


Mrs. Maggio's ENGL0060 Course Syllabus
Spring 2026
Course Section and Meeting Time/ Place:

Spring I/ 1O1: TR 12:30-1:50, online on Teams
 Spring II/ 2O1: TR 2:00-3:20 pm, online on Teams

Professor Information:

Name: Amanda Ritter-Maggio

Office: Stilwell Humanities 212 or virtually (via Microsoft Teams by appointment only)

Office Telephone: 903-823-3227--this is a landline phone, and I can't access it if I'm not on campus. If you call and I don't answer, leave a voicemail or send an email.

E-mail: amanda.rittermaggio@texarkanacollege.edu

Email is the best and fastest way to contact me. PLEASE do not message me through Moodle/ TCOOnline, MyTC Gradebook, or Teams, because I do not check those platforms frequently and will not see your message. It's best to email me from your TC email address, because emails sent from non-TC accounts frequently go to my junk folder. When sending email, please include your first and last name and indicate which class you are enrolled in. You are welcome to email me any time; however, 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: Spring I (Jan. 20-March 13): MW 9:30-1:30; TR 7:30-9:30/ 2:00-3:30; F and other times by appointment
 Spring II (March 24-May 15): MW 9:30-1:30; TR 7:30-9:30; F and other times by appointment

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

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.

What to Expect for This Course

NCBO for Writing is designed to help students accelerate through required developmental coursework while also taking ENGL1301 Comp I in one term. There are no assignments or grades for NCBO for Writing. Whether you pass or fail this course depends on your performance in ENGL1301. At the end of the semester, if you pass ENGL1301, you will earn a DM on your transcript for this course. If you do not pass ENGL1301, you will earn a DN on your transcript for this course. You must pass ENGL1301 in order to pass ENGL0060. The ultimate goal of NCBO is to increase student skills and assist with successful completion of English 1301.

I will meet with each student to create an individualized course plan. I also require that you send me rough drafts of each of your ENGL1301 essays so that I can give you feedback before you submit the essays to your ENGL1301 professor for grading.

Textbook Information: No textbooks or additional materials are needed for this course beyond your ENGL1301 assignments and materials.

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: Students who fail to attend 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. In an 8-week semester, a student can be dropped for missing class twice. If you know ahead of time that you need to miss a class meeting, please email me or call so that I will know not to expect you.

Since students in this course are attending ENGL1301 in a variety of formats (hybrid or web courses), my attendance policy for ENGL0060 is somewhat flexible. I will report attendance for this course each week on Thursday at 2:00 pm. In order to be marked present for the week, you must do at least ONE of the following so that I can keep up with how you are doing in ENGL1301 and what you are working on (select the option that works best for you):

- Meet virtually on Teams during class time *at least* once per week OR
- Meet me in person during my office hours (listed on the first page of this document) *at least* once per week OR
- Communicate with me over email *at least* once per week

Anyone who does not do at least one of the above at least once per week will be marked absent for the week. I am required to enter all attendance information in MyTC. Please note that if you are marked absent, you will receive attendance alert emails from Mrs. Melva Flowers in the Office of Student Retention. These are automatically generated in MyTC and do not mean you have been dropped from the class; however, these messages serve as a warning for the number of times you have missed class.

If you are dropped from your ENGL1301 course for any reason, you will also be dropped from ENGL0060.

Academic dishonesty policy/academic integrity statement frpm the college catalog: "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://catalog.texarkanacollege.edu/academic-guidelines/academic-dishonesty-policy/>"

This course emphasizes proper source use and documentation using MLA (9th edition) documentation. Always cite borrowed words or ideas with in-text and Works Cited citations. I must see a true representation of your own writing to provide meaningful feedback.

- **Academic dishonesty includes** (but is not limited to) copying another student's work, using sources without citation, reusing work from another class, paying or using someone else to complete assignments, copy-pasting AI-generated text (unless specifically permitted in the assignment guidelines), and copy-pasting from the web without proper citation.
- Any instance of plagiarism or dishonesty will result in a **zero** on the assignment or exam (with no option for resubmission) and referral to the Dean of Students.
- I use TurnItIn, Respondus LockDown Browser, plagiarism/AI detectors, and draft comparison to ensure authenticity.

TC Email: Students should check their TC Email account on a regular basis (at least two to three times weekly) to check

for general information sent from campus or instructors.

Mrs. Maggio's Communication Policy: If you have concerns, please contact me with an email, call, or visit my office. I try to reply to all emails and phone calls within 12 hours. If it has been more than 24 hours since you sent your message and I have not responded to you, chances are I haven't received the message, so you may want to try again (it also does not hurt to double-check the email address for misspellings or typos). I usually check email and log on to Moodle once or twice a day on weekdays and weekends but usually do not check or log in on holidays. I also do not check email between the hours of 7:30 pm and 7:30 am, while I am in class, or the 15 minutes prior to class time.

