**Syllabus for**
**Accelerated Reading & Writing (ENG 0023)**
**Fall 2020**

**Instructor Name:** Mysti Gates BS, Texas A & M University - Texarkana 2005
MSIS, Texas A & M University - Texarkana 2010
MA TESOL, Arkansas Tech University 2017

**Office Location:** Spencer 252 **Classroom:** ENG 0023 01 – Spencer 247
ENG 0023 02 – Maddox 115

**Office Hours:**

| | |
|---|---|
| Monday: | 2:00 – 4:00 |
| Tuesday: | 12:30 – 4:00 |
| Wednesday: | 2:00 – 4:00 |
| Thursday: | 12:30 – 4:00 |
| Friday: | 8:00 – 12:00 |

**Office Phone:** 479-394-7622 ext. 1385
**E-mail:** mgates@uarichmountain.edu

**Prerequisite:** Qualifying scores on ACT or other entrance test. Updated cut-off scores can be found in the online UA Rich Mountain catalog in the Placement Information Table.

**Course Description:** Accelerated Reading and Writing (ARW) is a developmental level course provides tutorial instruction in both reading and writing in an integrated 3-credit course. Students who do not meet the state mandated assessment criteria for either skill will be enrolled in this **co-requisite** course. Reading instruction includes study strategies, vocabulary, and reading comprehension skills. Writing instruction includes topics such as grammar, sentence structure, and writing skills.

**Required Materials and Textbooks:** Students must bring the following items:

1. *The Great Grammar Book* (Available through the college bookstore only)
    a. This text is also utilized in ENG 113.
2. Large three-ring binder for organizational purposes
3. Flash drive (used or new) for writing assignments
4. Small sticky notes for reading assignments
5. Writing utensils

Co-requisite course materials (English or other general education courses) will be assigned as reading texts.

**Program Outcomes:** *The general education curriculum provides the means by which students will accomplish the following outcomes:*

1. Students will increase competencies in writing, reading, speaking, and listening.
2. Students will increase their understanding of the human condition, as well as the culture and society of both the nation and the world in which they live.

3. Students will apply technological and research skills to identify, locate, and process information.

**Rationale:** This course is designed to provide the academic preparation needed to succeed in college-level courses. **National research indicates that students who receive supplemental tutoring with companion courses are more successful than other students.** The methods and materials for this course will support student success in subsequent academic and work-place communication skills.

**Course Objectives:** Upon successful completion of Accelerated Reading & Writing, the student should be able to:

- Apply reading strategies to college level texts.
- Annotate a variety of texts for improved understanding.
- Write a clearly expressed, grammatically correct five-paragraph essay, including a thesis sentence, central paragraphs, introduction, and conclusion.
- Use the research process to execute academic research papers in MLA format.
- Use technology in research and writing.

**Topical Outline/Course Schedule:** The course will follow this PROPOSED schedule. Topics, course schedule, and due dates are subject to change based on students' Composition I needs. *ARW Instructors are encouraged to coordinate with students' Composition I Instructors for grammar needs and instruction since both classes utilize the same textbook.*

| | |
|---|---|
| Week 1 | Orientation<br>Syllabus discussion<br>Using college resources<br>Grammar Pretest (same assessment as Composition I)<br>Introduction to grammar<br>Reading for information |
| Week 2 | Weekly grammar lesson<br>Introduction to Annotation<br>Annotating to summarize |
| Week 3 | Weekly grammar lesson<br>Reading assignments<br>Coordinated topics with Composition I |
| Week 4 | Weekly grammar lesson<br>Reading assignments<br>Coordinated topics with Composition I |
| Week 5 | Weekly grammar lesson<br>Reading assignments<br>Coordinated topics with Composition I |

| | |
|---|---|
| Week 6 | Weekly grammar lesson<br>Reading assignments<br>Coordinated topics with Composition I |
| Week 7 | ARW Midterm Review (based on grammar lessons and reading strategies)<br>Coordinated topics with Composition I |
| Week 8 | **ARW Midterm Exam (based on grammar lessons and reading strategies)**<br>Weekly grammar lesson<br>Intro to academic writing and prewriting<br>Coordinated topics with Composition I |
| Week 9 | Weekly grammar lesson<br>Reading Assignments<br>Coordinated topics with Composition I |
| Week 10 | Weekly grammar lesson<br>Reading Assignments<br>Concentrated writing instruction and support<br>Coordinated topics with Composition I |
| Week 11 | Weekly grammar lesson<br>Embedding textual evidence<br>MLA Citation - In-text citations<br>Concentrated writing instruction and support<br>Coordinated topics with Composition I |
| Week 12 | Weekly grammar lesson<br>Revising v. Editing<br>Coordinated topics with Composition I |
| Week 13 | Weekly grammar lesson<br>Reading Assignments<br>Coordinated topics with Composition I |
| Week 14 | Weekly grammar lesson<br>Coordinated topics with Composition I<br>Thanksgiving Break |
| Week 15 | Weekly grammar lesson<br>Concentrated writing instruction and support<br>Coordinated topics with Composition I<br>Final Exam Review |
| Week 16 | **Grammar Post-test** (may be imbedded within the Final Exam)<br>**Final Exam**<br>Final Grades Submitted |

**Course Conduct:** Students are expected to dedicate considerable time completing assignments as homework in preparation for the classroom activities. Student use of time includes the following:

- Outside companion course assignments – 45%
- Classroom lectures - 5%
- Student classroom activities – 50%
    - Students acknowledge that writing is a collaborative process, and, as such, classroom activities will occasionally require sharing or presenting papers and ideas.

