WELCOME

Dear Student,

My name is Janell Edwards and I am excited to serve as your instructor for this Developmental Reading BASR 0053 course. I invite you to enjoy a new learning experience as we journey through this online course.

If you have taken an online class before, then you know how it works. You understand that the entire class is conducted without actually meeting face-to-face, that we have ‘discussions’ online, that assignments are submitted online (not via email), that the technology is durable, exciting, and flexible.

You will learn reading strategies and techniques which are essential and necessary to do well in this class and in future college-level courses. Proper motivation, a positive attitude, and a desire to learn will help you succeed during this course.

To help ensure your success in this course, I would encourage you to devote enough time each day to studying and reading and to practice reading daily for school and for pleasure. It is important that you attend class regularly and complete and submit assignments on time. I look forward to working with each of you and I look forward to a productive and exciting semester.

Sincerely,

Dr. Janell
INSTRUCTOR AVAILABILITY

My goal is for students to be successful in this class. I do not have an office on campus but I am available for questions via email or phone. Student questions are answered within 24 hours from Monday through Thursday. Questions received on Friday, Saturday, or Sunday will be answered on the following Monday.

To the Student:

It is recommended that you read the syllabus regarding the course requirements carefully. It contains valuable information concerning policies, requirements and rules which govern the successful operation of this DREA course. As a student in this online class, it is important that you know this information and that you use it regularly as a guide. As your instructor, I hope you have a rewarding and fulfilling semester and I look forward to working with each and every one of you!

BASR 0053 CATALOG DESCRIPTION: Development of reading and higher order thinking skills necessary for college readiness. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment:

• As a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental reading course, or

• As a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

BASR 0053 STUDENT LEARNING OUTCOMES: Upon successful completion of this course students will:

• Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
• Comprehend and use vocabulary effectively in oral communication, reading, and writing.
• Describe, analyze, and evaluate information within and across a range of texts.
• Identify and analyze the audience, purpose, and message across a variety of texts.
• Describe and apply insights gained from reading a variety of texts.
REQUIRED TEXTBOOKS and MATERIALS

***There is no textbook required for this class.***

1. MyReadingLab access code (instructions will be provided in the course to order the MRL code online or order a temporary access code online)
2. Highlighter
3. 3-Ring binder with dividers
4. Flash drive (1 or 2 MG)
5. Blue or black ink pens
6. Notebook paper

ATTENDANCE

**Attendance is 20% of your overall grade.** Attendance is checked through the Discussion Board in eCampus once a week. Students are required to “check-in” by responding to the topic that will be posted for the week. In addition to responding to the topic for each week, students are encouraged to respond to their classmates’ posts. *If students only respond to their classmates’ posts but do not respond to the actual topic presented, then credit will not be given for attendance for that week.*

Discussion board prompts will be available from Sunday 8:00 a.m. to Saturday 10:00 p.m. each week.

Students must use proper Standard American English for their daily responses and homework assignments. “Text-like” messages and the improper use of the English language, such as, but not limited to poor spelling, incorrect grammar usage and writing incomplete sentences, is unacceptable for college coursework.

The Discussion Board will not be used for complaining about personal situations or to put down another student, the professor or this course.

Attendance is graded weekly. Students must check in through the Discussion Board weekly to receive credit for attendance. In order to receive full credit for attendance, follow the directions below. The 20% attendance grade will be determined as follows:
1 post per week = 100 points;
0 times per week = 0 points.

**Attendance Grade:**

*1-10 points may be deducted from daily attendance if students*
--do not answer the prompt with complete sentences;
--answer the prompt with “text-like” or abbreviated language, use poor spelling and or incorrect grammar;
--do not answer the prompt completely
Students will receive a zero (0) if they only respond to other classmates' answers but do not reply to the prompts themselves.

**MyReadingLab (MRL) Modules:**
The final MRL module average is 60% of the final grade
Students will take a reading diagnostic in MyReadingLab the first week of class. Students must successfully complete individualized practice modules that will be identified from the MyReadingLab Diagnostic/Assessment by the end of Week 7.

Major assignments and discussion posts are graded within two weeks. Minor assignments are graded within one week.

Assignments will be available each week in eCampus from Sunday at 8:00 a.m. through Saturday at 10:00 p.m.

*Late homework assignments, discussion posts and missed tests receive a score of 0 after "window of time."*
Online homework assignments are due each week on **Friday by 10:00 p.m.** unless otherwise specified by your instructor. If, however, students are not able to turn in assignments on the specified time and date, they may have an additional 24 hours to turn in the assignments--no excuses needed, or questions asked. Assignments turned in after Friday at 10:00 p.m. through Saturday at 10:00 p.m. will receive a grade penalty of minus 10 points for each assignment due. After this "window of time" has passed, assignments are considered "late" and will receive a grade of "zero."

All submitted work in eCampus will be checked for the time it was submitted.

**Course Orientation/Miscellaneous Assignments**
These assignments are 20% of your overall grade.
You will be assigned Course Orientation assignments the first week of class and at least one assignment must be completed by the due date to be certified for the class. Miscellaneous assignments such as the syllabus quiz will also be included in this component of the grade.

Students will take the Departmental Final Exam online during Week 7 of the course.

**ELEMENTS OF COURSE GRADE**

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>20%</td>
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<tr>
<td>MyReadingLab (MRL) modules/misc. assignments</td>
<td>60%</td>
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<tr>
<td>Course Orientation/Miscellaneous Assignments</td>
<td>20%</td>
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**GRADING SCALE**
90-100 = A  
80-89 = B  
70-79 = C  
69 and below = E or F  
Students who receive an E or an F will have to repeat the course. There is no D grade offered in DREA.

