DREA 0305 COURSE SYLLABUS
School of Learning Enrichment and Academic Development, Richland College
Semester: SPRING 2017

DEVELOPMENTAL READING  0305  (DREA 00305)
3 Credit Hours

Course Catalog Description: This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. Prerequisite: One of the following must be met: (1) Successful completion of BASR 0053; OR (2) a score of 342-347 or ABE score of 5 or 6 on the TSI Assessment. Please see a CAP Success Advisor (T240) for placement in this course.

Course Meeting Days & Information:  MWF 8:00 – 10:00
Section: 83211
Room: Medina 145
Instructor: Mae Spicer M.Ed.

I am a full time professor. My office is located in La Vaca 246 over the library.

Contact me through Email: mspicer@dccc.edu

Please always let me know which class section you are attending as I teach a full load of classes.

Office phone number is 972-238-6236

Office Hours are MWF 12:15 – 1:15 and T/TH 11:30 – 12:30

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

Required Textbook, Connect Reading Access Card, and Course Materials


To obtain a loose leaf textbook, packaged with the Connect Reading Access Card at the Richland Bookstore use this ISBN: 1259688623 (least expensive)
OR

2. These materials may be required – attend class the first day for this information:

   3 Ring Binder and notebook and paper
   stapler (a must)
   A yellow and a Pink highlighter (a must)
   Ear buds as you will be working on software lessons in class

Disclaimer  The instructor reserves the right to amend this syllabus as necessary.
Learning Outcomes for DREA 0305

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 0305

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

1. **Homework Assignments and Comprehension Tests/Quizzes** (40%)
   - Textbook selections, practice due most class periods
   * Instructor-mandated tutoring is provided in The Learning Center, M216.
2. **Attendance, Class Participation, (10%)**
3. **Computer Practice Assignments** (Connect Software) (20%) (Adaptive and Power of Process) due most class periods
4. **Tests – 6 - (30%)**
   - There will be 4 tests on your novel. There will be a Mid Term and a Final Exam
   - In week 7 you will be asked to turn in a Final Exam Essay that will be a Reader's response to your novel and you will be writing about a character in your novel that impacted you the most as you completed the book.
   - 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, tests, assignments, attendance grades, posttests, and for the calculation of final course grades:

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

ATTENDANCE AND MAKE-UP POLICY

To help you meet the course objectives, this class includes regular assignments both in and out of class, group activities, and exercises. This means that being in class and on time is required. **Attendance and participation count for 10% of your final grade in the class.**

Don’t be late for class!! Roll is taken at the beginning of class. Avoid arriving late to class to avoid disrupting our learning session. If you are late, it is your responsibility to be sure your attendance record has been changed in order to avoid being marked absent. Once you are absent, it is your responsibility to obtain the missed class lecture information from eCampus or a classmate.

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 four classes, please make an appointment with me so we can determine if you can successfully complete the course.**

If you find that you must miss a class, you are still responsible for any material covered in class or homework due at the next class meeting, so check eCampus, or a classmate.

If you miss a quiz or test, you must make arrangements with me to take it outside of class time. Also, be ready upon your return to class to

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CERTIFICATION/CENSUS INFORMATION

Students must attend class and/or complete assignments prior to the course certification/census date of January 23, 2017 for financial aid consideration. Students should continue to attend class and complete assignments throughout the course to ensure they do not put financial aid and/or academic status at risk.

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 April 29, 2017. 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.

Course Outline and Brief Overview of DREA 0305 Semester Schedule

We will use the New Worlds 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.

If you want to become a better reader, you must read! For this reason, you will be assigned interesting and informative reading selections from New Worlds for homework. It is important to complete all of these reading comprehension assignments since they provide the practice you need in order to improve your reading. (Keep in mind that the reason certain reading skills are on the TSI Test is because they are the very skills students need if they are to be successful in college.)

Due dates for all assignments and dates of comprehension tests will appear on ECampus. Periodically, you will be given a current assignment calendar. There are deadlines to meet with each unit that we cover and each textbook chapter that we discuss.

