



Syllabus

Course Name: HSE/TxCHSE (Texas Certificate of High School Equivalency) - Subject

Location: Texarkana College Physical Sciences Building or Virtual Class

Day/Hours:

Semester & Year:

Instructor Information:

Name:

Room:

Telephone:

E-mail:

Textbook and Materials Information:

A variety of in-class materials and resources will be used as well as outside resources relevant to the course of study. Computers will also be utilized to link to additional educational resources and software used to offer instruction.

Online Learning Curriculum:

Student access to the internet and an email account will assist the student in obtaining classroom information and online learning materials.

Distance learning (Proxy Hours) is an online-based program that gives students additional practice outside the classroom and helps decrease the amount of time it takes inside the classroom to study for the TXCHSE test or to improve English language skills. The Distance Learning Program is user-friendly and can help the ABE or ASE student to develop an individualized study plan. All distance-learning hours completed count towards the hours needed for ABE and ASE progress testing within the classroom.

The program being used is Paxen SkillsTutor.

The career navigator, director, or instructor will provide the student with directions and procedures for the Distance Learning Program.

The online program is meant to support and enhance classroom instruction and learning and is not intended to be used as the only type of instruction. Students should plan to work online 3-4 hours weekly in addition to classroom time. Students may use computers at the main site during regular hours to work online.

Course Description/Objectives:

The Adult Education and Literacy program at Texarkana College is designed to assist students in strengthening their skills in reading, writing, math, and science to a level of obtaining a high school equivalency (HSE) or for entrance into a training program or an institution of higher education. The program also provides transition courses to assist

students in obtaining the skills, training, and education required for a desired career.

Content Standards: Content standards are designed to encourage the highest achievement of every student by defining the knowledge, concepts, and skills that students should acquire at each NRS educational level.

English Language Arts and Literacy

- a. Reading Foundations
- b. Reading
- c. Writing
- d. Oral & Written Conventions
- e. Research
- f. Listening & Speaking

Student Assessment. Completion Standards, and Feedback:

- Assessment is a key part of the enrollment and HSE course process. As part of the enrollment and orientation process, the student will take an initial TABE assessment, which will assist the instructor in knowing what content areas the student will need to focus on the most. This “baseline” assessment is used to report data to the state.
- The subject areas of the assessment are called “domains,” and each domain is examined separately. The domain with the lowest score is called the “domain of significance” or DOS.
- After completing 30-40 hours of instruction, the student will be TABE assessed again to measure progress. The goal of instruction is to help the student move from one skill level to a higher skill level and ultimately to obtain the high school equivalency in each area.
- The career navigator and instructor will discuss baseline and progress tests so that the student can set and reach goals in a timely manner.
- Students will also be expected to take practice tests in the GED testing site to provide diagnostic feedback for progress. These practice tests cost \$6 each and fees must be paid to ged.com using a credit or debit card.
- Students are provided feedback on classroom assignments through class discussion, teacher grading, and/or student grading of assignments. Grades are not given in the course. Progress is shown through mastering concepts for each area of the exam and making progress on the TABE exams.

Assessment Types and Fees:

GED Testing Information

The GED test is administered by computer only. There are four areas tested: Language Arts, Math, Social Studies, and Science. The fee for each test is \$36.25, which can be paid by-the-test if preferred. The total cost for all tests is \$145. Costs for retake tests will vary. All payments must be made directly to the GED Testing Service at www.ged.com or (877) 392 6433 by credit or debit card only. Payment will not be made to Adult Education and Literacy. Students needing special accommodations for testing must get approval directly from the GED Testing Service at www.ged.com or (877) 392 6433.

- *Funding is available to assist with payments for the GED tests once a student has progressed enough to take the exam. A student must meet the requirements for the funding.*

HiSet Testing Information

The HiSet test is administered by computer and paper. The HiSET® exam measures proficiency in five core subject areas: Language Arts – Reading, Language Arts – Writing, Mathematics, Science, and Social Studies. The fee for each test is \$25.00, which can be paid by-the-test if preferred. The total cost for all tests is \$125. Costs for retake tests will vary. All payments must be made directly to the HiSet Testing Service www.hiset.ets.org (855-694-4738) by credit or debit card only. Payment will not be made to Adult Education and Literacy. If a student has a disability or health-related need and require testing accommodations, the student needs to call ETS Disability Services at 1-855-802-2748 to schedule, reschedule, or cancel an appointment.

Class Schedule: This schedule can be modified for 16 weeks and your scope and sequence.

Date	Assignments/Concepts
Week 1	Math – Integers, Roots & Powers, Science – Scientific Method, Animal & Plant Cells History - Central Ideas, Drawing Conclusions, Interpreting Words and Ideas, Purpose and Point of View, Reasons and Evidence, Relationships, Data and Statistics, Vocabulary, Editorials English - Main Ideas, Details, Summary, Cause and Effect, Compare and Contrast, Conclusions and Generalizations, Word Choice, Tone, Point of View, Text Structure
Week 2	Math – Algebra One-Step Science - Genetics

