****

WBUonline

Academic Achievement

Syllabus for ACAC 0321

**UNIVERSITY MISSION STATEMENT:**

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.

# ACAC 0321 College Reading I

## TERM:

Winter 2019 (11-week term)

Dates: November 11, 2019 – February 15, 2020

## INSTRUCTOR:

Ms. Joni Mayhew

Adjunct Instructor, Academic Achievement

## CONTACT INFORMATION:

Office phone: 806-291-3577, voicemail available (not text message capable)

WBU Email: mayhewj@wbu.edu

## OFFICE HOURS, BUILDING & LOCATION:

Online. Email instructor with questions or concerns. Telephone conferences available by appointment.

## COURSE MEETING TIME & LOCATION:

Internet based course presented online via Blackboard learning system

## CATALOG 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 TEXTBOOK AND RESOURCE MATERIALS:

Access to the required textbook and MyReading Lab is mandatory in order to complete the requirements of the class.

1. Inclusive access to the textbook and reading lab will be included in this course. An access code for MyReadingLab will be posted within the Blackboard course on the first day of class which includes access to lab assignments and eText.
2. If you opt out of the Inclusive Access, the purchase of a MyReadingLab Student Access Code will be still be mandatory for this course in order to complete requirements.
3. MyReadingLab Student Access Codes include an eText (electronic online textbook). Students may use the eText within MyReadingLab to complete textbook assignments or optionally purchase a hard copy of the textbook (see optional materials).

## OPTIONAL MATERIALS:

Textbook (hardcopy):

Smith, B. D., & Morris, L. (2016). Breaking through: College reading (11th ed.).

## COURSE WEBSITE:

A course website has been established on WBU’s Blackboard server. Each student is REQUIRED to establish an active account for this website and to log on to Blackboard (Bb) regularly for posted announcements, lecture notes, assignments, handouts, and quizzes. All information exchanges, homework assignments, exams, and other requirements for this course will be conducted via Wayland Baptist University’s Blackboard system and *Pearson MyReadingLab* with exception of the proctored Accuplacer post-test. Students are also required to have access to a computer with Microsoft Word processing capability.

## COURSE COMMUNICATION POLICY:

Wayland’s email address is the official method of communication between instructors and students taking courses through Wayland Baptist University. Students are REQUIRED to establish and activate their Wayland email account. Instructors reserve the right to deny email from other sources.

## COURSE OUTCOMES AND COMPETENCIES:

1. Upon completion of this course, students actively engaged in learning will be able to:
2. Demonstrate a more extensive vocabulary
3. Employ efficient reading skills including concentration, comprehension, and retention
4. Apply active reading skills

## ATTENDANCE REQUIREMENTS:

1. As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. 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.
2. 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.
3. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
	1. Excused Absences:
		1. Death in the family, hospitalization, military related absence, being EXTREMELY sick, etc. (documentation, such as a doctor’s note or military papers, may be required).
		2. Notify professor as soon as you can about your absence, preferably before, in order to receive consideration for extension on assignment due dates.
		3. Ask for your assignments which you will miss while you are gone or you did miss while you were gone.
		4. A one week extension may be granted. If assignments are not turned in by that time, then the assignments cannot be submitted.
	2. Unexcused Absences:
		1. Going on vacation, going on a business trip, being sick with something as simple as a cold, forgetting about working on the class for a week, not participating because you don’t have a textbook or other appropriate material, etc. If something is going to keep you from participating, CONTACT ME IMMEDIATELY!!! I can’t help you if I don’t know you have a problem. Not having a textbook still counts as an absence!
		2. Work cannot be made up for this type of absence and no extension will be granted.
4. 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.
5. An absence is defined as non-participation during 1 weekly session. Excessive absences will result in penalties as outlined below:
	1. 1 absence will incur no penalty
	2. 2 absences will result in final grade being reduced by one letter grade
	3. 3 absences will result in awarding of an F, effective immediately

## STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

## 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. Any problems with accessibility for digital content should be addressed to Dr. Trifilo the EIRAC coordinator trifilot@wbu.edu .

## COURSE REQUIREMENTS and GRADING CRITERIA:

* 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: Weekly participation 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 session folders will be posted on blackboard under “weekly 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 found in this location.
* Assignments/Homework: All assignments must be completed and submitted at the assigned time. All assignments are due by 11:59 pm CST on the date indicated. Assignments 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 program each week, beginning the second week of class. The averaged grade for lab will count as 15% of the final course grade.

