ARTS AND COMMUNICATIONS
Course Syllabus

NON-COURSE BASED DEVELOPMENTAL READING
NCDR 0071-63203
March-Flex Spring 2017
March 20, 2017 – May 11, 2017

Professor: Nancy Durant
Email: ndurant@dcccd.edu
Office Phone Number: 214-860-8783
Office Number: E-40
Office Hours: N/A
Meeting Days & Time: MTWRF
Room Number: W 144
Credit Hours: 1

Course Catalog Description: This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the Texas Success Initiative (TSI).

Pre-requisites: TSI Writing-Met AND one of the following:
   (1) A score of 349-350 on TSI Reading
   (2) 17 on an EXIT test
   (3) Successful completion of DREA 0305

Students who are not TSI compliant may only enroll in this course if concurrently enrolled in EDUC 1300. Successful completion of both courses will exempt student from retaking the reading section of the TSI test.

Required Course Materials/Supplies
   • Ten Steps Plus LE – Access Code
   • Townsend Press. ISBN/SKU: 978-1-59194-490-4e
   • Novels: Lost and Found and A Matter of Trust
   • Pencils/pens
   • Spiral notebook
   • Personal earphones (optional)

Attendance Policy
   • Regular attendance (1 hr. each week) is imperative. Assignments are based on the originating diagnostic measures. Assignments must be completed and mastery demonstrated within the eight weeks framework of the course.

Disclaimer  The instructor reserves the right to amend this syllabus as necessary.
Learning Outcomes for NCDR 0071

Upon successful completion of this course, students will be proficient in the following four content areas:

1. Main Idea and supporting details- Identifying the main idea of a passage and comprehending explicit textual information in a passage.
2. Inference in a text or texts- synthesizing ideas by making a connection, or comparison between two passages and making an appropriate inference about a single passage.
3. Author’s use of language- Identifying an author’s purpose, tone, organization, or rhetorical strategies with use of evidence and determining the meaning of words in context.
4. Literary analysis- Identifying and analyzing ideas in an element of literary texts.

Conduct Requirements

No eating, chewing gum, or drinking will be permitted in the lab. All electronic devices must be turned off during lab time.

Criteria to exit NCDR 0071

The final course grade will be based on Attendance, Assignments, and Exams

Course Evaluation/Grades

90 – 100 = A
80 -89 = B
70 – 79 = C

69 and below - A grade of “F” will be earned for non-attendance. A grade of “E” is earned for assignments not completed within the eight weeks class time. Both grades of “F” and “E” are considered not passing for both financial aid and academic standing, and may impact your awards and/or status. Students should make every effort to pass this course within the eight weeks framework of the course.

Disclaimer The instructor reserves the right to amend this syllabus as necessary.
## Institutional Policies

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Withdrawal Policy</strong></td>
<td>If you are unable to complete this course, it is your responsibility to withdraw formally. Withdrawal request must be received in the Registrar’s Office by <strong>Saturday, April 29, 2017</strong>. Failure to do so will result in your receiving 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.</td>
</tr>
<tr>
<td><strong>Stop Before you Drop</strong></td>
<td>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 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/coursedrops">https://www1.dcccd.edu/coursedrops</a></td>
</tr>
<tr>
<td><strong>Repeating This Course</strong></td>
<td>Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may/may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: <a href="https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm">https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm</a>.</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>The Texas Success Initiative (TSI)</strong></td>
<td>The Texas Success Initiative (TSI) is a statewide program 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 TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at <a href="https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm">https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm</a>.</td>
</tr>
<tr>
<td><strong>New Retest Policy</strong></td>
<td>Students who take the TSI placement exam during the course of the semester and score high enough (351+) to exit DREA can exit the course with a grade of an A, B, or C. However, the student must attend a minimum of 40% of the class time. If the 40% rule (3 of 8 weeks class) is not applied, then the letter grade can be an “F.” If the student officially withdraws from the class, then the letter grade will be a “W.” <strong>Financial Aid recipients are encouraged to contact the Financial Aid Office for additional information regarding this policy.</strong></td>
</tr>
</tbody>
</table>

## Disclaimer

The instructor reserves the right to amend this syllabus as necessary.
| Academic Honesty                                | 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/cat0406/ss/code.cfm |
| ADA Statement                                  | If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 214 860-8561, room S-2080.  

