ENGLISH 1302.63400 and 66401

Instructor: Taunya V. Dixon
Course: English 1302
Section: 63400 and 66401
Credit Hours: 3
Semester: Spring 2018
My Office: W-239

Classroom/Times: Internet based Mondays through Sundays
Division Office: E40-Arts and Communications (214)860-8783; Dean Martin Guerra-West
Office Hours: varies by week/day – I usually am logged into eCampus 8:00 a.m. - 9:00 a.m. on Mondays, Wednesdays, and Fridays
Phone: (214) 860-3692
Email: tdixon-collins@dcccd.edu (emails are usually answered within 24 hours – except Friday-Sunday, longer times might occur)

NOTE: PLEASE, do not send any assignments, essays or other eCampus content related materials to this address without advance permission from me as there is NO guarantee that your work will be received or on time as per deadlines! All course content must be submitted to the correct location in eCampus as per the directives and the syllabus. Any personal and/or private issues CAN be sent to my office email address.

COURSE DESCRIPTION
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. (ACGM – Spring-Fall 2016 Online Catalog)

Prerequisite: ENGL 1301 or its equivalent

CORE OBJECTIVES – AACU (Association of American Colleges and Universities)

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility Skills – to include the ability to connect choices, actions and consequences to ethical decision-making

INTELLECTUAL COMPETENCIES
1. Reading—the ability to analyze and interpret a variety of printed materials, books, documents, and articles (above 12th grade level).
2. Writing—the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience (above 12th grade level)
3. Critical Thinking—think and analyze at a critical level
4. Computer Literacy—understand our technological society, use computer based technology in communication, solving problems, acquiring information.

**EDUCATIONAL OUTCOMES**
Upon completion of this course, the student should be able to:

→ **Increase Reading Skills**
1) identify the main ideas and supporting details in a variety of reading selections, ranging from student to professional works
2) analyze how the work of student and professional writers achieves the writers’ purpose
3) produce writing based upon your synthesis of written material with your own knowledge and opinions

→ **Introduce Research Skills**
1) locate and evaluate sources for writing tasks
2) demonstrate preliminary research skills: summarize, paraphrase, synthesize, and document information

Adopted: March 12, 2009, Department of English, Mountain View College, Communications and Teacher Education Division

**ACGM’s Learning Outcomes**
Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

(ACGM - Spring-Fall 2016 Online Catalog)

**Textbooks AND other Requirements**
NO textbook is required for purchase in this course.

1. A college-level dictionary of your choice
2. Access to Microsoft Word or compatible software (FREE Word software via eCampus)
3. A workable/functional email address for the ENTIRE Fall 2018 session via eCampus and eConnect

**Institutional Policies**
Institutional Policies relating to this course can be accessed from the following link:
www.mountainviewcollege.edu/syllabipolicies

For further details on the following, Student Code of Conduct, Computer/Technology Use, Plagiarism (Academic Honesty), Attendance/Participation, Financial Aid, Repeatability, Emergency Weather, Equal Opportunity, etc. be sure to visit this link (same as above) www.mountainviewcollege.edu/syllabipolicies
**Course Policies:**
The instructor's expectations for you are:

(1) Although this is an online course, you are to use classroom netiquette over the internet and conduct yourselves as adults enrolled in a college level learning environment. If you have questions about this, please let me know immediately.

(2) Sharing/displaying inappropriate images, downloads, pictures, writings, language, or anything else not conducive to the learning process/environment is strictly prohibited and grounds for you being permanently dismissed from this online course.

(3) You are expected to log into eCampus every week as this is a portion of your Attendance/Participation grade. Required readings, assignments, exercises, activities, Discussion Board posts, critical deadlines, announcements, etc. are posted, updated, revised, modified, etc. on an on-going basis as per the professor’s discretion.

(4) You are expected to do your own work. Plagiarism (unauthorized use of another’s ideas as your own, be it from another student, a book, a magazine, the internet, a newspaper, etc.) will result in an “F” for the assignment and the course.

**ACADEMIC HONESTY:**
Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

It is the faculty member's responsibility to inform you about the consequences of copying or cheating on an essay or any assignment, test, etc. You need to know what results emerge from such actions, which fall into the category of academic dishonesty. In this course, you will receive a grade of "0/F" on that particular assignment or test if you are guilty of cheating on assignments, tests, or plagiarism (see explanation above). Also, you will receive a grade of “0/F” in the course. Please do not put yourself in a situation that would result in such action.

