



## **Syllabus**

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

**Course Number:** 0042 and 1301

**Semester & Year:** MASTER

### **Instructor Information:**

Name: Sharon Smith

Office: Adjunct

Telephone: 903 908 9225 (cell) 903 838 9415 (home)

E-mail: sharon.smith@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: Before and after class meetings

(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, 1/e  
McWhorter ©2013 | Longman | Paper Bound with Access Card ISBN-10: 0321915003

#### **1301**

*COMP*, ISBN 13:978-1-133-30775-4, Vandermeij, Meyer, Van Rys, Sebranek  
*The Little Brown Compact Handbook*, 8<sup>th</sup> ed. ISBN 13:978-0-205-65170-2, Jane E. Aaron

### **Materials needed:**

2 packages 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)

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.

#### **1301**

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:**

#### **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.

#### **1301**

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

### **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.

### **1301**

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:**

### **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.

*As part of the combo class, English 0042 is designed to reinforce the writing curriculum in English 1301.*

### **1301**

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.

*Students must successfully complete English 0042 to receive credit for English 1301.*

**Student Assessment:**

**0042**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
<b>Tests</b> Chapters 1, 3, 4 Sentence Parts (in lab) Avoiding Sentence Errors (in lab) Chapters 5-8 Writing Effective Sentences (in lab) Using Punctuation Correctly (in lab) Chapters 13-14 Managing Mechanics and Spelling (in lab) Final	35%
<b>Writing</b> Reflection Essay Rough Draft Reflection Essay- Introduction and One Body Paragraph Compare and Contrast Essay Draft Compare and Contrast Essay- One Body paragraph and conclusion Persuasive Essay Draft Persuasive Essay- Body Paragraph Research Paper – Sources/Works Cited Research Paper – Thesis/Planning Research Paper Draft Research Paper - 2 pages Article Summary Draft Article Summary	35%
<b>Class Activities/Journals</b> Journals (10)	10%
<b>MySkillsLab Assignments</b>	20%

**1301**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
<ul style="list-style-type: none"> <li>• Compare and Contrast Essay</li> <li>• Group Argumentative Essay and Presentation</li> <li>• Research Paper</li> </ul>	50%
<ul style="list-style-type: none"> <li>• In-Class Reflective Essay</li> <li>• Midterm</li> <li>• In-Class Article Summary</li> </ul>	30%

• Final Exam	
• Daily Work	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	0042 Classroom	0042 MySkills Lab Assignments – Grammar and Mechanics	0042 MySkillsLab Assignments - Reading	Reading and Journal Writing (MySkillsLab)
Week 1 Jan. 20-23	Class Information Course Pre-Test  The Writing Process Chapters 1-8	Class Information  Chapter 2 - The Writing Process  Chapter 1 – Active Reading  Understanding Sentence Parts p530-546	Lab Registration Lab Diagnostic Test <b>(due Jan. 25)</b>	Lab Lexile Test	“A Brother Lost” p28-31  Topic: Describe how you typically react when you see a homeless person.
Week 2 Jan. 26-30	The Writing Process Chapters 1-8  Chapter 31- Sentences	Chapters 3- Reading and Learning from Textbooks  Chapter 4 – Practice Working with Visuals  Understanding Sentence Parts p530-546	1.1 Active Reading 1.4 Read and Learn from Textbooks 6.8 Subjects and Verbs 6.9 Sentence Structure <b>(due Feb. 1)</b>		“Credit Card Smarts: Take Charge of Your Cards” p77-79  Topic: Summarize the pros and cons of carrying and using credit cards.
Week 3 Feb. 2-6	Chapter 9 – Narrative, Descriptive, and Reflective Writing	<b>Test Chapters 1, 3, 4</b>  Chapter 7 – Organizational Patterns – Narration, Description, Example  <b>Sentence Parts Test</b>  <b>Revise and Edit Essay – Rough Draft</b>	2.9 Read Time Order 2.12 Write Narrative 2.13 Read Example 6.10 Varying Sentence Structure <b>(due Feb. 8)</b>		“Are You Hooked?” p137-141  Topic: Soft addictions are often associated with stress. Describe different types of stress in your life and your

					methods for coping with stress.
Week 4 Feb. 9-13	Chapter 9 – Narrative, Descriptive, and Reflective Writing  <b>Reflective Essay due</b>	Chapter 5- Topics, Main Ideas, Topic Sentences  Avoiding Sentence Errors p547-575	2.2 Topic and Main Idea of Paragraph 2.4 Supporting Details 6.11 Fragments 6.12 Run-ons <b>(due Feb. 15)</b>		“The Most Hateful Words” p202-203  Topic: Describe your relationship with your parents. Why do you think parents and children often have trouble getting along?
Week 5 Feb. 16-20	Chapter 13 – Comparison and Contrast  Chapter 32 – Sentence Errors	Chapter 8 – Organizational Patterns – Definition, Classification, Comparison and Contrast, Cause and Effect  Avoiding Sentence Errors p547-575  <b>Revise and Edit Essay – Rough Draft</b>	2.20 Write Compare and Contrast 6.14 Active Voice 6.15 Subject and Verb Agreement 6.16 Pronoun and Antecedent Agreement <b>(due Feb. 22)</b>		“E-Waste and E-Waste Recycling” p277-278  Topic: How can you reduce the amount of waste you generate in your own life? Include electronics as well as other types of waste, such as paper, plastic, glass and so forth.
Week 6 Feb. 23-27	Chapter 13 – Comparison and Contrast  <b>Compare and Contrast due</b>	Chapter 6 – Details, Transitions, Implied Main Ideas  <b>Avoiding Sentence Errors Test</b>	2.6 Implied Main Idea 2.17 Read Classification 2.21 Read Cause and Effect 6.17 Pronouns <b>(due March 1)</b>		“Who Should Live and Who Should Die? The Dilemma of Rationing Medical Care.” P299-300  Topic: Do you perceive medical rationing as positive or negative? Discuss factors that may affect your opinion such as your age and general health.
Week 7 March 2-6	Chapters 25-29 Research Writing  Library	<b>Review and Test Chapters 5-8</b>  Writing Effective Sentences p576-592	6.19 Misplaced and Dangling Modifier 6.20 Parallelism 6.21 Unnecessary Shifts	Reading 1 <b>(due March 8)</b>	“Measuring Success by Access to Gadgets” p329-331

