



Syllabus

Course Name: Integrated Reading and Writing I

Course Number: English 0041

Semester & Year: FALL 2020

Instructor Information:

Name: Alonza Mitchell

Office: 218: Humanities Building

Telephone: 903-823-3366

E-mail: alonza.mitchell@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:

(Please call, come by, or email if needed)

Textbook Information:

All Required Materials located in TC Online Moodle

Materials needed:

- *Package of highlighters
- * blue or black pen, pencil
- * notebook paper
- * flash drive (recommended)
- * earphones/headphones for lab

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 in order to successfully pass this course. Failure to pass this course with a 70% or better will require you to retake this course.

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 in a handout by the professor. The class meets three days a week with one day designated for lab assignments and writing in the course. This day is not optional, and students who do not attend will be counted absent, which may result in a student being dropped from the course!

Student Assessment:

Assignments and Assessments	Percentage of overall grade
Tests	15%
Writing	25%
Daily Work	30%
Final Exam	10%
Grammar Assignments	20%

Grading Scale:

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

0041 Class Schedule Spring 2019:

SEE SEPARATE HANDOUT FOR CLASS ASSIGNMENT SCHEDULE

➤ THANKSGIVING BREAK MOVE TO ONLINE TEAMS INSTRUCTION

Following Thanksgiving break, all classes at the college will be taught through virtual and/or online course delivery (including final exams) for the remainder of the fall semester, November 30-December 14. No face to face classes will be held on campus during this time.

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

In an ONLINE TEAMS/FLEX Class, failure to log into and participate in the class for 6 assignments requires an AUTOMATIC DROP from the class. Attendance will be taken via responses to weekly TEAMS meetings, class Moodle Forums, and through completion of course assignments.

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:
Three times a week (MWF or TRF classes)	6 (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 Tonja Blase at

903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Library on the first floor 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 November 20th, 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/Remind App:

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.

Viewing Semester Average, Midterm, and Final Grades:

A student can monitor his or her class average by logging in to MyTC.

Student Support, Computer Access, Tutoring:

Library Hours

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 second floor

M-Th 8 a.m.-7 p.m. F 8 a.m. -4 p.m. Sunday 2-9 p.m.

Testing Center (Library first floor)

M-Th 8:30 a.m. – 6 p.m. F 8:30 a.m. – 3:30 p.m. Sunday 2-6 p.m.
(Times may change, so check the website.)

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)

Mrs./Professor Mitchell

0041 (Class day/time)

Date

Also, write the name of the chapter, assignment title, and page number on the page at the top.

Tests

Tests will be given over material covered in the textbook as well as lecture and in class material. Several chapters will be tested at one time, as indicated on the class schedule. Tests are a combination of multiple-choice and writing. Missed tests can be made up in the testing center or with the instructor once arrangements are made. The testing center is located in the Palmer Memorial Library on the first floor. 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. A schedule for final exams is available online in the TC Catalog.

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 to be written as daily assignments. Each entry should be at least 6 sentences in length. The journal will be a response to a reading in the textbook or a prompt provided by the instructor and will help students with reading comprehension, as well as prepare students for writing assignments.

Paragraphs/Essay Writing

Students will write several paragraphs/essay's using the following patterns: Narration, Descriptive, Process, Expository, 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/writing should be titled.

If paragraphs/writings 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.

Instructor –Student Communication

Students are responsible for monitoring grades during the semester in myTC. Students are encouraged to discuss grades and issue in the course with the instructor. Students who fail to complete assignments and/or lab, have attendance problems, and have inappropriate classroom behavior will conference with the instructor and may be asked to conference with Lisa Jones, Developmental Education Coordinator to discuss options for student success in the course. Texarkana College utilizes an Early Alert System for attendance, and a student may receive an email indicating that he or she has missed a class. Also, a student

may receive an email or telephone call from Larry Andrews, Direction of Retention, or Lisa Jones to discuss absences or other issues a student is having in a course. These systems are in place to help students succeed at TC.

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 silenced and out of sight in the classroom unless permitted by instructor. Cell phones may **NEVER** be out during testing. If an emergency situation exists please see the instructor.
- 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.
- Students should not leave the classroom without permission. The instructor will dismiss the class.
- 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.*

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 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 TEAMS, 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.

Computer Requirement Policy:

Students are required to have a computer with internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.



Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.

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

Revised 08/2020

I, _____, have read and understand the policies and procedures outlined in the course syllabus for **English 0041 for Fall 2020**

Signature _____ Date _____

Personal Information

Name: _____

Phone #: _____

Place of Employment: _____

Emergency Contact Name and Phone #:

Is there anything you feel that I need to know that you think might affect your performance in this class? If so, respond on the back of this paper. If you have a medical condition that you feel I should know about, please let me know.

SYLLABUS ACKNOWLEDGEMENT

I understand that daily grades cannot be made up unless arrangements are made with the instructor via TC email prior to my return to class.

I understand that if I am absent, I am still responsible for turning in assignments on time and that 10 points per day will be deducted for each day an assignment is late.

I understand that failure to complete any major essay or other writing assignment within two weeks of the due date results in a zero and this could cause a student to fail the course.

Cheating, in any form, is a violation of Texarkana College's Academic Dishonesty Policy. Cheating will result in a failing grade on the assignment or exam and may result in being dropped from the course.

I understand that I must earn an overall score of 70% or above in the lab to receive a passing grade for this course.

I understand that I must make at least a 70% in this course in order to enroll in the next level of coursework.

I understand the terms of this syllabus and these clauses. I agree to abide by the terms of this syllabus and this acknowledgement for the duration of this course.

Sign

Date

[SIGN ACKNOWLEDGEMENT FORM ONLINE](#)