Be very clear about what work may be completed in collaboration with other students. Even when you are asked to work together on assignments, it is still expected that you will complete and submit your own work. While your classmates may help you with materials, all assignments should be written using YOUR thoughts and words.

**Evaluation Procedure:**

eCampus Grades Disclaimer

**NOTE:** Please allow up to 3 days for grades to be posted into eCampus. Make sure that you have your correct user name, password, student ID, etc. to be able to access the eCampus interface. This might also mean that you have to change your computer’s internet browser to be compatible with the Blackboard eCampus system.

400 pts. **Essays.** You will need to complete approximately 4-5 essays (with the “minimal” required page length). You are expected to turn in assignments on time. No late essays are accepted and will automatically receive a grade of “0/F” for that particular paper/essay.

*****Allow up to 2 weeks for essays to be graded.*****
**NOTE:** Allow “up to” two weeks for essays to be graded and e-returned. Essays are graded in the order in which they are “correctly” posted in eCampus as per established due dates and deadlines. This is the student’s responsibility, not technical support’s, customer service’s or the professor’s.

**300 pts. Daily Grades.** (online weekly/daily discussion forums, online weekly/daily attendance, online weekly/daily posting of commentary, online peer reviews, online student conferences when needed, online postings of all essays, quizzes, homework, or anything else that is due on the DUE DATES). These assignments must be completed on the date they are due. These assignments cannot be turned in late or made up later, unless otherwise indicated by the instructor. Daily grades are graded as one assignment counting for varied points. ***Reading assignments will be posted online via eCampus.***

Make-up work is only allowed under extenuating circumstances as determined by the instructor.

Attendance every week is expected, and you are expected to post commentary online as well as other required assignments WEEKLY. **Excused** absences are those that are of a medical emergency, death in the immediate family, or some other extreme circumstance(s) that has been brought to the attention of the professor. **Unexcused** are those absences wherein you simply do not login and/or participate in class for whatever reason.

**RELIGIOUS HOLIDAYS/OBSERVANCES:**
Students who will be absent from class for the observance of a religious holiday must notify the instructor in ADVANCE.

Note: If you are not able to log into eCampus for ANY reason, it is YOUR responsibility to contact me, via my office email, concerning the absence as well as log into eCampus to obtain any materials, handouts, assignments due, etc. Communication contact with your Peer Team Group – Learning Community is critical to stay abreast of happenings in the course.

**200 pts. (2) Self-Assessments.** These two assignments are to be true and honest reflections of and from you. There is “almost” no “right or wrong” answer here, just your internal evaluation of yourself, work ethic, contribution to the online learning community, knowledge of technology, attitude adjustment/improvement, experience with online learning, course material/content, etc.

**100 pts. Vocabulary Builder.** Google the following: www.freerice.com and follow my specific directives for completing these assignments. **NOTE:** Please submit the document as ONE, single file, not separate attachments; follow my former students’ samples/models posted in eCampus.

(100 pts. see Essays page 3) **FINAL EXAM** – This will be a research essay/project of some sort, usually considered Essay Four – MLA Research Argumentative/Persuasive or an Annotated MLA Research Bibliography. **NOTE:** Students attempting Honor’s credit must produce/compose, write Essay Four of 8 full pages in length (7 text pages and 1 W. C. page).

**FINAL DAY – Thursday, May 10th**
Your final course grade will be determined as shown:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Final Grade</th>
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</thead>
<tbody>
<tr>
<td>1000-900</td>
<td>A</td>
</tr>
<tr>
<td>899-800</td>
<td>B</td>
</tr>
<tr>
<td>799-700</td>
<td>C</td>
</tr>
<tr>
<td>699-600</td>
<td>D</td>
</tr>
<tr>
<td>599-0</td>
<td>F</td>
</tr>
</tbody>
</table>

***Each assignment (including essays, attendance, etc.) is given both a numerical and alpha score as listed above. At the bottom of this syllabus, there is a “universal” grading criterion (also posted in eCampus) for all essays with in-depth verbiage on the characteristics/qualities of alpha grades of A, B, C, D, and F. Each essay is incrementally graded more difficult than the last, so each criterion reflects this.***A holistic approach is used for grading/scoring essay writing assignments.***

FINANCIAL AID STUDENTS:

CERTIFICATION 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. All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account.