	Orientation		(due March 8)		Topic: Think about how you would define the term progress. Is access to technology a mark of progress?
Spring Break March 9-13					
Week 8 March 16-20 <i>Midterm</i>	<b>Midterm Exam – The Writing Process</b> Chapters 15-18 Persuasive Writing	Chapter 15 – Critical Thinking: Reading and Writing Arguments  Writing Effective Sentences p576-592  <b>Revise and Edit Essay Rough Draft</b>	4.6 Write Argument Essays 6.22 Sentence Combining 6.23 Redundancy and Wordiness <b>(due March 22)</b>	Reading 2 <b>(due March 22)</b>	“Stop Asking Me My Major” p359-361  Topic: Describe your ideal job. Include at least three or four characteristics about the job that would be important to you.
Week 9 March 23-27	Chapters 15-18 Persuasive Writing	Chapter 13 – Critical Thinking: Making Inferences and Analyzing the Author’s Message  <b>Writing Effective Sentences Test</b>	4.1 Read and Interpret Graphics and Visuals 4.2 Inferences 4.3 Purpose, Tone, and Bias <b>(due March 29)</b>	Reading 3 <b>(due March 29)</b>	“Emotional Troubles for ‘Cyberbullies’ and Victims” p390-392  Topic: How has technology changed the way that teens deal with one another?
Week 10 March 30- April 3	Research Paper Assignment  Chapter 33 - Punctuation	Chapter 16 – Writing Essays Using Sources  Using Punctuation Correctly p593-603  <b>Research Paper – Sources and Works Cited</b>	6.24 Final Punctuation 6.25 Commas 6.26 Other Punctuation <b>(due April 5)</b>	Reading 4 <b>(due April 5)</b>	“Greed, Cancer, and Pink KFC Buckets” p165-167  Topic: What responsibility do restaurants and other commercial enterprises have toward consumer health?
Week 11 April 6-10	Research Paper	Chapter 14 – Critical Thinking: Evaluating the Author’s Techniques  Using Punctuation Correctly p593-603	6.27 Apostrophes 6.28 Quotation Marks <b>(due April 12)</b>	Reading 5 Reading 6 <b>(due April 12)</b>	

		<b>Research Paper – Thesis and Planning</b>			
Week 12 April 13-17  <i>April 17 Drop Date</i>	Research Paper	Review Chapters 13-14  <b>Using Punctuation Correctly Test</b>  <b>Research Paper – Revise and Edit Rough Draft</b>	5.3 Integrate Sources 5.4 Avoid Plagiarism 5.5 Cite Sources Using MLA <b>(due April 19)</b>	Reading 7 <b>(due April 19)</b>	
Week 13 April 20-24	<b>Research Paper Due</b>  Chapter 34- Mechanics	<b>Chapters 13-14 Test</b>  Managing Mechanics and Spelling p604-611	6.29 Capitalization 6.30 Abbreviations and Numbers 6.31 Spelling <b>(due April 26)</b>	Reading 8 <b>(due April 26)</b>	
Week 14 April 27- May 1	Article Summary Report	<b>Managing Mechanics and Spelling Test</b>  <b>Revise and Edit Article Summary Rough Draft</b>	Lab Post-Test <b>(due May 3)</b>	Reading 9 Reading 10 <b>(due May 3)</b>	
Week 15 May 4-8	Course Post-Test <b>Article Summary due</b>	Final Review			
Week 16 May 11-13	<b>FINAL EXAM - MLA</b>	<b>FINAL EXAM - COMPREHENSIVE</b>			

**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, April 17**, 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.

#### **1301**

Grades are available via an online grade book- Engrade ([www.engage.com/students](http://www.engage.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:**

#### **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 or 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 English 1301. 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 in English 1301. 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 English 0042. 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 0042/1301  
  
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 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	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	

**English 0042 Point Deductions**

**Content and Development – 100 points possible**

(specific requirements for each writing assignment) 70 points possible

**Rough Draft** - length (2-3 pages), content (introduction, body, conclusion), and participation (in class editing session) – 30 points possible

**Grammar and Mechanics (two point deductions) - 100 points possible**

**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 Paper must be turned in to receive credit for the course! No late research papers will be 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. Also, in English 0042 students will be required to have specific parts of the paper completed so feedback can be provided and improvements can be made to the paper. 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. 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**

#### **0042**

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 Business and Computer Technology Building. 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.***

#### **1301**

A pre and post test will be given. 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.

### **JOURNALS**

#### **0042**

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 or in a composition book, whichever is required by the professor. Each journal must be one page to receive complete credit for the entry. Journals are meant 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.

### **LAB INFORMATION**

#### **To register for English 0042 and English 1301 Combo Course Spring 2015:**

1. Go to [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
2. Under Register, click **Student**.
3. Enter your instructor's course ID: **jones44116**, 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 0042 and English 1301 Combo Course 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](http://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 0042 and English 1301 Combo Course 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.*

Revised 01/12/2015

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](mailto:human.resources@texarkanacollege.edu)

**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 for Composition I -1301 and English 0042 Combo Course for Spring 2015

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