	<p>History- Exploration, Colonialism, Westward Expansion, Industrialization, Immigration, Vocabulary, Pictographs</p> <p>English- Purpose, Argument, Plot, Inferences, Theme, Character, Graphic Information, Style, Figurative Language, Nonfiction and Informational Text</p>
Week 3	<p>Math – Separate Unknowns, Distributive Property</p> <p>Science –Cell Division</p> <p>History- American Revolution, Civil War, Reconstruction, Progressive Era, US as Emerging Power, Vocabulary, Tables</p> <p>English- Sentence Structures, Essay Organization, Sentence Structure Errors</p>
Week 4	<p>Math – Word Problems, Inequalities</p> <p>Science – Food Web, Tectonic Plates</p> <p>History- History of US System, Constitutional Government, Levels of Government, Vocabulary, Charts</p> <p>English – The Writing Process using Argument</p>
Week 5	<p>Math – Contextualized Problems, Percent, Rates</p> <p>Science- Weather, Environmental Science</p> <p>History- Branches of Government, Electoral System, Role of the Citizen, Vocabulary, Histograms</p> <p>English- Sentence Structure, Organization, Word Choice, Practice Writing with Research Topics</p>
Week 6	<p>Math- Mean, Median, Mode, Box & Whisker Plots</p> <p>Science - Chemistry</p> <p>History- Economic Concepts and System, The Economy and the Government, Labor and Consumer Issues, Vocabulary, Bar and Line Graphs</p> <p>English- Pronoun, Nouns, Verbs, Adjectives, and Adverbs</p>
Week 7	<p>Math - Geometry</p> <p>Science – Newton’s Laws</p> <p>History- Early Civilization, Feudalism, Revolutions, Explorations, Colonialism, Wars, Humans and the Environment, Using Resources Wisely, Vocabulary, Maps</p> <p>English- Commas, Capitalization, Possessives, Contractions, Homonyms</p>
Week 8	

Attendance Policy:

All students are required to be in attendance 75% of class time monthly.

Class Day and Time:

No absences are considered excused, including illness, doctor or dentist appointments, childcare, or transportation issues.

Students who fail to meet the 75% attendance during an eight-week session, will be asked to meet with the director and may be removed from the program. (This would be missing more than two classes.)

Missed Instruction:

When a student misses a day of instruction, he or she may ask the instructor for handouts or Power Points to review the concepts; however, the lesson will not be re-taught on an individual basis. The teacher may also provide reference to the lesson online or in Paxen Skills Tutor for the student to review. Class attendance is crucial to student learning and progress.

Disability Act Statement:

Texarkana Adult Education and Literacy complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. The student is responsible for providing appropriate documentation for accommodations and making arrangements with the testing program and site.

In Class Protocol:

1. Students should be prepared to work, listen, participate, and complete assignments each day in class.
2. Cell phones must be on mute or vibrate and out of sight in the classroom. Cell phones may NEVER be out during testing. If an emergency exists please see the instructor and ask permission before leaving the classroom to use the phone.
3. Students are not allowed to listen to music via headphones during class. Headphones may be used to listen to videos while working on academic work, but headphone use is not allowed during testing.
4. Students are not allowed to have their head down and to be inattentive during class.
5. Students are not allowed to use a personal computer or other devices during class without permission from the instructor.
6. Students are not allowed to bring children to class.
7. There will be a zero-tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude/disrespectful behavior toward the instructor, staff, director, or other students in the class. The student will be asked to leave the classroom.
8. Students should not leave the classroom without permission. Restroom breaks are provided at the instructor's discretion.
9. 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. Also, food and drink should not be near computers. Drink and snack machines are provided in the inner hallway, and students must dispose of their trash.
10. Students must park in areas not designated as faculty or handicap.

11. Smoking is not allowed on school property, and students may be ticketed if caught smoking on campus.
12. Loitering is not allowed on campus.
13. Students are expected to attend class every day, arrive on time, and stay for the entire class period. **(SEE ATTENDANCE POLICY).**
14. Students must commit to attending a minimum of 30/40 contact hours (HSE) and 60 hours (ESL).
15. Students must sign the Sign-in Sheet when they arrive and sign out when they leave for documentation of attendance.

Virtual Classroom Protocol:

1. Students must sign-in to Zoom with their complete name and type “bye” in the chat when they leave the classroom. This is the mechanism used to take attendance in the online classroom.
2. Students should be prepared to work, listen, participate, and complete assignments each day in class.
3. Cell phones must be on mute or vibrate and out of sight during the virtual class.
4. Students should be in a quiet area (as much as possible) while participating in class free from noise and distractions.
5. There will be a zero-tolerance policy for any behavior that is inappropriate or disruptive of classroom learning. This includes any vulgar language or rude/disrespectful behavior toward the instructor, staff, director, or other students in the class. The student will be asked to leave the classroom.
6. Students should not eat, smoke, or engage in similar activities while in the virtual class. The virtual classroom should be a place of learning.

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

Campus Safety:

In case of any emergency, the TC Campus Police telephone number is 903 798 3330. Surveillance cameras are always in use. Doors are locked at certain times, and students must ring the doorbell to be allowed into the building. Only staff members can open the doors for students or visitors.

Student Support Services:

Miller and Bowie County Literacy Council	903 255 7733
Texarkana College TRIO	903 823 3106
Texas Department of Assistive and Rehabilitative Services	903 255 3220
Texarkana Health and Human Services	903 791 6400
Workforce Solutions Northeast Texas	903 794 4163

A list of Internet service providers can be found on the TC website at:

<https://www.texarkanacollege.edu/coronavirus/>.

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

Students Opportunities after Obtaining HSE/TxCHSE:

Employment placement

Transition to academic or workforce training program in postsecondary

The AEL program will assist students in moving to the next step after obtaining a TxCHSE and will communicate with the student to track and assist with student performance beyond the TxCHSE program.

TC does not discriminate based on 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

COVID-19 Campus Updates and Class Information

Alternate Operations during Campus Closure

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

COVID-19 Online/Virtual Environment Instructional Commitment

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated

with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

NOTE: *The above guidelines are subject to amendment by the instructor or program director at any point during the semester. Students will be notified if any changes occur*

Syllabus Acknowledgement

I, _____, have read and understand the policies and procedures outlined in the course syllabus for Adult Education and Literacy –TxCHSE Course for _____.

Signature _____ Date _____