DCCCD Drop Policy:
If you are unable to complete this course, you must withdraw from it no later than Thursday, April 12, 2018. Withdrawing from a course is a formal procedure that you must initiate. The instructor cannot do it for you, except under the most extenuating of circumstances. If you simply quit attending/logging into class, you will receive a failing grade, “0/F.” However, if you must miss class or if you are not able to complete the semester, you should contact the instructor first, since other arrangements might be possible.

Transcripts are no longer mailed to your home address. You may obtain your grades online at http://econnect.edu/ or by phone at (972) 613-1818. You WILL need your College ID# to access your grade information both online and via phone.

STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. A DCCCD student account The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail.

NOTE: It is YOUR responsibility as a student to ensure you have an accurate, workable, and functional email address in BOTH eConnect AND eCampus for the duration of the course. This is very important because I often use either or both of these systems to communicate with the class and with students individually. I don’t
know that it makes a difference if the email address is the same or different; the address just needs to be functional.

**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) 860-8691 in the “S” or Student Services building, first floor. Additional details can be found at [www.mountainviewcollege.edu/syllabipolicies](http://www.mountainviewcollege.edu/syllabipolicies)

**Learning Skills and Learning Resource Centers:**
Each student is entitled to free, drop-in services in these centers located at W-170 and W-114. Many of our students qualify for specially funded tutorial assistance. More information on these services is available at (214) 860-8538 or [MVCilabs@dccc.edu](mailto:MVCilabs@dccc.edu). The Ink Spot or Writing Center is located in W-114 where the focus is all on writing. (See the flyers at the end of the syllabus for further details).

**SEXUAL HARASSMENT:** Mountain View College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs. Title IX compliance links: [www.dcccd.edu/titleIX](http://www.dcccd.edu/titleIX) and [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf)

**EQUAL OPPORTUNITY**
Educational opportunities are offered by Mountain View College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation. Additional details can be found at [www.mountainviewcollege.edu/syllabipolicies](http://www.mountainviewcollege.edu/syllabipolicies)

**FALL Semester 2018**
Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check the colleges for registration.

**DISCLAIMER:**
This syllabus may be changed or altered if revisions become necessary. Additional details can be found at [www.mountainviewcollege.edu/syllabipolicies](http://www.mountainviewcollege.edu/syllabipolicies)
TENTATIVE Schedule of Readings and Assignments (Information listed is subject to change at the instructor’s discretion.)

Week #1 – Week #3 (Monday, January 15th – Sunday, February 4th)

- Discussion Board Forum #1 – DUE – log into eCampus
- Discussion Board Forum #2 – DUE – log into eCampus

- Monday, January 15th --- Dr. MLK, Jr. Holiday – NO class login required
- Tuesday, January 16th --- First Day of Class Introductions
- Introductions – Peer Team Groups/Learning Communities
- Selected Readings-Former student writings – Argumentative/Persuasive genre/category
- Discussion Board Forum(s)
- Power Point Notes
- MVC Online Library Databases and MLA
- Interactive grammar/punctuation drills (Grammar Bytes) and Purdue OWL
- Rough Draft of Essay #1 DUE - Peer Edit/Review
- Work on Vocabulary Builder via www.freerice.com

- NOTE: Early, advance work on MLA 7th edition (2009 older version or 8th edition)---go to relevant Discussion Board Forums as well as relevant links via the Questions for Me D. B. Forum and Essay Four menu link

- Census Date - Monday, January 29th (12th CLASS DAY)

Week #4 – Week #6 (Monday, February 5th – Sunday, February 25th)

- Discussion Board Forum #3 – DUE – log into eCampus
- ESSAY #1 - DUE on Saturday, February 17th by 10:00 p.m.

