

**Virtual Campus - Academic Achievement: WINTER 2017**

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| Mission: *Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.* |
| **COURSE NUMBER AND TITLE** | **ACAC 0321 College Reading I VC01** |
| **TERM AND DATES** | **WINTER 2017: NOVEMBER 13, 2017 – FEBRUARY 17, 2018** |
| **INSTRUCTOR** **AND OFFICE ADDRESS** | **Ms. Joni Mayhew**BAS/BCM records office, Wayland Baptist University1900 W 7th St CMB 1267Plainview, TX 79072Office Location: Gates Hall, Basement, Room 028A |
| **PHONE** | **Office: (806) 291-3577 voicemail available (not text message capable)** |
| **E-MAIL ADDRESS** | **mayhewj@wbu.edu** |
| **OFFICE HOURS** | **By appointment only! The best way to contact me is by email.** |
| **MEETING TIME/LOCATION** | Internet based course presented online via Blackboard learning system |
| **CATALOG COURSE DESCRIPTION** | Foundational reading skills; increasing vocabulary and reading comprehension. Required for students whose score on approved assessment tests is below minimum for entry in ENGL 1301. Three lecture hours and one lab hour per week. “C” or better with the Accuplacer score incorporated into course grade required to advance to ACAC 0322.  |
| **PREREQUISITE** | None |
| **REQUIRED RESOURCE MATERIALS** | **YOU MUST HAVE THESE RESOURCES BY THE FIRST DAY OF THE TERM!!!****Required Text Books:** * **Smith, B. D., & Morris, L. (2016). *Breaking through: College reading* (11th ed.). Boston, MA: Pearson.(bundled with MyReadingLab access code)**

**NOTE: A *MyReadingLab* access code will be mandatory for this course in order to complete the reading lab requirement. New books from the bookstore are packaged with *MyReadingLab* included. Used books or books purchased elsewhere may not include the *MyReadingLab* access code in which case you would be required to purchase an access code separately at additional cost.****MyReadingLab COURSE ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Additional Required Resources:*** **A working WBU email address**
* **Reliable internet access compatible with Blackboard learning system**
* **Access to a computer with Microsoft Word processing capability**
* **Information exchanges, assignments, and other requirements for this course will be conducted via Wayland Baptist University’s Blackboard system using student login and password.**
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**Course outcome Competencies:**

 **Upon completion of this course, students actively engaged in learning will:**

1. Demonstrate a more extensive vocabulary
2. Employ efficient reading skills including concentration, comprehension, and retention
3. Apply active reading skills

ATTENDANCE POLICY: Online Courses

Students are expected to participate in all required instructional activities in their courses.  Online courses are no different in this regard; however, participation must be defined in a different manner.

1. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus.  Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course.  Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation.  These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.
2. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
3. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
4. Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course.  The student must be submitting work as described in the course syllabus.
5. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.
	1. Instructor’s Additional Policy
		1. All absences/non-participation must be explained to the instructor who will decide whether omitted work may be made up and the terms of such acceptance.
		2. If an absence must occur, students must email [mayhewj@wbu.edu] the instructor prior to the session that he/she will not be in attendance or in an emergency, as soon as possible.
6. Excessive absences will result in penalties as outlined in the table below:

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| **Virtual Campus** |
| **Online Class – 11 week term****1 Absence = non-participation during 1 weekly session (Mon – Sun)** |
| **Penalties:** |
| 1 absence | no penalty |
| 2 absences | Final grade reduced by one letter grade |
| 3 absences | F in course, effective immediately |

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| **ACADEMIC HONESTY:** University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty; see catalog for more information about academic dishonesty. |
| **PLAGIARISM :** The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.1. When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.*”

Source: <http://www.spcollege.edu/academichonesty/#plag> |

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| **DISABILITY STATEMENT**: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations. |

**COURSE REQUIREMENTS:** Because the university classroom is a place designed for the free exchange of ideas, we must show respect for one another in all circumstances. We will show respect for one another by exhibiting civility in our exchanges. Improper behavior will result in disciplinary action ranging from a reprimand to class or university dismissal.

