COURSE SYLLABUS
School of Learning Enrichment and Academic Development
Richland College
Semester: SPRING 2015

DEVELOPMENTAL READING 0091 (DREA 0091)
3 Credit Hours

Course Catalog Description: This course continues the development of reading comprehension, study skills and vocabulary skills.

Prerequisite: One of the following must be met:
(1) Successful completion of DREA 0090 or NCDR 0053;
(2) a score of 342-347 on the TSI Assessment.

Course Meeting Days: Monday, Wednesday and Friday

No class on February 19 and 20th District Conference and Professional Dev. Days
No class on March 9 – March 13 Spring Break

Section Number: Section 83204
Course Meeting Time: 10:10 AM – 12:10 PM
Classroom: Medina Hall Room 145
East Side of Richland Campus

Instructor: Mae Spicer
Office location: La Vaca 246 ( above the library )
Phone: 972-238-6236
Please leave a message with your course and section number.
Richland email address: mspicer@dcccd.edu

DREA Website: http://www.richlandcollege.edu/devread/

Opening Doors Online Learning Center:
http://highered.mcgraw-hill.com/sites/0073407186/information_center_view0/

My goal is for you to be successful in this class; therefore, I am here to assist you in any way that I can. I am a full time faculty member and I do have an office on campus. My office is located at La Vaca 246. I can be reached by voicemail, by email, and before or after class. My office hours are as follows:

Monday, Wednesday and Friday 12:15 – 1:15 PM
Tuesday and Thursday 9:45 – 10:45 AM

Your first assignment will be to make an appointment with me so we can discuss your Introduction Letter and to give you an opportunity to ask me questions one on one. This will take only 15 minutes of your time but needs to be done by February 9th. This counts as a participation grade for this class.

I see myself as a coach. As your coach I will not do the work for you but I will show you the path to success. I hope that you will view us as partners. We will both have fun along the way and learn many things together. I can promise you that you will pass this class IF you do the following things:

Disclaimer The instructor reserves the right to amend this syllabus as necessary.
Student Responsibilities

1. Attend all classes and be on time.
2. Read the textbook selections that are assigned and be prepared to discuss them with the class.
3. Be prepared for the class by having your assignment scantron completed in the correct format and ready to be turned into me BEFORE class begins.
4. Ask for help when needed. Make an appointment with me if you need help.
5. Go for tutoring in Medina 216 (The Learning Center). This is a free service for you.
6. Establish a network with your classmates. Do not expect me to repeat a lecture or assignments when you have been absent during a class. Make an appointment with me so that we can discuss what concerns you may have.
7. Take responsibility for your learning by asking questions, getting tutoring and staying current with your assignments.

Attendance Policy:

You have chosen to enroll in an 8 week course. This is a fast paced course and attendance is a must. The correlation between attendance and success in this course is strong because class participation is part of the learning process. Attendance and participation counts 10% of your final grade.

Attendance is taken each day, and at the beginning of class. I will have a short quiz available for you to take and you will have 5 – 7 minutes to complete this assignment. This quiz will be taken from the reading that you had for homework so it is important that you keep up with assignments. Your completion of this quiz will be your proof of attendance for the day and is marked as a daily grade.

Failure to arrive on time to class to complete this assignment will result in a reduction in your grade. There will be no make up assignments. If you do come for some reason to class late, it is your responsibility to notify me after class so that you can be marked present albeit tardy for the class. Points are deducted for tardiness.

If you become seriously ill and have to miss several classes, it may be best for you to reschedule the class next semester. Once you have missed three classes, please make an appointment with me so we can determine if you can successfully complete the course.

Homework Policy

Because this is a skills course, it is important that you have practice in the skills that will help you to become a successful college reader. These skills will last you a lifetime and will enable you to understand better and study better the textbooks that you purchase for your college courses.

Practice means homework. You are in class for 6 hours every week. You should set aside an average of 12 hours for work outside of class. This amount of time varies with each student, so in this class everyone will be completing a study schedule the

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first week of class. Lack of understanding how to manage time is the number one reason students fail in a college class.

Homework is to be done at home and not in class. Because this is an 8 week course and we move quickly, no late homework assignments will be accepted. You are welcome to turn in an assignment early if you have knowledge that you will be missing a class. There will be an assignment calendar online for your reference.

Once you are absent, it is your responsibility to obtain the missed class lecture information from a classmate.

If you miss an exam, you must make arrangements with me to take it outside of class time.

Required Textbook, Connect Reading Access Card, and Course Materials

NOTE: You will need to acquire all of these materials before the beginning of class on Monday, January 26th.

