 13.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9:15							
9:30-10:45							
11-12:15							
12:30-1:45							
2-3:15							
3:15-5:50							
6-9							