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Office Phone Number: 214-860-8732  
Office Number: W192B  
Office Hours: Monday through Thursday, 1:00p to 2:15p  
Meeting Days & Time: Monday through Thursday, 11:00a to 12:20p  
Room Number: W276A  
Credit Hours: 3  

Division: Arts and Communications  
Office Hours: Mon-Thu, 7:30a-7:00p; Fri, 7:30a-5:00p  
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, 2nd Edition, Kathleen Green and Amy Lawler, Macmillan Education with access to Launch Pad (computer program) ISBN # 9781319126537  
~3 ring binder, folder or journal with pockets 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. 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 tape
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)
40% Essays/Reading Responses
30% 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 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 most class work missed cannot 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:
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 is at risk of earning no credit, and in the possibility that credit may be earned it may be no higher than a C. Also, work/papers will not be accepted via email and must be handed in either before or by the beginning of class or by 4:00 pm after class is over on the day it is due. Please realize that major papers and reading response assignments constitute a significant part of the overall grade for this class and should be thought of as assessments. There are no makeup papers/assignments. 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 are strongly encouraged to visit the Academic Center for Writing (ACW), or “Ink Spot” in room W114 for help with their essays as students who utilize this resource earn better grades on their papers and demonstrate improvement in their writing. Extra credit will be given for meeting with a writing tutor.

College Level Course Eligibility Process:
To be eligible for recommendation to English 1301, and other college classes, students must pass the Texas Success Initiative Assessment (TSI). Students have the opportunity to pay for and take the TSI whenever they choose. In addition, the TSI will be offered as a Post-Diagnostic Exam as apart of this class, and a pass will be given to students to cover the cost of the test. To be eligible to take the TSI with the class, students must have good attendance, have all work completed and submitted, and be passing the class with at least a C. If a student takes the TSI and exits early, he or she MUST either withdraw from the class with a W grade, or remain in the class for at least half of the flex/semester to receive credit and earn a grade. Students who earn an exit score on the TSI and stop attending class without withdrawing or staying long enough to receive a grade will earn an F in the class; they are not automatically withdrawn from the class when they receive an exit score on the TSI. More information will follow regarding the testing schedule.

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 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.*

**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/DSO/offices 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@dcccd.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:

March 20 (M) Classes begin

March 25 (S) Census Date

April 14 (F) No Classes- Holiday

April 29 (S) Drop day - last day to withdraw and receive a “W”

May (TBA) Post-Diagnostic Exam

May 11 (R) Last day of March flex (8 week) session

May 15 (M) Grades submitted through EConnect