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<th>Course Orientation &amp; Overview of Course Syllabus</th>
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<td>New Worlds, Chapter 1 Making Yourself Successful in College</td>
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<td>Week 7-8</td>
<td>Skill Review</td>
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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 and take responsibility for catching up on the work you missed. **Cell phone use is not permitted in class.**

2. Ask for help when you need it and get help as soon as you realize there is a problem. 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 your instructor, or go to the Learning Center, M216.**

3. **Resolution of Classroom Problems:** Students who have concerns that are not resolvable with the instructor should contact 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.

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.

6. **Open Computer Labs Available at Richland:** Open computer labs are available with extended hours and weekend hours in **D257** for student use. Take your picture ID.

7. **Textbook on reserve:** One copy of the course text is on reserve in the Richland library.

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**Academic Progress**

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester from academic advisors and career specialists. Check [http://richlandcollege.edu/admissions](http://richlandcollege.edu/admissions) and [http://richlandcollege.edu/advising](http://richlandcollege.edu/advising) for more details.

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Information about the following college policies are contained below and online at: https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/  
- Six Course Drop Rule  
- Course Withdrawal  
- Repeating a Course  
- Texas Success Initiative Assessment and Course Placement Requirements and Guidelines  
- Financial Aid Attendance and Participation Requirements  
- Academic Honesty  
- Americans with Disability Act Compliance  
- Religious and Ethnic Holidays  
- Campus Emergency Operation Policy and Contingency Plans  
- Richland College Quality Enhancement Plan  
- Student Survey of Instruction  

### Richland College Institutional Policy Statements

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<th>Policy Title</th>
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<td><strong>Six Drop Rule</strong></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 “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. For more information, you may access <a href="https://www1.dcccd.edu/6drop">https://www1.dcccd.edu/6drop</a>.</td>
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<tr>
<td><strong>Withdrawal Policy</strong></td>
<td>If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. 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 deadline, you will receive a “W” (withdraw). For more information about withdrawal procedures contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170) or log onto <a href="http://www.richlandcollege.edu/advising/dropwithdrawal-policy-and-procedures-for-credit-classes/">http://www.richlandcollege.edu/advising/dropwithdrawal-policy-and-procedures-for-credit-classes/</a>.</td>
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<tr>
<td><strong>Repeating a Course</strong></td>
<td>Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at <a href="http://www.dcccd.edu/thirdcourseattempt/">http://www.dcccd.edu/thirdcourseattempt/</a>.</td>
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<tr>
<td><strong>Texas Success Initiative Assessment Requirements and Course Placement Guidelines</strong></td>
<td>The Texas Success Initiative Assessment (TSIA) was designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSIA requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. Passing the TSIA is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, and Math 1414. Students who do not meet assessment standards must complete developmental courses in the deficient area with a grade of C or higher. Additional information is available at <a href="http://www.dcccd.edu/thirdcourseattempt/">http://www.dcccd.edu/thirdcourseattempt/</a>.</td>
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### Financial Aid Attendance and Participation Requirements

Your instructor is required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet the attendance requirement, you must *attend and participate* in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. **In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance.** You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

### Academic Honesty

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 available at [http://www.richlandcollege.edu/conduct](http://www.richlandcollege.edu/conduct).

### Americans with Disabilities Act

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, suite T120, or go to [http://www.richlandcollege.edu/dso/](http://www.richlandcollege.edu/dso/).

### Religious and Ethnic Holiday Observance

Richland College honors the right of each student to observe the practices of their belief system. It is the student’s responsibility to provide their instructor a written justification for a religious accommodation by the third class meeting or the fourth day after the course begins for online courses. It is the responsibility of the instructor and student to negotiate completion of all missed assignments prior to the absence, if possible.

### 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://media.dcccd.edu/video.php?vid=1735](http://media.dcccd.edu/video.php?vid=1735). 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 at (BOrton@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.

### Classroom Policies

**Note:** Food and drink is not permitted in computer classrooms or most labs.

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| Richland College's Quality Enhancement Plan | Richland College is implementing 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 [http://www.richlandcollege.edu/qep/](http://www.richlandcollege.edu/qep/). |
| Syllabus Change Disclaimer | Instructors reserve the right to amend a syllabus as necessary. |
| Student Survey of Instruction | The Student Survey of Instruction (SSI) is designed to acquire information on the student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement. In order to minimize the disruption in the classroom, the SSI is now being administered online in select courses. Students will take the survey through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors determine how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous. |

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