DEVELOPMENTAL READING AND WRITING
DIRW 0310 63205
SPRING 2015
January 20 – March 20

Professor: Julie Sepulveda
Email: jsepulveda@dcccd.edu
Office Phone Number: 214-860-8732
Office Number: W 192B
Office Hours: Monday through Thursday, 2:00p to 3:15p
Meeting Days & Time: Monday through Thursday, 12:30p to 1:50p
Room Number: W 276A
Credit Hours: 3

Division: Communications and Social Sciences
Office Hours: Mon-Thu, 7:30a-7:00p; Fri, 7:30a-5:00p
Office Phone: 214-860-8831 (also 214-860-8830, 214-860-8783)
Office Location: W 297B

Course Description: This course is designed to advance critical reading and academic writing skills to prepare students for college-level credit bearing English courses. Topics include 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. This course carries institutional credit, but will not transfer and may not be used to meet degree requirements. (3 Lec)

Course Pre-requisites: A score at the highest developmental level on the TSI in at least one area (Reading, Writing).

Required Materials:
Textbook will be provided
Access to Launch Pad Solo (computer program) will be provided
3 ring binder, portfolio, or folder in which to keep track of your assignments and handouts
Flash drive/thumb drive to store and/or print your work - Alternatively, you can open a free Dropbox.com account in which to store your work in the cloud.
Section of your binder, or a spiral journal for note-taking
College dictionary and thesaurus (paperback, website, app)
Recommended materials: Highlighter, mini stapler, white out

Student Learning Outcomes:
Upon successful completion of this course the student should be able to:

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 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.

Evaluation Procedures:
Final grades will be determined based on the following criteria:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>10%</td>
<td>Attendance/Participation (Individual/Group/Class)</td>
</tr>
<tr>
<td>40%</td>
<td>Take home writing assignments, and exams</td>
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<tr>
<td>35%</td>
<td>Class Work</td>
</tr>
<tr>
<td>15%</td>
<td>Computer Program</td>
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Instructor Attendance Policy:
Students must attend class to be successful, and are expected to attend all classes. Students have the responsibility to attend class on time and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early. If needed, students may have up to four sick/personal days for situations in which they cannot avoid missing class; missing more days may result in a lower overall grade. Please be aware that some class work missed can not be made up, and therefore, may be factored as a zero toward your overall grade.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Grading Scale:
A = 100 – 90
B = 89 – 80
C = 79 – 70
F = 69 and below

Late Work Policy:
Late work is NOT accepted; assignments turned in when they are due will be accepted. Also, work/papers will not be accepted via email and must be handed in either at the beginning of class on the day it is due, or by 4:00 pm after class is over. There are no makeup papers. In the case of an emergency (documents must be submitted to verify this) please inform me, and we will work out an alternate plan.
Submission of Essays/Papers:
All essays must be submitted as word-processed documents, black ink on white paper, fully proofread for grammar, spelling, and punctuation errors. Modern Language Association Format (MLA) is the standard for acceptability in all written work.

Makeup Exam Policy:
In the case of an exam being missed because of an emergency (documents must be submitted to verify this), students should contact the instructor so the possibility of a makeup exam can be discussed. Make-up exams must be taken within one week of the scheduled exam.

Exit Exam Policy:
To be eligible for recommendation to English 1301, and other college classes, students must pass the current Developmental Integrated Reading and Writing Exit Exam, OR take and pass the Texas Success Initiative Assessment (TSI). To be eligible for the DIRW Exit Exam students should have good attendance and a C or better in the class.

Extra Credit Opportunities:
Students may attend workshops, seminars, and events on campus to earn extra credit.

College Sponsored Events:
Students must provide the instructor with a schedule of any college sponsored events which will result in an absence. Excessive absences for such events must be addressed, as success in the course will be impacted.

Electronic Devices:
All cell phones and other electronic devices must be turned off and put away. This is a courtesy that helps to protect the learning environment for all class members, as noises and attention to phones are distractions and result in an interruption. Students should inform the instructor if they are expecting an important call, set their phone to vibrate, and take the call outside the classroom. Repeated phone violations will result in a student being asked to leave class for the day which could result in an absence and a zero for any class work.

Class Participation and Preparedness:
It is crucial that students actively participate in the learning process to gain the most benefit from the class. Students have the opportunity to engage in activities individually, in pairs, in small groups, and as a whole group. Also, it is critical that students come to class prepared with completed assignments. Students who do not complete preparation work needed to participate in a class session may not be invited to that particular class session and receive zeros for class activities.

Eating and Drinking in Class:
There is no eating in the classroom (per College rules). Drinks are allowed in the classroom if they have closable lids/caps, but they may not be kept near computers.

The withdraw date for this class is Friday, February 20, 2015.

Academic Dishonesty:
Academic honesty is expected, and integrity is valued by the Dallas County Community Colleges. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, and collusion. Academic dishonesty is a serious offense in college that will result in a serious consequence. You can be given a failing grade on an assignment or a test, can be failed for the course, or you can even be suspended from the college.
In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words, whether a specific well-chosen word, phrase (two or more words), a clause, or a full sentence(s). For such an offense, a student will receive a zero on the assignment, and may receive an F for the course. A paper can also earn a zero if it does not address the assigned topic or if directions have been either ignored or not followed.

You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author’s words, phrases, and sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension. When you summarize, paraphrase, or directly quote from an author, you must use the appropriate documentation because the “idea(s)” still belong to the author.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents>Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

Disclaimer Reserving Right to Change Syllabus: The instructor reserves the right to amend this syllabus as necessary, and will inform students of any changes.

Important Dates:

January 20 (T) Classes begin
January 26 (M) Census Date
February 19-20 (R, F) Conference/Professional Development Day (no classes meet)
February 20 (F) Jan flex drop day - last day to withdraw and receive a “W”
Mar 2-3 (M, T) Jan flex Exit Exam
Mar 4 (W) Grade Exit Exams (no classes meet)
Mar 5 (R) Exit Exam results/last class day for Jan flex DIRW
Mar 9-13 (M-F) Spring Break
Mar 16-19 (M-R) Take TSI if needed/register for Mar flex