* **Books:** Students must acquire the required textbook,*Breaking Through: College Reading 11/e,* by the first day of class. No allowances will be made after the first week of class, for students lacking textbooks or other required resources necessary to complete this course.
* **Respect**: Respect is absolutely necessary in this class. Internet bullying will result in dismissal from the class.
* **Professionalism**: Any online interactions related to this course should be kept at a professional level. Do not use the discussion boards to post material that is unrelated to the week’s topic. Political or religious rants, personal soapbox-like speeches, and the like will not be tolerated.
* **Participation:** Weeklyparticipation is required. The lack of participation will only hurt your grade. As a general rule, you should login to Blackboard at least 3-5 times a week, if not more.
* **Blackboard:** Weekly course folders will be posted on blackboard under course content with more specific information regarding homework, assignments, and due dates. Course materials such as lecture notes, templates, and other items may also be accessed in this location.
* **Assignments/Homework:** All assignments must be completed and submitted at the assigned time. All assignments are due at 11:59 CST on the date indicated. **Assignment will be due each week and *late work is not acceptable.******Overdue assignments WILL NOT be accepted unless extenuating circumstances are explained to and approved by the professor.***Reading selections from the textbook will be assigned each week. Additional assignments will be posted within weekly modules.
* **Reading Laboratory**: Each student is required to complete assignments within the ***MyReadingLab*** software program each week, beginning the second week of class. The averaged grade for lab will count as 15% of the final course grade. **COURSE ID**: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*NOTE: The Reading LAB assignments will be DUE by FRIDAY of each Session/Week\*\*\***

* **Discussion Board**: Several discussion board assignments will be required throughout the course. An initial post and a response to at least one other student’s post will be required. All posts and responses must be at least one or two paragraphs. These are intended to be interactive experiences, therefore no credit will be awarded for late submissions.
* **Course Reflection**: Each student will be required to write a one-page course reflection that describes his/her experiences in this course. Further information will be provided.
* **Grades:** Students are able to view grades on Blackboard
* **Accuplacer Post-Test\*:** Accuplacer post-testing will occur **during the last 3 sessions.** The Accuplacer reading post-test will be considered the final examination for this course. Students are responsible for securing an approved proctor using the proctor process within blackboard. Each student may have 3 attempts and the highest score achieved will be accepted. A minimum score of 56 is needed to advance to ACAC 0322. The corresponding numerical grade will count as 25% of the final course grade as outlined in the chart below:

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| **ACAC 0321 College Reading I** |
| **Accuplacer Reading Score** | **Corresponding Numerical Grade** |
| 0-42 | 25 |
| 43-46 | 35 |
| 47-51 | 45 |
| 52-55 | 55 |
| 56-59 | 75 |
| 60-63 | 85 |
| 64-69 | 95 |
| 70 or above | 100 |

**\*NOTE: The Accuplacer Reading Comprehension post-test is a mandatory requirement to exit this course. Failure to complete the Accuplacer testing requirement during the last three weeks of the term will result in automatic failure of the course.**

**Reading Comprehension Placement:**

 70 or above - no reading course placement

 56-69 ACAC 0322 - College Reading II

 55 or below ACAC 0321 - College Reading I

**WritePlacer Placement:**

 5 and above - ENGL 1301 - Composition and Rhetoric

 3 or 4 ACAC 0331 - Writing II

 2 and below ACAC 0330 - Writing I

**NOTE: Students are required to exit both Reading and Writing requirements in Academic Achievement before being allowed to enroll in ENGL 1301.**

**EVALUATION: UNIVERSITY GRADING SYSTEM:**

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| **A 90-100****B 80-89****C 70-70****D 60-69****F below 60** |  | **CR Credit****NCR No Credit****I Incomplete\*****W Withdrawal****WP Withdrew Passing****WF Withdrew Failing****X No grade given****IP In Progress** | **A grade of “CR” indicates that credit in semester hours was granted but no grade or grade points were recorded. \*A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to the grade of F. An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.** |