**E GRADE**
A grade of E does not affect a student’s grade point average (GPA). In order to qualify for the grade of E, a student must, in the estimation of the instructor, have attempted all of the work in the course satisfactorily.

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**Tentative Course Outline and Overview of DREA 0090**

Semester Schedule

In addition to this semester overview, students will receive bi-weekly schedules of Student Information sheet
daily lesson plans (class activities, homework assignments, dates of quizzes, exams and additional assignments). This 16-week calendar is subject to change.

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<tr>
<th>Week 1</th>
<th>Assigned MRL modules Set 1</th>
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<tr>
<td></td>
<td>Introduction to syllabus and course materials.</td>
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<td>Introduction to MyReadingLab (MRL) and MRL account set up</td>
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<td>Orientation Assignments</td>
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<td>Weekly Discussion Topics</td>
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<td>Syllabus Quiz</td>
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<th>Week 2</th>
<th>MRL modules</th>
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<td>Weekly Discussion Topic/Attendance</td>
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<th>Week 3</th>
<th>MRL modules</th>
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<td>Weekly Discussion Topic/Attendance</td>
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<th>Week 4</th>
<th>Mid-semester survey</th>
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<td>MRL modules</td>
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<td>Weekly Discussion Topic/Attendance</td>
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<th>Week 5</th>
<th>MRL modules</th>
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<td>Weekly Discussion Topic/Attendance</td>
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<th>Week 6</th>
<th>MRL modules</th>
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<td>Weekly Discussion Topic/Attendance</td>
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<th>Week 7</th>
<th>MRL modules</th>
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<td></td>
<td>Weekly Discussion Topic/Attendance</td>
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<td></td>
<td><strong>Departmental Final Exam</strong></td>
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<td><strong>ALL MRL Modules must be completed by the end of this week.</strong></td>
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<th>Week 8</th>
<th>Semester Wrap-up</th>
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COMMUNICATIONS DIVISION SYLLABUS ADDENDUM

MLK, Jr. Holiday (no classes) Monday
January 16

Classes Begin Tuesday, January
17

Last day to drop course without a "W" (Certification Date) Monday, January
30

TCCTA Faculty mtgs./Regular work day for employees. Thursday,
Day and evening classes will not meet.
February 23

TCCTA/Professional Development Day – Faculty only. Friday, February
Regular work day for staff and administrators.
Friday day classes will not meet. Friday evening,
Saturday and Sunday classes will meet.
24

Classes Resume Monday,
February 27

Spring Break -- College buildings and offices will be closed for the week. March 13-17
(M-F)

Classes Resume March 20 (M)

Last Day to drop course with a "W" Wednesday,
April 12

Holiday Friday, April
14

Classes Resume Thursday, May 4
Monday, April 17

Classes will meet-day and evening.

Final Exams M –R May 8 -
11
Semester Ends Thursday, May
11
Institutional Policies

DROP/WITHDRAWAL POLICY: Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel you need to withdraw. The full drop and withdrawal policy is online in the college catalog. https://www1.dcccd.edu/coursedrops

STOP BEFORE YOU DROP: For students who enroll 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 college counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. The full drop and withdrawal policy is online in the college catalog. https://www1.dcccd.edu/coursedrops

FINANCIAL AID STATEMENT: Failure to attend classes could result in a 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.
Financial Aid Certification of Attendance: You must attend and participate in your on-campus and online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance and participation. In an online course, you must participate in an academic related activity pertaining to the course in order for your attendance to be validated. Simply logging-in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and engaged in an academically related activity by the certification date. The academic related activity used to validate online course participation is at the discretion of your instructor.

This statement of certification of attendance applies to all students enrolled regardless of whether they are receiving financial aid or not. All students must be certified.

INTERNATIONAL STUDENTS: Students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you MUST NOT withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S-124 or at 972-860-4192.

RELIGIOUS HOLIDAYS: A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

ADA STATEMENT: Brookhaven College, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, assures access to college programs and facilities. Students are responsible for notifying the Disability Support Services Office of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, cognitive, and/or psychological disorders are eligible for services. Disability Support Services is in Room S136 in the Student Services Center, Building S, or may be reached by telephone at 972-860-4673 or email at bhcADAservices@dcccd.edu.
ACADEMIC INTEGRITY: Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. Please review the full Student Code of Conduct as listed in the college catalog for additional information. 
https://www1.dcccd.edu/catalog/ss/code.cfm

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities.

REPEATING THIS COURSE: Each college of the DCCCD charges 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 being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester. The District’s policy for tuition charges relating to a third attempt is in the college’s catalog. 
https://www1.dcccd.edu/catalog/ss/oep/third_attempt.cfm?loc=econ

GRADE REPORTS: Final grade reports are not mailed to students. You may obtain your final grades via eConnect at https://econnect.dcccd.edu/. From the student menu, select “My Grades” under “My Personal Information.” If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button and all grades for the selected grade type will be displayed.

FERPA: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the FERPA guidelines is available online in the college catalog at https://www1.dcccd.edu/catalog/about/privacy.cfm
INSTITUTIONAL EQUITY: DCCCD policy, as well as federal and state laws, prohibits harassment, discrimination and sexual misconduct. More information about DCCCD institutional equity policies and resources is available at [URL for “Office of Institutional Equity Statement”]. To report a violation, contact Brookhaven College’s Title IX coordinator at TitleIX-BHC@dcccd.edu or 972-860-4825.

INSTRUCTOR’S RIGHT TO MODIFY: The instructor has the right to add, delete, or revise segments of this course syllabus.