Inclement Weather (From the college catalog): "College instructors are obligated to meet all scheduled classes in order to meet instructional requirements for awarding credit hours. If severe weather makes it necessary to cancel classes or to meet virtually, Texarkana College will utilize the RAVE emergency notification system to send text messages and emails to students, faculty and staff regarding the change in schedule. Texarkana College will also post updates and information regarding closures and schedule changes on the institution's website located at www.texarkanacollege.edu and social media.

In addition, College authorities will make every effort to provide information to local media stations and social media outlets as a supplemental source of communication. However, authorized information and determinations on closures and schedule changes will be officially announced via institutional resources (TC RAVE emergency notification system utilizing texts and emails, and the institution's website and social media sites). If College authorities cancel classes, then all work is delayed until the next class meeting or until a date determined by the instructor. If a student is in an area which experiences severe weather and the College has not officially closed, then it is that student's responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning make-up of work missed."

Policy on Computer Access/ Technology Failure: It is the student's responsibility to understand how to use Moodle/ TCOOnline and word processing software, maintain access to a working computer, and maintain access to a high-speed internet connection in order to keep up with online class assignments.

Because computer and network problems can and will occur, students should have a plan for alternative computer access. Botched submissions or faulty attachments do not count for credit, and computer problems cannot be used as an excuse for late work. Make sure you begin your assignments early and avoid submitting assignments during the final hour. Save your documents often and use OneDrive or Google Drive. Keep copies of all your work, because you never know when something might be useful.

If access to a computer or reliable Internet concerns you, please discuss with your instructor or advisor how you might take a proactive approach to your online success. **Please be aware that not all course components will work on mobile devices, tablets, or iPads. You cannot be successful in an online class if the only computer you have is a smartphone.**

ADA/ disability statement: TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, admission or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3006, 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 Blase at 903-823-3349 or go by the office of Disability Services located in the Academic Commons (library) for personal assistance.

Student privacy: The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

In compliance with the Federal Family Education Rights and Privacy Act, Texarkana College is prohibited from providing certain information including grades, bills, financial aid, and other student record information to any third party unless the student gives us written permission. This restriction applies, but is not limited to your parents, guardians, spouse, and your employer. Each student has the right to grant Texarkana College permission to release information about your records to a third party by completing and submitting a FERPA Student Information Release Authorization Form. See the TC website or Office of Admissions for more information.

Student resources: There are many offices and dozens of people at TC who are standing by willing to help you with nearly any kind of issue that might arise during your time as a student. Visit <https://www.texarkanacollege.edu/current-students/> to view all student resources.

- **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. TC provides a care closet with food and personal hygiene items. Contact Phillip Parrish for more information: 903-823-3418 or phillip.parrish@texarkanacollege.edu
- **Pregnant and Parenting Students:** If you are pregnant and/or the parent/legal guardian of a child younger than 18 years of age and in need of information about resources in our community, please contact the Pregnant and Parenting Students Liaison, Kippie Hartcraft at kippie.hartcraft@texarkanacollege.edu or 903-823-3462.
- **Counseling Services:** TC students may receive confidential counseling with no charge and no insurance required from Mrs. Luretha Loudermill, LPC. Call 903-823-3143 or visit the following website for more information: <https://www.texarkanacollege.edu/campus-life/counseling-services/>
- **Tutoring:** tutoring is available on the second floor of the Academic Commons and online through Teams. You can make a tutoring appointment by visiting <https://texarkanacollege.libcal.com/>
- **Student Success Coaching:** the Student Success office provides a wealth of services, including a laptop loaner program, career planning, support, connection to research, information about success strategies, online tutoring, and more. Contact Lee Williams III at 903-823-3016, Josette Rice at 903-823-3256, stop by the office located in the administration building, or visit the following website for more information: <https://www.texarkanacollege.edu/student-life/student-support/student-success/>
- **Technology and log-in help:** Contact the TC Service Desk at 903-823-3030 or support@texarkanacollege.edu
- **Campus Police:** add the Campus Police phone number as a contact in your phone (903-823-3330). Contact Campus Police in the event of an emergency, or anytime you need help or see something suspicious on campus.

Last day to drop: Please consult the TC academic calendar available online or in the academic catalog:
<https://www.texarkanacollege.edu/calendar/>

Bottom line and final notes: I promise that no one on this campus wants you to be successful in this course more than I want you to be successful in this course! However, it's up to you to put in the hard work that will be required to make that happen. I will be happy to answer questions and help as much as I can, but you will need to attend class regularly, pay attention to all instructions, videos, and feedback, and work diligently. Some of the assignments will be challenging. You need to be willing to invest your time and effort and take constructive criticism to learn and grow as a writer. You will learn that as a college student, natural intelligence or academic talent do not matter as much as hard work and a good work ethic.

I am looking forward to a wonderful learning experience with each of you this semester!