**Course grading criteria: All assignments are due as noted on the course calendar or as assigned within the weekly modules. Overdue assignments are generally not accepted. Discussion board posts and responses cannot be completed late and no credit will be given for any past due submissions. If any exceptions are made, extenuating circumstances must be explained to and approved by the professor. IF late assignments are accepted, a minimum deduction from the grade of 5% per *calendar day* will apply. No assignments will be accepted after 7 days late.**

**FINAL GRADE FOR THE COURSE WILL BE BASED ON THE FOLLOWING**

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| **Attendance and Class Participation - Required** |
| **Reading Lab 15%** |
| **Assignments/ Quizzes/ Reading Assessments 40%**  |
| **Discussion Board Posts/Responses 20%** |
| **Accuplacer Post-test\*/ Final Examination 25% - a proctor is required****(see chart on p. 4 for corresponding grades)** |
| **Please note that your grade will be weighted, meaning that some grades count more than others. You will not calculate the correct grade for this course by averaging up your grade by giving equal values to each assignment.** |

**\*NOTE: The Accuplacer Reading Comprehension post-test is a mandatory requirement to exit this course. Failure to complete the Accuplacer testing requirement during the last three weeks of the term will result in automatic failure of the course.**

**STUDENT GRADE APPEALS:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

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| **ACAC 0321 College Reading I** TENTATIVE COURSE OUTLINE**Tentative Schedule**: The instructor reserves the right to amend the tentative course outline as needed during the course. It is the student’s responsibility to keep up with changes to the schedule below. ***All assignments are due by 11:59 PM (CST) on the dates indicated.*** The weeks generally run from Monday – Sunday, with the exception of some holidays listed on the calendar and the last week of class which ends on Friday and has earlier due dates. * **Reading Labs assigned in MyReadingLab will be DUE on FRIDAY (11:59 CST) of each session, unless otherwise specified.**
* **Most other assignments and work will be DUE by SUNDAY (11:59 CST), unless otherwise specified.**
* **You MAY work ahead on upcoming assignments once they are made available, BUT late assignments ARE NOT acceptable.**
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| **Session /Date**(Mon-Sun) | **Specific Information regarding assignments, instructions, and due dates for each session can be found in Blackboard under “course content” tab within the weekly session folders.**  |
| **1** |  | IntroductionCh. 1 - Successful Reading | DB1 Getting Acquainted Discussion BoardQ1 Quiz 1 |
| Thanksgiving Break |
| **2** |  | Ch. 2 Stages of ReadingReading Lab assignments (R 2.1) | RA2 Reading AssessmentDB2 Discussion Board |
| **3** |  | Ch. 4 - VocabularyReading Lab assignments (R 2.2) | DB3 Discussion Board |
| **4** |  | Ch. 5 - Main Ideas (Stated)Reading Lab assignments (R2.3) | RA4 Reading AssessmentDB4 Discussion Board |
| Christmas Break |
| **5** |  | Ch. 5 - Main Ideas (Implied)Reading Lab assignments (R 2.4) | A5 Assignment – Read to a ChildRA5 Reading AssessmentDB5 Discussion Board |
| **6** |  | Ch. 6 - Supporting DetailsReading Lab assignments (R 2.5) | RA6 Reading Assessment |
| **7** |  | Ch. 9 - Critical Reading (Purpose and Tone)Reading Lab assignments (R 2.19) | RA7 Reading AssessmentDB7 Discussion Board |
| **8** |  | Ch. 7 - InferenceReading Lab assignments (R 2.20)Accuplacer Tips and Practice | RA8 Reading AssessmentDB8 Discussion BoardPRACTICE Accuplacer Questions |
| **9** |  | Ch. 9 - Critical Reading (Fact/Opinion and Arguments)Reading Lab assignments (R 2.21)**Accuplacer testing – Proctor required** | DB9 Discussion Board |
| **10** |  | Test Taking StrategiesReading Lab assignments (R 2.27)**Accuplacer testing – Proctor required** | DB10 Discussion BoardTest preparation Analysis |
| **11** |  | Ch. 3 - Textbook LearningReading Lab assignments (R 2.22)**Accuplacer testing – Proctor required****(Testing ENDS on Friday)** | ALL assignments must be submitted no later than 11:59 CST on **FRIDAY!!****A11 Assignment – Course Reflection** |