**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 me 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/DS Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633. For information at Mountain View call 214-860-8677  

**A Note on Harassment, Discrimination and Sexual Misconduct:** We are committed to assure 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, stalking, 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  
| Religious Holidays                             | Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.  
| Inclement Weather Statement                    | In the event there is inclement weather that affects regular scheduled classes and events on the Mountain View campus, the Dallas County Community College District and Mountain View College web pages will display a notification of any closings or delays. **If there is no notice of changes or delays, then classes are in session as usual.** You also may refer to announcements on major television and radio stations in the event that the DCCCD or Mountain View College Internet sites cannot be accessed.  

**Disclaimer** The instructor reserves the right to amend this syllabus as necessary.
Welcome to Mountain View College. Your college professors will expect you to conduct yourself as a mature, responsible, aware, and honest individual. College professors assume students are prepared for the academic and behavioral rigors of college, but if no one has explained what is expected of you, how do you know? Here are a few tips to help you make a successful transition from high school to college. (In other words, this is a community college – not a community high school! What worked in high school will usually not work in college.)

- Always turn in your best work with no excuses.
- Always come to class prepared with pen, pencil, paper, textbook, homework.
- Do not engage in side conversations while someone else is talking, especially the professor.
- Follow through on promised arrangements, assignments, attendance, and office appointments.
- Do not walk in late to class and disrupt by announcing why you’re late.
- Do not walk in late to class and ask your professor if you can talk to her/him privately. The time for this private conversation is during a professor’s office hours or by appointment.
- Do not leave class early unless you have previously made your professor aware.
- 3 Before Me: You should endeavor to access resources and glean information on your own, when possible. Therefore, I will institute the “3 Before Me” rule which states you should consult three resources before asking your professor about a classroom policy. Examples are: the class syllabus, the course textbook, a classmate, MVC website, DCCCD website, course website, the Writing Center, etc.
- Do not ask your professor for extra credit opportunities in order to pass the course, especially if you have missed one or more assignments. Extra credit opportunities are for those students whose grades are close but not quite at the C, B, or A mark.
- Understand communication etiquette regarding proper use of email and face-to-face conversations, and address your professor as she/he wishes (e.g., “Dr. Jones, Mrs. Carter, or Professor Taylor”).
- Dress appropriately. Of course you may dress casually, but not sloppily, scandalously or scantily. Please, no sagging pants/jeans or profane T-shirts.
- Understand how to access your course grade and regularly check it rather than asking your professor “how am I doing”.
- **Hope is NOT a strategy – have a Plan B when something goes wrong.**

- Some statements to avoid – never say to a professor:
  - Will this be on the test?
  - Are we turning this in?

**Disclaimer** The instructor reserves the right to amend this syllabus as necessary.
Should I write this down?

How many pages does this paper/project have to be?

Does the paper have to be typed?

What time is this class over?

Can you proofread/correct my paper for me?

I have to leave early today. Are we doing anything important?

I wasn’t here yesterday/last week. What did we do?

I didn’t know there was a test/quiz today. I was absent when you said that.

I couldn’t be in class yesterday/today because I had to finish a paper/homework/project in another class.

I have to work on Mondays. Can I be excused on those days?

I didn’t have time to go to the library/study/do my homework.

May I go to the restroom? Instead, know the in-and-out policy.

The week before finals: What can I do to get an “A” in (or pass) this class?

Disclaimer  The instructor reserves the right to amend this syllabus as necessary.
## IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, March 20, 2017</td>
</tr>
<tr>
<td>Holiday</td>
<td>April 14, 2017</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday, April 17, 2017</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of “W”</td>
<td>Saturday, April 29, 2017</td>
</tr>
<tr>
<td>All Assignments Due By 12pm noon.</td>
<td>Wednesday, May 10, 2017</td>
</tr>
<tr>
<td>Semester Ends (Last class day)</td>
<td>Thursday, May 11, 2017</td>
</tr>
</tbody>
</table>

**Disclaimer**  The instructor reserves the right to amend this syllabus as necessary.