



TEXARKANA COLLEGE

Syllabus

Course Name: NCBO for Writing

Course Number: ENGL0060

Semester & Year: Fall 2023

Professor Information:

Name: Amanda Ritter-Maggio

Office: Stilwell Humanities 212 and virtually via Microsoft Teams by appointment

Office Telephone: 903-823-3227

E-mail: amanda.rittermaggio@texarkanacollege.edu

(Email is the best and fastest way to get in touch with me. PLEASE do not message me through Moodle or Teams, because I do not check those platforms as often as I check email. When sending email, please include your first and last name, as well as your class name. Please note that I do not answer emails between the hours of 7:30 pm and 7:30 am. I typically respond to all emails within 24 hours.)

Office Hours: MW 9:30-11:00 and 2:00-3:00; TR 8:00-9:30, 12:30-3:00; Fridays and other times by appointment

Please be aware that this course meets on Teams in the OOS (online on-a-schedule) format).

- **Textbook Information:** ENGL 1301 Classroom Learning Packet (available at the TC Bookstore)
- **Materials needed:**
 - Assignments and materials from ENGL1301 class (bring these to each class meeting)
- **Course Description:** This Non-Course Based Option focuses on integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and writing. This intervention is part of the student's co-enrollment (co-requisite) as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in English 1301. The course is nontransferable and does not count toward an Associate Degree at Texarkana College. Students must take this course if their TSI scores are within the recommended range on TC's TSI placement chart. Co-requisite: ENGL 1301.
- **Student Learning Outcomes:**
 1. Compose a variety of texts that demonstrate clear focus, the logical development of ideas, and the use of appropriate language that advances the writer's purpose.
 2. Determine and use effective approaches and rhetorical strategies for given writing situations.
 3. 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.
 4. Evaluate relevance and quality of ideas and information to formulate and develop a claim.
 5. Develop and use effective revision strategies to strengthen the writer's ability to compose college-level writing assignments.
 6. Edit writing to conform to the conventions of Standard English.
- **Student Requirements for Completion of the Course and Student Assessment:**

Students in the NCBO are not given a formal grade, but are given a pass or fail based on attendance and completion of course material. The ultimate goal is to increase student skills and assist with successful completion of English 1301. The instructor will provide appropriate feedback on assignments to allow a student to understand and comprehend material presented.

Student Assessment/Feedback Categories:

Attendance

Writings – Thesis/Planning, Rough Draft, Research Components

Lab Assignments

Students must bring a rough draft of each essay assignment from English 1301 for Mrs. Maggio to assess before turning in a final draft to the 1301 instructor.

Students who fail to attend the NCBO may be dropped from both 0060 and English 1301. Attendance in English 0060 is not optional because student placement is based on TSIA scores.

- **Class Schedule:** This will be determined by your ENGL1301 professor's schedule. Please refer to the Texarkana College academic calendar for breaks and holidays: <https://www.texarkanacollege.edu/admissions/academic-calendar/>.
- **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, they 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. Students who come to class 15 minutes or more past the class start time will be marked absent.

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. 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. Assignments must be completed prior to the excused absence. 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. Make-up policies are listed in each individual instructor's syllabus.

- **Maximum Allowable Absences:** 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 CLASS 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
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- **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>.
- **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 15, which is the last date for the student to drop this course with a W.
- **Viewing Grades:** Please use your MyTC portal to monitor your grades and attendance.
- **TC Email:** Students should check their TC Email account on a regular basis (at least twice weekly) to check for general information sent from campus or instructors.
- **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.
 - **Help Desk – TC Login Problems**
903-823-3030 M-Th 8 a.m. – 5 p.m., F 8 a.m.-4 p.m.
- **Class Policies:** Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook. Please note the following policies:
 - If you must miss class, please notify me (email or phone call) ahead of time.
 - Please log in on time and stay for the duration of each class meeting. Late entries or early exits distract other students and are just rude. I take roll during the first few minutes of class, and if you are late or if you leave class early, you risk the chance of not being credited with class attendance.
 - PLEASE reach out and ask if you have questions. Everything we do in this class is designed to help you have a successful college career. If something is going on in your life that interferes with your success in this class, I cannot help you if you do not communicate with me. I promise that no one wants you to pass Comp I more than I do!

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.*

- **Disability Statement:** 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

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blasé at 903.823.3349, or go by the office of Disability Services located in the Academic Commons (library) for personal assistance.

If a student qualifies for accommodations from the TC Director of Disability Services indicating that he or she has a disability that requires academic accommodations, the director will send an email 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.

- **Needs Statement:** 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 Blasé, 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.
- **COVID Statement – 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.
- **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
- 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/>.

