



# TEXARKANA COLLEGE

## Syllabus

**Course Name:** Integrated Reading and Writing II (Paired with English 1301)

**Course Number:** 0042

**Semester & Year:** MASTER

### Instructor Information:

Alonza Mitchell

Office: 218: Humanities Building

Telephone: 903-823-3366

E-mail: [alonza.mitchell@texarkanacollege.edu](mailto: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:** Students may request meetings via TEAMS, email, or in Humanities Rm 205

**TUE: 10:00 am-4:00pm (TEAMS)**

**THU: 10:00am-4:00pm (TEAMS)**

**Note:** All e-mail to me **MUST** be from the student's Texarkana College e-mail address. The subject line **MUST** have class name and meeting time. Other e-mail will not be opened.

### Textbook Information: (All books are available in the TC Bookstore)

- *English Essentials*      John Langan (Maroon Book)
- *Fusion Book 2*      Cengage

### Materials needed:

- You **MUST** have access to a reliable computer and the ability to access the Internet.
- Pencil and pen/Highlighters
- Notebook paper
- 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.

### 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.

**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.

**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 with a 70% or better**. Required assignments are listed on the assessment chart and schedule below.  
*English 0042 is designed to reinforce the writing curriculum in English 1301. **Students must successfully complete English 0042 to receive credit for English 1301.***

Assignments and Assessments	Percentage of overall grade
<b>Readings/Tests</b>	25%
<b>Final Comprehensive Exam</b>	10%
<b>Writing – Final Drafts</b> In-Class Descriptive Essay Compare and Contrast Essay Article Summary Response Argumentative Research Paper In-Class Essay	30%
<b>Writing Process Assignments/Daily Work</b> Reading Journals Essay Rough Drafts Research Paper Parts	15%
<b>Grammar Lab Assignments</b>	20%

**Student Assessment**

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

# SEE COURSE ASSIGNMENTS IN MOODLE

## **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 stop 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:
Twice a week (MW or TR classes)	4
	Three tardies count as one absence

**Make-up Policy:**

If the student has an excusable reason for absence of an online presence, it is the student’s responsibility to make arrangements to communicate with the instructor and complete the assignments in a timely manner.

If a student misses a QUIZ or MAJOR ASSIGNMENT for an excusable reason, it is the student’s responsibility to communicate with the instructor to makeup the missed item(s).

**The Research Paper cannot be handed in late – no exceptions!!**

**NOTE:** Students must hand in ALL assigned essays in order to receive a passing grade for the course. **Students who do not hand in all assigned essays may be dropped from the course for non-compliance.**

**IMPORTANT NOTICE:** Paired students who are dropped from ENGL 1301 for any reason will automatically be dropped from ENGL 0042. Students who are dropped from 0042 will be dropped from 1301.

**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>.

**Academic Integrity and AI Usage**

Students are expected to produce original work that reflects their own writing skills, understanding, and analysis. The use of AI tools, such as automated essay generators or text-completion software, chat-GPT etc., in the creation of essays or other written assignments is strictly prohibited. Submissions must be the result of your own intellectual effort and should adhere to the principles of academic integrity. Any detected use of AI inappropriately will be considered a violation of the our academic conduct policies and may result in penalties including, but not limited to, a failing grade for the assignment or course. If you have any questions about what constitutes appropriate use of technology, please consult with the instructor before seeking external assistance.

***Grammar, mechanics, and checks for plagiarism will be assessed using TurnItIn. An addendum to the syllabus will be sent to all students to explain the process for submitting final essays to TurnItIn.***

**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 903.823.3349 or go by her office located in the Palmer Memorial 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.

**Student Food Pantry/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 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.

**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 \_\_\_\_\_ which is the last date for the student or instructor to drop this course with a W.

**Communication and Viewing Grades:****0042****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 Tonja Blasé, 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.

**TC Email:**

Students should check their TC Email account on a regular basis (weekly) to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

**TEAMS:**

Students can schedule meetings with the instructor via online and review recorded class sessions via TEAMS.

**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.

(Check online schedule for possible changes.)

## Help Desk – TC Login-in Problems

903-823-3030 8 a.m. – 5 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)  
Instructor  
0042(Class day/time )  
Date

### Essays:

#### **ATTENTION:**

***ALL ESSAYS MUST BE TURNED WITHIN TWO WEEKS OF THE DUE DATE  
OR 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 1301 Classroom Learning Packet. 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.

**Rough Drafts, Editing, and Revising:** For each essay, a student will be asked to edit and revise the rough draft of the essay. **Students will be required to visit Student Support Services on the second floor of the Palmer Memorial Library/Academic Commons to review the draft with a tutor. A tutor's signature is required.**

#### **In-Class Essays:**

Two in-class essays will be assigned during the semester. First, the material 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 12 point easy to read font. (Be sure to save a copy of all work.)
2. Turn in a final draft and a works cited page (when required).
3. Header

Student's Name  
English 0042/1301. (Section Number)  
Semester  
Date

4. Creative Title of Essay- centered on first page

### **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. Essays will be marked for all errors and returned to the student within three weeks of when the essay is turned in. Reviewing the marked essay is essential for student success in the course. Writing can improve only if a student identifies and works on weak areas in his or her writing.

### 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 Paper is 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. (www.texarkanacollege.edu)
2. Click on the Library link at the top of the page.
3. Click on Library Guides in the middle of the page.
4. Scroll through the list and click on English 1301.
5. Click on Suggested Databases at the top of the page.
6. Click on a Database.
7. Type in your Username and Password (same as your MyTC log-in and password)
8. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

### Assessments/Tests:

#### 0042

A comprehensive final exam will be given and will be in multiple-choice format. In addition to weekly reading and skills quizzes.

### Readings:

Several readings will be assigned and graded from our course novels and pre-selected readings in our textbooks. The reading comprehension concepts taught during the semester are applied in the readings. You will be quizzed weekly for comprehension over the material. Be sure to keep up with your assigned readings. All reading quizzes are in Moodle.

### Class Policies:

- **Cell phones must be silenced in the classroom.** If an emergency situation exists, please let me know about it before class. **Students will be warned if a cell phone is out and then asked to leave the classroom with an absence.** Students can be dropped from the course if the problem persists.
- Students are only allowed to listen to music via headphones during class with instructor approval once they begin working independently.
- There is a zero-tolerance policy for any behavior that is disruptive of classroom learning. This includes any rude behavior or language towards the instructor or other

students in the class. Also, students should not talk while the instructor is teaching. Much of this class calls for student discussion. Please be accepting of views that may differ from your own. A variety of viewpoints and lively discussion often leads to deeper understanding of literature.

- Students are not allowed to bring children to class.
- Only plastic bottled drinks or cups with lids will be allowed in the classroom.
- Students are permitted to bring snacks to class if they are not disruptive. Students disrupting the class will be asked to leave.
- If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior.

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.*

#### **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](http://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 3<sup>rd</sup> party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most new 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](mailto:human.resources@texarkanacollege.edu)*

**Please proceed to TC Online Moodle Week 1 to submit your electronic signature and acknowledgement of the course and institutional policies and procedures.**