Instructor: Emma Singleton
E-mail: esingleton@dccc.edu
Office Phone Number: 214-860-8662
Office Number: W 194B
Office Hours: 7:00 – 7:55 a.m.
Meeting Days & Time: 09:30 a.m. – 10:50 a.m. Mon. – Thur.
Room Number: W 170A
Credit Hours: Three (3)

Division:
Division Name: Communications and Social Science
Division Hours: 7:30 a.m. – 7:00 p.m.
Office Phone: 214-860-8831
Office Location: W-279B

Course Description:
This course presents basic reading comprehension skills. Literary analysis is also introduced. This course is individualized, prescriptive, and self-paced. Students will be given a diagnostic test during the first week of class to determine the specific areas needing development or reinforcement. Various skill-building materials will be assigned. At the end of the semester, students will be post-tested to determine progress.

Prerequisites:
A score between 342-347 on the TSI indicates that a student has the reading skills needed for this course.

COURSE MATERIALS (Required)
(The textbook is available online with the Aplia program).
Spiral notebook - 5 class sectional
#2 pencils
Pens – black or blue
1 Scantron Form 20788-PAR (Exit Exam)
Student Learning Outcomes

Upon successful completion of this course, students should be proficient in four content areas:

- **Main Idea and supporting Details**
  - Identifying the main idea of a passage
  - Comprehending explicit textual information in a passage

- **Inferences in a Text or Texts**
  - Synthesizing ideas by making a connection or comparison between two passages
  - Making an appropriate inference about single passages

- **Author’s Use of Language**
  - Identifying an author’s purpose, tone and organization or rhetorical strategies and use of evidence
  - Determining the meaning of words in context

- **Literary Analysis**
  - Identifying and analyzing ideas in an element of literary texts

Course Outline:

Evaluation Procedures:

Your grade will be determined based on the following criteria:

**Students not enrolled in NCDR lab:**

- Aplia Skill Tests: 70%
- Wisesoft: 10%
- Literary Analysis: 10%
- Homework: 10%

Attendance Policy:

To be successful in this class, students are expected to attend class regularly. The instructional schedule cannot accommodate excessive or unnecessary absences. You are **allowed two unexcused absences in this class.** In cases where the student must be absent, it is the student’s responsibility to discuss the absence with me upon his/her return to class, and make up all required assignment(s). Some activities conducted during class cannot be made up. **Tardiness can be disruptive and will not be permitted.** If you are more than 5 minutes late to class, you will be marked absent.
You will have the opportunity to work alone, in small groups and large group. To benefit the most from this course, it is important that you actively participate in the learning process.

Students must be in 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, 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.

It is mandatory that students who have been assigned a lab attend the class each week. Students who do not earn a passing lab grade will not earn a passing grade in the class. To get credit for the class a passing grade must be earned in the lab.

Grading Scale:

- 100 - 90 = A
- 89 - 80 = B
- 79 - 70 = C
- 69 and below = F

Classroom Policies

Lecture and class discussion will be elements of the course. The following is a list of class expectations.

- Assignments will be posted in Aplia and blackboard
- Students who are not enrolled in a NCDR lab will be required to complete a minimum of 5 hours in Wisesoft outside of class with an average of 80% or better and a minimum of 100 lessons. You will use the Wisesoft Computer Program in Reading Comprehension and Vocabulary (one hour per week).
- No eating, drinking or gum chewing in class
- Make up tests may be allowed under extenuating circumstances, at the discretion of the instructor. Written documentation should be provided for absences in order to make-up a test.
- The highest grade that can be earned on a make-up test is 70% - no exceptions.
- In order to take the weekly test, Wisesoft and homework assignments for the week must be completed. If the assignments are not completed, students will be able to complete the work, submit it and take a makeup the next week. If the weekly test is not taken at this time, the student will earn a grade of zero for the missed test.
Developmental Reading Exit Exam:

In addition to successfully completing the student learning outcomes (earning a C or better in this course/showing progress), you must also pass the Reading Exit Exam to advance to the next reading course or exit Developmental Reading. If both objectives are not met, you must repeat the course and/or retest on your own.

You must meet the following criteria to be eligible to take the exit exam:
- Regular class attendance - no more than 2 unexcused absences by the time of testing
- Successful completion of required coursework – as specified by the instructor
- Mountain View College ID and Test Pass Required
- Passing grade in Lab

NOTE: DREA students who are ineligible to take the exit exam due to course performance, but do take the test will forfeit the score.

Exit Exam Testing:

Round 2 – Asset – Wednesday, March 4, 2015

Withdrawal Policy

LAST DAY TO DROP WITH A GRADE OF "W" IS Saturday, February 28, 2015.

