Dear Student,

It is great that you are enrolled in this eight week DREA online course. This course is designed to help you get through a developmental reading course in half of the time of a traditional semester. It can be done successfully if you are committed to hard work, and reading every day! It’s important to begin class with a good attitude, proper motivation and a desire to learn which will help you to succeed during this short session.

You will learn reading strategies and techniques which are essential and necessary to do well in this class and in future college-level courses. The purpose of this developmental reading course is to help you understand the concept of reading to learn, rather than learning to read. It will be your responsibility to login to class daily, complete assignments daily, and to read every day. I encourage you to devote enough time each day to studying. It is up to you to make your learning count!

Sincerely,

Mrs. Mannering

TO THE STUDENT

It is essential that you carefully read this syllabus regarding the course expectations. It contains valuable information concerning expectations, policies, 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 refer to the syllabus regularly as a guide to answer any questions that you may have.

INSTRUCTOR COMMUNICATION

Student questions via email are answered within 24-48 hours from Monday through Thursday each week. Questions received Friday, Saturday, or Sunday are answered on Monday by midnight. (Please note that if the DCCCD server is down, questions will be answered as soon as the system is available).
**DREA 0305 CATALOG DESCRIPTION:** Development of reading and higher order thinking skills necessary for college readiness.

**DREA 0305 STUDENT LEARNING OUTCOMES (SLO’s):** 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.

**REQUIRED TEXTBOOK AND COURSE MATERIALS**
2. *Webster’s College* dictionary and thesaurus. Online resources are acceptable. An example of a good source to refer to is The Merriam-Webster Dictionary, (http://www.merriam-webster.com).
3. Internet Access is required. (Weekly lessons are due online; if for any reason your regular internet connection breaks down, you should have a backup plan).
4. Printer and/or access to a printer (optional).
5. Storage device—flash drive (optional).

**ATTENDANCE POLICY**
Attendance is a required component of this course. Weekly attendance is checked through students’ participation in the forums. The topic(s) are posted weekly in the Discussion Board in eCampus.

In addition to responding to the weekly topic(s), students are required to respond to a minimum of two of their classmates’ posts for each prompt.

Students will be informed of the number of prompts they will be required to “attend” each week through Announcements in eCampus, and through their Weekly Calendars posted in eCampus.

Discussion Board forums will be available each week from Sunday 8:00 AM through Saturday at 8:00 PM. After 8:00 PM Saturday, the forum for that week closes.

Students must use proper Standard American English for their daily responses and homework assignments. “Texting” or abbreviated 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, to put down another student, the professor, or this course.**
Attendance is graded weekly. A rubric for grading weekly attendance is located in the Discussion Board forum in eCampus.

HOMEWORK ASSIGNMENTS
One of the best ways to improve your reading skills is to read on a daily basis. Reading, studying, completing and turning in homework and vocabulary assignments on time should become a daily practice throughout this semester. Students who complete daily homework should be prepared for daily quizzes and chapter tests.

Homework assignments are due each Friday by 8:00 PM unless otherwise specified by the instructor. If, however, students are not able to turn in assignments at the specified time, students have an additional 24 hours to turn in the assignment(s)—no excuses needed, or questions asked.

LATE WORK
Assignment(s) are considered “late” if submitted after 8:00 PM on Friday through Saturday by 8:00 PM. Late submissions will receive a grade penalty of minus ten points from the grade earned on the assignment(s). After this "window of time" has passed, assignments are considered "late" and will receive a grade of "zero." All work in eCampus will be checked for the time that it was submitted.

Weekly homework assignments will be available each week from Sunday at 8:00 AM through Saturday at 8:00 PM. After 8:00 PM on Saturday, homework assignments are not accepted. Late homework assignments receive a score of a 0 after “window of time.”

WEEKLY CALENDAR & LESSONS
To obtain the lessons for each week, click on the Weekly Lessons menu button in eCampus.

FEEDBACK
Major assignments are graded within two weeks of the due date. Minor (daily) assignments are graded within one week of the due date.

PLAGIARISM
Plagiarism is academic dishonesty and a serious offense that will not be tolerated in the classroom/online. To plagiarize means to take someone else’s work and present it as your own. Plagiarism is a form of cheating and can be avoided. Students are expected to follow the methods discussed in class for quoting and paraphrasing information found in articles, scholarly journals, etc.

Regarding any assignment in this course, please note that plagiarism is a violation of the BHC Student Code of Conduct.

DEPARTMENTAL FINAL EXAM
The final exam will consist of 25 multiple-choice questions over vocabulary, main idea, inference, and other skills covered in the course.

The departmental final exam will take place in eCampus.
ELEME NTS OF COURSE GRADE
Grades will be determined as a percentage of total scores possible which you have earned based on the following scale:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance— Discussion Board</td>
<td>20%</td>
</tr>
<tr>
<td>Homework/Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Vocabulary</td>
<td>10%</td>
</tr>
<tr>
<td>Chapter Tests/Project</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
</tbody>
</table>

GRADING SCALE
90% - 100% = A
80% - 89% = B
70% - 79% = C
69% and below = E or F

Excellent
Good
Average
Below average to Poor

All daily assignments (lessons, quizzes), and major grade items (chapter tests, project, mid-term, and final exam) are based on a 100 percentage-point grading scale, and will be graded as such. For example, if there are ten items on a daily exercise and/or major test, then each item is worth ten points. If a student missed two items on this assignment and/or major test, the grade would be 80% for that assignment and/or major test.

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 with some satisfactory progress.

A student whose overall grade is below a 70% and has not participated fully in the course work or exam requirements may receive a performance grade of F.

