DEVELOPMENTAL READING AND WRITING  
DIRW 0310 63203  
FALL 2016  
March 20 – May 15

<table>
<thead>
<tr>
<th>Professor:</th>
<th>Emma Singleton</th>
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</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:esingleton@dccc.edu">esingleton@dccc.edu</a></td>
</tr>
<tr>
<td>Office Phone Number:</td>
<td>214-860-8662</td>
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<tr>
<td>Office Number:</td>
<td>W194B</td>
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<tr>
<td>Office Hours:</td>
<td>Monday through Thursday, 7:00 am to 7:55 am</td>
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<tr>
<td>Meeting Days &amp; Time:</td>
<td>Monday through Thursday, 8:00 am to 9:20 am</td>
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<tr>
<td>Room Number:</td>
<td>W276A</td>
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<tr>
<td>Credit Hours:</td>
<td>3</td>
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**Division:** Arts and Communications  
**Office Hours:** Mon-Thu. 7:30am-7:00pm  
Mon & Wed 9:30 a.m.-12:30 p.m.  
Tue. & Thu. 9:30-11:30 a.m.  
**Office Phone:** 214-860-8760 (214-860-8783)  
**Office Location:** E40

**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 - *Read Write Connect*, Kathleen Green and Amy Lawler, Macmillan Education with access to Launch Pad (computer program) ISBN # 9781319052249  
3 ring binder, folder or journal with pockets in which to keep track of your notes, assignments, written work and handouts  
#2 pencils
Pens – black or blue
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. A third option would be to save your work to an email account like Yahoo’s OneDrive or Gmail’s Google Docs.
College dictionary and thesaurus (paperback, website, or 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:

10% Attendance/Participation (Individual/Group/Class)
45% Essays/Responses to Reading (Journals/Summaries/Analyses)
25% Class Work
20% LearningCurves Computer Program (in LaunchPad Solo)

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 two 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 cannot be made up, and therefore, may be factored as a zero toward your overall grade. If students are more than 5 minutes late to class, they will be marked absent.

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, 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:**

It is important that all work be completed in order to build the skills and strategies necessary to be proficient in reading and writing as well as to prepare for exit testing. Turning in assignments after they are due works against these goals and deters student focus from current assignments. As a result, work turned in late will not be accepted. Also, work/essays will not be accepted via email and an essay must be handed in either at the beginning of class on the day it is due, or by 6:00 pm after class is over. There are no makeup essays. 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. Students **must** visit the Academic Center for Writing (Ink Spot – W114) at least one time per essay in order to have the opportunity of earning an A on each essay.
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 be passing the class with at least a C.

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.

Classroom Policies:
Food and drinks are not to be consumed in class.

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. Therefore, phone violations will result in a student being asked to leave class for the day will 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.

The withdraw date for this class is **Saturday, April 29, 2017**.

Academic Dishonesty:
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](https://www1.dcccd.edu/catalog/ss/code.cfm).*

**Students with Disabilities:**
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to your instructors as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSOffices or contact DCCCD Office of Institutional Equity at 214-378-1633. For more information at Mountain View call 214-860-8677.

**A Note on Harassment, Discrimination and Sexual Misconduct:**
We are committed to assure that all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, relationship violence, Stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

- College Title IX Coordinators: Mountain View College: Regina Garner
  TitleIX-MVC@dcccd.edu
  214-860-8561

- Dallas Colleges Online: Le’Kendra Higgs
  TitleIX-LEC@dcccd.edu
  972-669-6672
• District Title IX Coordinator Office of Institutional Equity: LaShawn Grant
  TitleIX-District@dccc.edu 214-378-1633

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

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, March 20, 2017</td>
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<tr>
<td>Holiday</td>
<td>Friday, April 14, 2017</td>
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<tr>
<td>Classes Resume</td>
<td>Monday, April 17, 2017</td>
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<tr>
<td>Last Day to Withdraw with a “W”</td>
<td>Saturday, April 29, 2017</td>
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<tr>
<td>Exit Exam</td>
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<tr>
<td>Semester Ends</td>
<td>Thursday, May 11, 2017</td>
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