1. **Opening Doors, Understanding College Reading, 7th Edition, with Connect Reading Access Card** by Janet Elder and Joe Cortina
   - Cost is $102.50
   - If you purchase just the Connect Reading Access Card $44.85
   (some students already have the book and just need the Connect Reading Access Card)

   You can purchase this package from the Richland campus bookstore and other college bookstores in our area. The Richland College bookstore is located in Sabine Hall. Their phone number is 972-231-7315. You can order online or go in person. They are open every day of the week except Sunday.

   To obtain your textbook packaged with the Connect Reading Access Card at the Richland Bookstore use this ISBN: 1259573095.

   Because of an AANAPISI grant, you might qualify for textbooks to be loaned to you. Go by the AANAPISI Office in Wichita Hall WH 101 and see if you might be a candidate for the Lending Library.
   - There is a deadline to apply.

2. **These materials are required**:
   - 25 Scantron answer sheets, **Form No. 825-E (a must)**
     - These scantrons come in a stapled package of 25 sheets and cost $3.99. Do not buy these answer sheets individually.
   - **ringbinder notebook and paper (a must)**
   - pencil, eraser, pen and a yellow and a pink highlighter (a must)

   Please also purchase index cards. The size and color does not matter.

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Learning Outcomes for DREA 0091

Upon successful completion of this course, students will:

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. Describe, analyze, and evaluate information within and across a range of texts.
4. Identify and analyze the audience, purpose, and message across a variety of texts.
5. Describe and apply insights gained from reading a variety of texts.

Exams, Assignments, and Attendance Policy for DREA 0091

Your final course grade will be based on the following four categories:

1. **Homework Assignments and Comprehension Tests/Quizzes (40%)**
   *Extra credit on class assignments will be given upon completion of instructor-mandated tutoring that is provided in The Learning Center, M216.*
2. **Attendance, Class Participation, (10%)**
3. **Computer Practice (Connect Software) (20%)**
4. **EXAMS (30%)**

   Two exams will be given within the semester, combined they will count as 30% of your grade. A mid-term will be given in week four or five covering basic comprehension skills, and a comprehensive final in week eight.

Course Grading Scale

*This scale is used for all quizzes, midterm and final exams, tests, assignments, attendance grades, and for the calculation of final course grades:*

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- Below 70 = F

Course Outline and Brief Overview of DREA 0091 Semester Schedule

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We will use the *Opening Doors* textbook as our primary source for reading comprehension and vocabulary instruction and practice. Assignments from this textbook and computer lab comprehension exercises and quizzes will be coordinated with the reading skills we are studying and practicing each week.

**Due dates for all assignments and dates of comprehension tests will appear on the DREA 0091 Assignment Calendar that you will receive online in ECampus for this course. Periodically, you will be given a current online assignment calendar.** All assignments will be posted online for your convenience and announced in class.

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<th>Course Orientation &amp; Overview of Course Syllabus</th>
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<td><em>Opening Doors</em>, Chapter 1 Making Yourself Successful in College</td>
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<td><em>Opening Doors</em>, Chapter 3 Approaching College Assignments: Reading Textbooks and Following Directions</td>
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<td><em>Opening Doors</em>, Chapter 2 Developing A College-Level Vocabulary</td>
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<th>Weeks 3-4</th>
<th><em>Opening Doors</em>, Chapter 4 Determining the Topic and the Stated Main Idea</th>
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<td><em>Opening Doors</em>, Chapter 5 Formulating Implied Main Ideas</td>
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<td><em>Opening Doors</em>, Chapter 6 Identifying Supporting Details</td>
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<td><em>Opening Doors</em>, Chapter 10 Selecting and Organizing Textbooks Information</td>
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<th>Weeks 5-6</th>
<th>Mid-Term February 18 or February 20th</th>
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<td><em>Opening Doors</em>, Chapter 7 Recognizing Authors’ Writing Patterns</td>
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<td><em>Opening Doors</em>, Chapter 8 Reading Critically</td>
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<td><em>Opening Doors</em>, Chapter 9 Thinking Critically</td>
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<th>Week 7-8</th>
<th>Skill Review March 4</th>
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<td>Final Exam March 6th and conferences will be on March 16th and 18th</td>
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**DEADLINE FOR WITHDRAWAL**

If you are unable to complete this course, it is your responsibility to withdraw formally. Dropping a course requires paperwork that you must initiate and complete. The withdrawal request must be received in the Registrar’s Office by *(2/27/15)*. Failure to do so will result in a performance grade, usually an “F”. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.

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OTHER ITEMS OF INTEREST

1. CLASSROOM ETIQUETTE:

Prepare for class.
Have all your materials ready, and arrive on time.
Treat your instructor and fellow students with courtesy and respect.
If you are unavoidably absent, email me (mspicer@dccc.edu) and take responsibility for catching up on the work you missed.