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by Saturday, February 28, 2015. Failure to withdraw will result in your receiving a performance grade, usually an "F."

Electronic Devices

Cellular Phones & Electronic Devices - Because of the numerous interruptions caused by cell phones and electronic devices, please remember to turn them off before class begins and put them out of sight. No personal electronic devices are to be used in the classroom. All hands-free devices must be taken off and put out of sight. It is a courtesy that will protect the learning environment for all participants.

Therefore, if your phone rings (makes a noise) or sounds, or if you receive or make a phone call during class, this includes texting YOU WILL BE ASKED TO LEAVE THE CLASSROOM AND THE INCIDENT WILL COUNT AS AN ABSENCE FOR EACH OCCURRENCE!!!
Stop Before You Drop

For students who enrolled in the college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “w”. Therefore, please exercise caution when dropping courses in the Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/doursedrops

Institutional Policies:

Repeating This Course:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/.

Financial Aid:
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Academic Honesty (Plagiarism):
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. Students who engage in academic dishonesty will receive an “F” in the course and possibly expulsion from the college.

The Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite
for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0910/admiss/tsi_requirements.cfm.

Student Code of Conduct:
All enrolled Mountain View students are responsible for following the guidelines and policies of the DCCCD Student Code of Conduct. As an enrolled student you accept the Code of Conduct and agree to abide by the policies and the procedures in place for violations of the Code of Conduct. The Code of Conduct applies to the classroom, student activities on and off campus, as well as campus facilities. Details on the Student Code of Conduct are available at https://www1.dcccd.edu/cat0910/ss/code.cfm.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the Mountain View College Disability Services Office.

Office: S1053  Phone: 214-860-8691

The Disability Services/Special Services Office offers a variety of support services for students with disabilities. Students requesting services are responsible for providing current educational or psychological documentation from a qualified professional verifying the disability and the need for services. For additional information, contact the Disability services/Special Services Office at Mountain View College or visit the website at http://www.dcccd.edu/Current+Students/Student+Services/Disability+Services/

Religious Holidays:
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Inclement Weather:
In case of inclement weather, you may call the hotline at 214-860-8888 or visit the Mountain View College website to learn if the campus is closed. In the event there is inclement weather that affects regular scheduled classes and events on the Mountain View campus, the Dallas County Community College District and Mountain View College web pages will display a notification of any closings or delays. You may also call the hotline at 214-860-8888. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations in the event that the DCCCD or Mountain View College Internet sites cannot be accessed.
Weekly Schedule:

Week 1:
Orientation to Lab (W-144)
Introduction to Wisesoft
Introduction to Aplia
Diagnostic Assessment – Aplia
Literary Analysis

Week 2:
Literary Analysis
Building Word Power
Complete Homework
Aplia – Individualized Study
One hour of Wisesoft
Chapter Test

Week 3:
Literary Analysis
General and Specific Sentences
Complete Homework
Aplia – Individualized Study
One hour of Wisesoft
Chapter Test

Week 4:
Literary Analysis
Getting to the Point of Paragraphs
Complete Homework
Aplia – Individualized Study
One hour of Wisesoft
Chapter Test
Week 5:
Literary Analysis
Supporting Details
Complete Homework
Aplia – Individualized Study
One hour of Wisesoft
Chapter Test

Week 6:
Literary Analysis
Focusing on Inferences in Paragraphs
Complete Homework
Aplia – Individualized Study
One hour of Wisesoft
Review for Exit Exam
Chapter Test

Week 7:
Literary Analysis
Aplia – Individualized Study
Organizational patterns
Review for Exit Exam
Chapter Test

Week 8:
Review for Exit Exam
Exit Exam

Disclaimer Reserving Right to Change Syllabus:

The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances so dictate.
### IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Tuesday, January 20, 2015</td>
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<tr>
<td>Conference/Professional Development</td>
<td>February 19 &amp; 20, 2015</td>
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<tr>
<td>No Classes</td>
<td></td>
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<tr>
<td>Classes resume</td>
<td>Monday, February 23, 2015</td>
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<tr>
<td>Last day to withdraw with a grade of “W”</td>
<td>Saturday, February 28, 2015</td>
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<tr>
<td>Wisesoft Due – 7:00 a.m.</td>
<td>March 2, 2015</td>
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<tr>
<td>Exit Exam</td>
<td>March 4, 2015</td>
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<tr>
<td>Spring Break</td>
<td>March 9-13, 2015</td>
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<tr>
<td>Classes resume</td>
<td>Monday, March 16, 2015</td>
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<tr>
<td>Semester Ends (Last class day)</td>
<td>Thursday, March 19, 2015</td>
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