TECHNOLOGY REQUIREMENTS
You will need access to a computer at home, in your office or BHC in a lab on campus with:

- Microsoft Windows XP, Vista or 7
- Microsoft Internet Explorer 7.0 or higher
- An Internet connection and E-mail account
- A word processor such as Microsoft Word

In general, you should have the following computer skills, at a minimum:

- The ability to start up your computer and get to a Windows desktop
- Knowledge of basic mouse operations such as clicking and double clicking
- The ability to start a program by double-clicking on its’ desk icon
- The ability to browse to and within web pages
- The ability to compose and send an E-mail and word processing

Click here for DCCCD Technical Support or call technical support 24 hours a day at 972-669-6402 or 1-866-374-7169.
EXPECTATIONS, FORMAT, & GUIDELINES FOR ASSIGNMENTS

The Orientation Activities and Weekly Lessons must include the following information before uploading into eCampus.

Failure to follow stated instructions may result in a reduction of 1 - 10 points per assignment.

1. Orientation Assignments must be completed by **Saturday, 3/25, by 8:00 PM**, in order to be “certified as attending this class.”

2. ALL assignments must contain a full heading. You may use the header and footer feature in **Word**. Type your first and last name, course and section #, and date in the upper right hand corner of your paper.

3. ALL assignments must have a title and page # of the exercise.

4. ALL assignments must be completed as a **Word document** and saved as .doc or .docx. Assignments typed into the eCampus “text box” will not be accepted.

5. Use Arial, Calibri, or Times New Roman font, size 11 or 12 for all assignments.

6. ALL assignments must be double-spaced.

7. Be consistent when naming your individual lessons, so that you know what to upload. For example: Week 1 - Lesson 2. **There is only one submission attempt to upload work.**

   See a sample of a student’s homework assignment paper on the next page.
Review Test 3, p. 39

1. 
2. 
3. 

Mastery Test 3, pp. 49-50

1. 
2. 
3. 
**COURSE OVERVIEW**

In addition to this overview, students will receive weekly schedules of lessons which will be posted in eCampus each Sunday. This 8-week calendar is subject to change.

<table>
<thead>
<tr>
<th>Week 1</th>
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<tbody>
<tr>
<td>1. View eCampus’s Student Tutorial</td>
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<tr>
<td>2. Read Course Syllabus and Student Resources information</td>
</tr>
<tr>
<td>3. <strong>Orientation activities are due 3/25 by 8:00 PM in order to be “certified as attending this course.”</strong></td>
</tr>
<tr>
<td>4. Syllabus Quiz</td>
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<tr>
<td>• Ch-1 (Vocabulary in Context)</td>
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**Attendance—Week 1—Discussion Board**

<table>
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<tr>
<th>Week 2</th>
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<tr>
<td>• Ch-2 (Main Idea)</td>
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<tr>
<td>• Ch-3 (Supporting Details)</td>
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<tr>
<td>• Chapters 1-3 Test</td>
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**Attendance—Week 2—Discussion Board**

<table>
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<tr>
<th>Week 3</th>
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<tr>
<td>• Ch-4 (Implied Main Idea)</td>
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**Attendance—Week 3—Discussion Board**

<table>
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<th>Week 4</th>
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<tr>
<td>• Ch-7 (Inference)</td>
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<tr>
<td>• Review and practice readings for comprehension</td>
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<tr>
<td>• Chapters 4 &amp; 7 Test</td>
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**Attendance—Week 4—Discussion Board**

<table>
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<th>Week 5</th>
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<tr>
<td>• Ch-8 (Purpose and Tone)</td>
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<td>• Ch-9 (Argument)</td>
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**Attendance—Week 5—Discussion Board**

<table>
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<th>Week 6</th>
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<tr>
<td>• Argument Project (information presented)</td>
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<td>• Chapters 8 &amp; 9 Quiz</td>
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**Attendance—Week 6—Discussion Board**

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<th>Week 7</th>
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<tbody>
<tr>
<td>• Argument Project due</td>
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<tr>
<td>• Online review practices for Final Exam</td>
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</table>

**Attendance—Week 7—Discussion Board**

<table>
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<th>Week 8</th>
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<tr>
<td>• Final Exam</td>
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COMMUNICATIONS DIVISION SYLLABUS ADDENDUM

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 Admissions or Advising. 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 the 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 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 “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
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.

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 HOLY DAYS
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 American 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 Department of their need for assistance. Students with
documented disabilities, such as mobility impairment, hearing or visual impairment, learning,
and/or psychological disorders are eligible for services. Disability Support Services is located 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 include 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 affords students certain rights with respect to
their education records. For more information, refer to FERPA guidelines is available online in
the college catalog at https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?loc=econ

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 Office of Institutional Equity Statement. To report a violation, contact Brookhaven
College’s Title IX coordinator at TitleIXBHC@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.

[College Policies](http://www.brookhavencollege.edu/about/administration/vpi/Pages/Syllabus-Addendum.aspx)

### IMPORTANT DATES— SPRING 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>CLASSES BEGIN</td>
<td>Monday, March 20</td>
</tr>
<tr>
<td>Certification Date</td>
<td>Saturday, March 25</td>
</tr>
<tr>
<td>Good Friday holiday</td>
<td>Friday, April 14</td>
</tr>
<tr>
<td>Classes resume</td>
<td>Monday, April 17</td>
</tr>
<tr>
<td>Last Day to drop course with a &quot;W&quot;</td>
<td>Saturday, April 29</td>
</tr>
<tr>
<td>CLASSES END</td>
<td>Thursday, May 11</td>
</tr>
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</table>