- Power Point Notes
- Vocabulary Builder via www.freerice.com
- Interactive grammar/punctuation drills (Grammar Bytes) and Purdue OWL
- MVC Online Library Databases and MLA
- Selected Readings – Former student writings – Argumentative/Persuasive genre/category
- Discussion Board Forum(s)
- Rough Draft of Essay #2 DUE - Peer Edit/Review – Peer Team Groups/Learning Communities

- NOTE: Early, advance work on MLA 7th edition (2009 older version or 8th edition)---go to relevant Discussion Board Forums as well as relevant links via the Questions for Me D. B. Forum and Essay Four menu link
Week #7 – Week #9 (Monday, February 26th – Sunday, March 11th)

-Discussion Board Forum #4 – DUE – log into eCampus
-DUE Self-Assessment #1 – Friday, March 9th by 10:00 p.m.

- Power Point Notes
- Vocabulary Builder via www.freerice.com
- Interactive grammar/punctuation drills (Grammar Bytes) and Purdue OWL
- MVC Online Library Databases and MLA
- Selected Readings – Former student writings – Argumentative/Persuasive genre/category
- Discussion Board Forum(s)
- Rough Draft of Essay #2 DUE - Peer Edit/Review – Peer Team Groups/Learning Communities
- NOTE: Early, advance work on MLA 7th edition (2009 older version or 8th edition)---go to relevant Discussion Board Forums as well as relevant links via the Questions for Me D. B. Forum and Essay Four menu link
- Interactive grammar/punctuation drills (Grammar Bytes) and Purdue OWL
- Power Point Notes
- MVC Online Library Databases and MLA
- Discussion Board Forum(s)
- Vocabulary Builder via www.freerice.com
- NO class login required on Thursday and Friday, March 1st and 2nd – Faculty Professional Development Days

- NOTE: Early, advance work on MLA 7th edition (2009 older version or 8th)---go to relevant Discussion Board Forums as well as relevant links via the Questions for Me D. B. Forum and Essay Four menu link

Week #9 (Monday, March 12th – Sunday, March 18th)

*****NO class login required this week – Spring Break Holiday*****

Week #10 – Week #12 (Monday, March 19th – Sunday, April 8th)

-Discussion Board Forum #5 – DUE – log into eCampus
- ESSAY #2 - DUE on Tuesday, March 20th by 10:00 p.m.

- Power Point Notes
- Vocabulary Builder via www.freerice.com
- Interactive grammar/punctuation drills (Grammar Bytes) and Purdue OWL
- MVC Online Library Databases and MLA
- Selected Readings – Former student writings – Argumentative/Persuasive genre/category
- Discussion Board Forum(s)
- Rough Draft of Essay #3 DUE - Peer Edit/Review – Peer Team Groups/Learning Communities
- NO class login required on Friday, March 30th – Good Friday Holiday

- NOTE: Early, advance work on MLA 7th edition (2009 older version or 8th edition)---go to relevant Discussion Board Forums as well as relevant links via the Questions for Me D. B. Forum and Essay Four menu link
Week #13 – Week #15 (Monday, April 9th – Sunday, April 29th)

LAST Day to Withdraw with a grade of “W” – Thursday, April 12th

- Discussion Board Forum #6 – DUE – log into eCampus
- ESSAY #3 - DUE on Sunday, April 15th by 10:00 p.m.

- Power Point Notes
- Vocabulary Builder via www.freerice.com
- Interactive grammar/punctuation drills (Grammar Bytes) and Purdue OWL
- MVC Online Library Databases and MLA
- Selected Readings – Former student writings – Argumentative/Persuasive genre/category
- Discussion Board Forum(s)
- Rough Draft of Essay #4 DUE - Peer Edit/Review – Peer Team Groups/Learning Communities

NOTE: Early, advance work on MLA 7th edition (2009 older version or 8th edition)---go to relevant Discussion Board Forums as well as relevant links via the Questions for Me D. B. Forum and Essay Four menu link

Week #16 – FINALS Week (Monday, April 30th – Thursday, May 10th)

- ESSAY #4 - DUE on Sunday, May 6th by 11:00 p.m.

- DUE – Vocabulary Builder on Tuesday, May 8th at 10:00 p.m. (You MUST show work inside the www.freerice.com website for 16 weeks’ worth of work @ 6 points per week and +4 points for an attempt to do the assignment/project)

- DUE – Self-Assessment #2 on Thursday, May 10th by 10:00 p.m.

NOTE: Last Class Day is Thursday, May 10th (please be in attendance by logging in on the LAST day of class to avoid a major deduction from your Attendance/Participation grade)
Grading Criteria

The following criteria define how grades will be determined for all essays that are due for a score and turned in by the DUE date.