**Cell phone use is not permitted in class. Phones need to be turned off and put up. I will be giving a break during class when you will be able to use your phone.**

2. ASK FOR HELP

We’ve all needed help in something at some point in our lives. If you find yourself not understanding the assigned readings, lectures and assignments, please set up an appointment with me. You can drop by during my office hours or arrange a mutually convenient time if you can’t make my office hours.

3. Resolution of Classroom Problems

Students who have concerns that are not resolvable with the instructor should contact Tony Summers, Vice President of Student Development, at 972-238-6202 or Thales Georgiou, Dean of Human and Academic Development, at 972-238-6230.

4. The Learning Center (Room M216):

This facility provides free tutoring and workshops to help Richland students be successful in all their studies. A schedule for workshops is available at the front counter in room M216. You must have a valid Richland I.D. to use the tutoring services. Call 972-238-6226 or stop by Medina 216 to schedule an appointment. Reading tutoring is currently available by appointment only. Computers for your use are available in the TLC; however, you must have a pay-per-print account set up.

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5. **Grade Reports**

Final grade reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone (972-613-1818). Use your student identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record, or call DCCCD Touch Tone Services. Your grades will also be printed on your **Student Advising Report**, which is available in the Admissions and Student Records Office, T170.

**Phone Numbers to Remember**

- DCCCD E Campus Support – 972-669-6402 or 1-866-374-7169
- McGraw Hill Customer Service 1-800-331-5094 Connect Reading and Writing software
- Texas Success Initiative TSI – 972-238-6115 or 972-238-3787
- The Learning Center for tutoring appointments – 972-238-6226 / located in Medina 216
- Your Professor’s office phone number – 972-238-6236- Mae Spicer –Office in La Vaca 246
- Developmental Education College Advisor, Debbie Ratcliffe – 972-761-6860
- Grade Reports- 972-613-1818
- Inclement Weather -972-238-6196

**Websites and Email address**

- Email address for Mae Spicer  mspicer@dcccd.edu
- Website for **Opening Doors** textbook  www.mhhe.com/elder  Chapters 1 - 3
- THEA practice website  www.thea.nesinc.com  Go to Prepare . Find the reading practice test.
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<th>Richland College Institution Policies</th>
<th><a href="http://www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf">www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf</a></th>
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<tr>
<td>Richland College's Quality Enhancement Plan ~ Learning to Learn: Developing Learning Power</td>
<td>Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto <a href="http://www.richlandcollege.edu/qep2013/">http://www.richlandcollege.edu/qep2013/</a>.</td>
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<td>Stop Before You Drop 6Drop Policy</td>
<td>For students who enrolled in 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 &quot;W&quot;. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access <a href="https://www1.dcccd.edu/6drop">https://www1.dcccd.edu/6drop</a>.</td>
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<td>Withdrawal Policy</td>
<td>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 the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the school office.</td>
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<td>Repeating a Course</td>
<td>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. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. <a href="http://www.dcccd.edu/thirdcourseattempt/">See Third Attempt to Enroll in a Course at</a></td>
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<td>Financial Aid</td>
<td>Failure to attend classes will result in loss of Financial Aid (FA). If you are receiving any form of financial aid, you 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.</td>
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<td>Academic Honesty</td>
<td>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 <a href="http://www.richlandcollege.edu/conduct">http://www.richlandcollege.edu/conduct</a>.</td>
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<tr>
<td>ADA Statement</td>
<td>If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, T120, or go <a href="http://richlandcollege.edu.dso">http://richlandcollege.edu.dso</a>.</td>
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<td>Religious Holidays</td>
<td>Absences for observance of a religious holy day are excused if you inform your instructor at the beginning of the course. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.</td>
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| Campus Emergency Operation Plan And Contingency Plan | **Campus Emergency Operation Plan:** Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. 
- To familiarize yourself with these procedures, please take time to watch the overview video: [http://video.dcccd.edu/rtv/DO/emergency_dccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dccd.wmv)  
- The complete Emergency Operations Plan can be viewed and printed at the following website: [http://www.richlandcollege.edu/emergency](http://www.richlandcollege.edu/emergency)  
If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccd.edu).  
**Contingency Plan:** Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect. |
| Academic Progress | Students are encouraged to discuss academic goals and degree completion with their instructors. Degree plan advising is available throughout the semester. Information about academic advising locations at Richland is available at under the Step 6 tab at [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php). |
| Classroom Policies: | Because we are meeting in a computer lab, food and drink are prohibited. |