

Program Description:

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. English as a Second Language students gain skills in reading, writing, and speaking English, as well as civics education. The program also provides transition and career pathway courses to assist students in obtaining the skills, training, and education required for a desired career.

Goals of the Course:

By the end of the course, students will be able to develop skills in expressing themselves in writing, to learn fundamental principles, generalizations, and theories, and to gain factual knowledge and terminologies for subjects related to the current HSE tests, related career pathways, or college entrance exams.

Instructional Methods and Course Length:

- Classes are offered morning, afternoon, and evening. (See Schedule Posted at <https://www.texarkanacollege.edu/adult-education/>)
- Courses in this program are taught face to face and virtual using online platforms such as Zoom and Microsoft Teams. In addition, students work in an online curriculum – Paxen Skills Tutor, Essential Education, SkillsTutor, Ventures, and Burlington English.
- Students must commit at least four hours weekly to instruction: 4 hours in a face to face or virtual classroom and 2 hours in the online curriculum. More hours are recommended for progress.
- Course completion will vary by student and is dependent on skill level, work level, attendance, motivation, and commitment.

Materials Used and Technology Requirements:

Virtual Participants must have a device – computer, tablet, or cell phone – and internet access to participate in classes. HSE and Basic Skills classes focus on one of the four high school equivalency subjects: math, science, social studies, and English language arts. An instructor is conducting the in person and virtual class. ESL students focus on the English language and civics content. The curriculum is designed to provide lessons based on the student's skills level and is completed independently, but monitored by the instructor, career navigator, and director. Handouts, workbooks, and other materials are provided in class for students.

Classroom Protocol:

1. Students should be prepared to work, listen, participate, and complete assignments each week in the in person and virtual environment.
2. Students must sign in daily to record attendance. Virtual students sign-in to the chat room and exit the chat based on provided guidance so that attendance records are accurate and maintained.
3. When working in the online curriculum, the student will choose the "out of class" designation when logging into the program.
4. Students must be respectful in the classroom environment. In the virtual environment the student must keep noise to a minimum during class time (music, television, family activities etc..). Students will be muted if distractions are an issue.
5. Punctuality is important in all classes. Arriving late for any classes is disruptive.

The AEL program reserves the right to refuse services to any student due to inappropriate behavior in the classroom environment. Students must follow the rules, regulations, and policies of the Texarkana College Student Catalog.

Attendance Policy:

Attend 4 hours in a face to face or virtual classroom weekly.
Complete 2 hours of work in the online curriculum weekly.
To make progress, more time is recommended each week.

Assessment Policy:

- Assessment is a key part of the enrollment and AEL course process. As part of the enrollment and orientation process, the student will take an initial assessment in TABE 11/12 or Best Plus/Best Literacy, which will assist the instructor in knowing what content areas the student will need to focus on the most and a skill level in which to begin instruction. These exams establish a baseline for skills needs and are a requirement for state data reporting.

- The instructor and career navigator will discuss assessment results so that the student can set and reach goals in a timely manner.
- 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 or progress in skills development to advance to the next educational level.
- Progress testing is also conducted after a student completes 40 hours of instruction in High School Equivalency/Basic Skills or 60 hours in English as a Second Language.
- Assessment is one commitment a student must make to participate in the program, and it is important that the student take all assessments seriously so he or she can progress.

Communication Policy:

The AEL program communicates primarily via email and phone. Students must have a valid email address that they check daily. Email addresses are also used with the online curriculum. Information about the program or any updates are communicated through email. Students are also contacted if they are absent. Students are expected to communicate with the instructor, career navigator, or main office when absent. If a student's email address, phone number, or mailing address change, the student should notify a staff member of that change immediately so records can be updated.

High School Equivalency Assessment Requirements and Fees in Texas:

Texas ID and Residency Requirement for Texas HSE Assessment:

- have a government (national or foreign) issued photo ID, such as one of the following:
state driver license, Department of Public Safety identification card, military ID, passport, U.S. passport card, or matrícula consular; (School ID cards will not be accepted)
- provide proof of residency in Texas, which could be a:
Texas driver license, utility bill showing a Texas address, or bank statement showing a Texas address

HSE students will 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.

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 for Texas resident students who qualify to assist with paying for GED exams.

Arkansas Residents

Arrangements can be made with the Arkansas High School Equivalency Program for GED testing.