<table>
<thead>
<tr>
<th>GRADES</th>
<th>Grade Definitions</th>
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<tbody>
<tr>
<td>A</td>
<td>- The <strong>A</strong> essay is superior.</td>
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<tr>
<td></td>
<td>- The purpose of the assignment is fully achieved.</td>
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<tr>
<td></td>
<td>- The essay demonstrates mastery of the assigned task and diligence in its presentation.</td>
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<tr>
<td></td>
<td>- The writer has carefully followed all directives given by the instructor.</td>
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<tr>
<td></td>
<td>- The assignment is clearly presented in the appropriate manner (i.e., the assigned strategy).</td>
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<tr>
<td></td>
<td>- The assignment is exemplary in that it is well-formed and well-organized.</td>
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<tr>
<td></td>
<td>- Ideas show evidence of careful reasoning. They are well-developed with specific, appropriate supporting details.</td>
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<tr>
<td></td>
<td>- If the assignment calls for research, it is done and presented thoroughly and effectively.</td>
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<tr>
<td></td>
<td>- All grammatical and stylistic elements of writing are done with care and precision.</td>
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<tr>
<td></td>
<td>- Sentence structure is varied and precise with no major errors.</td>
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<tr>
<td></td>
<td>- Any supporting materials, required or included, demonstrate excellence</td>
</tr>
<tr>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>- The <strong>B</strong> essay demonstrates a good attempt to perform the assigned task.</td>
</tr>
<tr>
<td>Good</td>
<td>- The purpose is mostly achieved.</td>
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<tr>
<td></td>
<td>- The writer has followed all or most of the directives given by the instructor.</td>
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<tr>
<td></td>
<td>- The assignment is presented in the appropriate style (i.e., the assigned strategy).</td>
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<td></td>
<td>- The assignment has good organization and exhibits a good attempt at formation.</td>
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<td></td>
<td>- Ideas show good reasoning and development, with many details included, but some aspects of development and/or reasoning may be slightly uneven.</td>
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<tr>
<td></td>
<td>- If the assignment calls for research, it is done and presented thoughtfully and carefully.</td>
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<tr>
<td></td>
<td>- Most of the grammatical and stylistic elements of writing are done well, but a few minor errors still exist.</td>
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<tr>
<td></td>
<td>- Sentence structure is concise and mostly free of errors.</td>
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<td></td>
<td>- Any supporting materials, required or included, demonstrate a good effort in planning and presentation.</td>
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<tr>
<td>C</td>
<td>- The <strong>C</strong> essay demonstrates an acceptable attempt to perform the assigned task.</td>
</tr>
<tr>
<td>Acceptable</td>
<td>- The purpose is somewhat achieved.</td>
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<tr>
<td></td>
<td>- The writer has followed most or some of the directives given by the instructor.</td>
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<tr>
<td></td>
<td>- The assignment is presented in the appropriate style (i.e., the assigned strategy).</td>
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<tr>
<td></td>
<td>- The assignment has satisfactory organization and formation.</td>
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<tr>
<td></td>
<td>- Ideas show acceptable reasoning, but development may be general with a few specifics.</td>
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<tr>
<td></td>
<td>- If the assignment calls for research, it is done and presented in a satisfactory manner.</td>
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<tr>
<td></td>
<td>- Grammatical and stylistic elements of writing are sometimes done well, but errors exist.</td>
</tr>
<tr>
<td></td>
<td>- Mostly, sentences are free of errors, but some structures may be troubled.</td>
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<tr>
<td></td>
<td>- Any supporting materials, required or included, demonstrate a satisfactory effort in planning and presentation.</td>
</tr>
<tr>
<td>D</td>
<td>- The <strong>D</strong> essay demonstrates a poor attempt to perform the assigned task.</td>
</tr>
<tr>
<td>Poor</td>
<td>- The purpose is attempted but to a limited extent.</td>
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<tr>
<td></td>
<td>- The writer has followed some of the directives given by the instructor.</td>
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<tr>
<td></td>
<td>- However, logic may be troubled.</td>
</tr>
<tr>
<td></td>
<td>- An attempt is made to appropriately present the assignment (i.e., the assigned strategy), but sometimes the style is only partially formed.</td>
</tr>
<tr>
<td></td>
<td>- The assignment may have deficient organization and formation.</td>
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<tr>
<td></td>
<td>- Unity and coherence are lacking in some way.</td>
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<tr>
<td></td>
<td>- Some ideas may show an attempt to reason, but development is general to poor with few specifics.</td>
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<tr>
<td></td>
<td>- If the assignment calls for research, it may be lacking or minimal.</td>
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<tr>
<td></td>
<td>- Frequently, grammatical and stylistic elements of writing may have errors and may impede meaning.</td>
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<tr>
<td></td>
<td>- Some sentences may be free of errors, but some structures may be troubled.</td>
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<tr>
<td></td>
<td>- Supporting materials, required or included, may demonstrate an effort in planning and presentation.</td>
</tr>
<tr>
<td>F</td>
<td>- The <strong>F</strong> essay demonstrates an unacceptable attempt to perform the assigned task.</td>
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</tbody>
</table>
- The assignment may have some organization and formation, but it is flawed in some way (e.g., loses focus, is tangential).
- Many ideas lack reasoning and/or development.
- If the assignment calls for research, it may be lacking or nonexistent.
- Some attempt may be made to form grammatical and stylistic elements of writing adequately, but errors often exist and may impede meaning.
- Some sentences might be free of errors, but some structures may be troubled.
- Any supporting materials, required or included, demonstrate minimal effort in planning and presentation or are nonexistent.