**[NOTE] The Reading LAB assignments will be DUE by FRIDAY of each Session/Week!**

* Discussion Board: Discussion board assignments will be posted in each session throughout the course. An initial post and a response to at least one other 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**. Discussion boards are worth 100 points each (50 pts. for initial post/50 pts. for responses to other posts).
* 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. Each student may have 3 attempts and the highest score achieved will be accepted. A minimum score of 229 is needed to advance to ACAC 0322. A corresponding numerical grade will count as 25% of the final course grade.
* **[NOTE] The Accuplacer Reading Comprehension post-test is a mandatory requirement to exit this course. Failure to take the Accuplacer test during the last three weeks of the term will result in automatic failure of the course.**

## FINAL GRADE FOR THE COURSE WILL BE BASED ON THE FOLLOWING:

| **requirement** | **Percentage of Final Grade** |
| --- | --- |
| Reading lab | 15% |
| Final Exam/Accuplacer | 25%  |
| Discussion Board | 20% |
| Assignments/Quizzes/Reading Assessments | 40% |

## UNIVERSITY GRADING SYSTEM:

**A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete**. An incomplete may be given within the last two weeks of a long term or within the last two days of a micro term to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) 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 an F.

## 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 Vice President of Academic Affairs/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.”

## IMPORTANT DATES:

* **Nov. 25 – Dec. 1:** Thanksgiving holiday, no online class assignments
* **Dec. 3:** Census Date/Last day to drop without record
* **Dec. 23 – Jan. 5:** Christmas holiday, no online class assignments
* **Jan 20:** Martin Luther King, Jr. Holiday, no class and offices closed
* **Jan. 24:** Last day to officially drop or withdraw with a “W”
* **Jan. 31:** Last day to officially drop or withdraw with “WP/WF”

## TENTATIVE SCHEDULE:

The instructor reserves the right to amend the tentative course outline as needed during the course. All assignments are due by 11:59 PM (CST) on the day indicated. **[NOTE]** **Specific Information regarding assignments, instructions, and due dates for each session can be found in Blackboard under “weekly course content” tab within the weekly session folders.**

**SESSION 1:**

* Introduction
* Ch. 1 - Successful Reading
* DB1 Getting Acquainted Discussion Board
* QS1 - Quiz 1

**SESSION 2:**

* Ch. 2 Stages of Reading
* Reading Lab assignments (R 2.1)
* Reading Assessment (CH 2.2)
* DB2 Discussion Board

**SESSSION 3:**

* Ch. 4 - Vocabulary
* Reading Lab assignments (R 2.2)
* Reading Assessment (CH 2.3)
* DB3 Discussion Board

**SESSION 4:**

* Ch. 5 - Main Ideas (Stated)
* Reading Lab assignments (R2.3)
* Reading Assessment (CH 5.2)
* DB4 Discussion Board

**SESSION 5:**

* Ch. 5 - Main Ideas (Implied)
* Reading Lab assignments (R 2.4)
* A5 Assignment – Read to a Child
* Reading Assessment (CH 5.1)
* DB5 Discussion Board

**SESSION 6:**

* Ch. 6 - Supporting Details
* Reading Lab assignments (R 2.5)
* RA6 Reading Assessment (CH 6.1)
* DB6 Discussion Board

**SESSION 7:**

* Ch. 9 - Critical Reading (Purpose and Tone)
* Reading Lab assignments (R 2.19)
* RA7 Reading Assessment (CH 9.1)
* DB7 Discussion Board

**SESSION 8:**

* Ch. 7 - Inference
* Reading Lab assignments (R 2.20)
* Reading Assessment (CH 7.1)
* DB8 Discussion Board
* Accuplacer Tips and Practice Accuplacer Questions

**SESSION 9:**

* Ch. 9 - Critical Reading (Fact/Opinion and Arguments)
* Reading Lab assignments (R 2.21)
* Reading Assessment (CH 9.3)
* DB9 Discussion Board
* Accuplacer testing begins– Proctor required

**SESSION 10:**

* Test Taking Strategies
* Reading Lab assignments (R 2.27)
* DB10 Discussion Board
* Test preparation Analysis
* Additional Accuplacer Practice Sets
* Accuplacer testing continues – Proctor required

**SESSION 11:**

* Ch. 3 - Textbook Learning
* Reading Lab assignments (R 2.22)
* A11 Assignment – Course Reflection
* Accuplacer testing ENDS on Friday– Proctor required
* ALL assignments must be submitted no later than 11:59 pm CST on FRIDAY!!