**NOTE:** The F grade may also be given to assignments wherein the student has turned in the assignment too late or has been found to have plagiarized, to have fabricated information regarding the assignment, or to have displayed ANY unethical behavior regarding the assignment.
Learning Centers’ Hours

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>W-144 Reading Center</strong></td>
<td>(214-860-8838)</td>
<td>Monday – Thursday 7:30am-9:00pm</td>
</tr>
<tr>
<td><strong>W-172 Language Center</strong></td>
<td>(214-860-8889)</td>
<td>Monday – Thursday 7:30am – 9:00pm</td>
</tr>
<tr>
<td><strong>W-141 Open Computer Lab</strong></td>
<td>(214-860-8687)</td>
<td>Monday – Thursday 7:30am - 9:00pm</td>
</tr>
<tr>
<td><strong>W- 145 &amp; 146 Math Tutoring Center</strong></td>
<td>(214-860-8712)</td>
<td>Monday –Thursday 7:30am – 9:00pm</td>
</tr>
<tr>
<td><strong>W-114 Writing Center</strong></td>
<td>(214-860-5606)</td>
<td>Monday –Thursday 7:30am - 9:00pm</td>
</tr>
</tbody>
</table>

**Learning Centers’ Guidelines**

1. All students must login and out when using the lab.
2. Please make sure all Electronic and hands free Devices are turned off and put away, in backpacks, purses, or pockets.
3. Students may use their own headphones while working programs required by instructors for class.
4. We do not allow consumption of food, drinks, candy, or gum in the lab at any time.
5. These computers are for academic purposes only. Viewing of pornography, inappropriate materials, Myspace, Facebook, Twitter, games, etc… at anytime for any reason will not be allowed.
6. You will not be allowed to print anything except homework for Developmental Reading, Writing, ESOL, classes. No exceptions will be made.
7. Children are not allowed in these labs at anytime for any reason.
8. And remember all of these rules were put into effect so we all can respect each other’s different learning styles. So, please no chatting and help keep this lab as quiet as possible.
Web Sites and Centers Used by Instructors

Visit us online...

(Click on individual lab links for more info and to see all we offer!)

WRITING
Wisesoft
www.wisesoft.com

Click on the Owl
School Code: MVC
User ID: Type the letter w followed by the student ID#.
(Example:  w1234567)
Password:  dwri

www.engrade.com
www.aplia.com
http://ecampus.dcccd.edu/

READING
Wisesoft – www.wisesoft.com
Click on the Owl
School: MVC
User ID: The letter R followed by your student ID#
(Example: r1234567)
Password: drea

www.townsendpress.com
http://ecampus.dcccd.edu

MATH

Hawke’s Learning
www.coursecompass.com
www.mymathlab.com
www.interactmath.com
www.mystatlab.com

(Days and hours subject to change without notice)
For more information, contact Instructional Support at 972.860.8538 or
MVCilabs@dcccd.edu