Students may seek assistance from Student Support Services, located in the Johnson Learning Commons, to **check** homework assignments. (Waldron and Mount Ida centers have tutoring services available as well.) It is not the responsibility of Student Support to re-teach the entire lesson to complete homework. Please contact the course instructor to resolve difficulties regarding the course. Expect a minimum of nine hours of work per week on this class.

Recording a class or reposting, copying, or distributing material found is expressly forbidden unless the instructor has given written permission.

**UA RICH MOUNTAIN Credit Hour Calculator:** For every course credit hour, you should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to: time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing homework, and other activities that enhance learning. For a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course. This includes the time spent in class.

**Course Requirements/Evaluation:**
Student grades are recorded in the instructor's gradebook in Moodle each week. Weekly graded assignments coordinate with the English Composition I course. The Accelerated Reading & Writing Instructor will collect work to be graded each week. These assignments may be taken from *The Great Grammar Book*, Instructor printed materials, or Composition I essay assignments. Unless informed otherwise, quizzes are to be taken in the presence of the Instructor.

Assessments: Outcomes are assessed by both reading and writing assignments throughout the semester. Assessment activities include lower and higher order thinking skills.

Grading scale:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% and below

Cumulative grades are reflected by the following:

Writing Assignments, Quizzes/Exams,
Class Activities, and
Final Exam

**Grading procedures:** Typical turnaround time for essays is ONE (1) WEEK. The instructor will keep students posted regarding grading demands. ***Students who submit late work IN MOODLE need to email the instructor that an assignment has been submitted. Students are to include the name of the assignment submitted.*** Moodle does **NOT** alert the instructor of late submissions. This simply speeds up the grading timeline for the students.

**Class Procedures/Student Requirements:**
Regular attendance and punctuality are expected; therefore, if a student fails the course due to non-attendance, s/he may receive a grade of NF, which may require repayment of grant funds. Regular submission of assignments is required.

Late Policy: Homework assignments are due at the **beginning** of class and will be marked late if they are not ready when class begins. Weekly assignments may be submitted for grading within **one week** of the assigned due date; however, late penalties (10%) apply, so it is essential to follow due dates. **Acceptance of late work beyond one week is at the discretion of the instructor.**

All arrangements for submitting missed work are to be made with the instructor **in advance**. It is the student's responsibility to initiate these arrangements. Other arrangements must be secured through the office of the Vice Chancellor for Student Affairs - ext. 1400.

Additionally, ALL late work will be graded **last**. Work submitted on time takes priority over work submitted late, regardless of the reason. All late work submitted within the guidelines above *will* be graded; it is not necessary to ask the instructor the grading status of any work submitted beyond the original due date. Students are welcome to confirm the instructor's receipt of the work, but they should refrain from asking about the grading status. To avoid this, simply submit the work on time.

**Procedures/Student Requirements:**
Regular attendance and punctuality are expected. The instructor reserves the right to lock out any students who are late to class. Students who are late will not be admitted to class and will not be awarded any participation-based points for the days missed as a result of tardies. Additionally, these points cannot be made up. Participation in the classroom activities is also expected. Typically, he following number of absences is considered excessive:

- Classes meeting two (2) times a week – 3
- Classes meeting one (1) time a week – 2

Students with excessive absences will be referred to Terry Francis, Associate Vice Chancellor of Academic Affairs. Additionally, students' Academic Advisers and/or coaches, if applicable, will be notified of any attendance concerns.

Students are to refrain from using profanity in the classroom and treat others with respect. Students are also expected to use class time for tasks related to class, not tasks related to other classes (without instructor's consent) or personal matters. This includes the use of cell phones *or* the use of campus technology for reasons unrelated to student coursework.

---

**COVID-19 Protocols:** For your protection, and the protection of others, please adhere to the following COVID-19 protocols until further notice.

**Face Mask Policy:** As per the Executive Order from the governor of Arkansas, all students are required to wear a proper face covering that completely covers the nose and mouth while on campus and in class. Masks with holes or masks that do not completely cover nose and mouth are not acceptable. Any student that does not have a proper mask will leave class and be referred to the Vice Chancellor for Student Affairs for possible disciplinary action.

**Food and Drink:** Food and drinks, including water are not allowed in the classroom at any time. This eliminates the need to remove masks and potentially expose others.

**Attendance:** Daily attendance is mandatory, either in-class or through Zoom.* Students are expected to adhere to the flex schedule outlined by the instructor regarding the days students are to appear in-class and those days in which students are to attend via Zoom. In the event a student is quarantined, the students will automatically shift to an all-Zoom attendance format for the 14-day period. Students are to notify their instructors of any quarantine orders, and a doctor's note is required. In the event the instructor is quarantined, the entire class will shift to an all-Zoom/online format for the 14-day period. Students will be notified accordingly. Any potential absence is to be shared with the instructor.

*Each class is different. Some classes have a flex schedule; others do not. ***Bottom line:*** show up to class – in whatever capacity required – on the specified days.

**Technology Concerns:** *Students with access concerns are expected to communicate with their instructors. Additionally, students can access the wi-fi from the South parking lot near the Ouachita Center. Students with access issues are encouraged to access course Zoom sessions from the parking lot, if needed. Students would be expected to drive to campus under normal classroom conditions. While it is not ideal, it does ensure reliable access and regular course participation.* Students may use personal cell phones/devices to attend Zoom sessions. However, students have the option to check out campus computers from the library (Johnson Learning Commons).

**Social Distancing:** Students are to follow the social distancing guidelines as outlined by the Arkansas Department of Health (ADE) and the Centers for Disease Control (CDC). Additionally, UARM staff have clearly marked hallways, arranged classroom furniture, and removed keyboards from workstations to adhere to such guidelines.

**Seating arrangements:** Students are not to sit at workstations where keyboards have been removed. Furthermore, due to contact-tracing regulations required by the ADE and CDC, students are to sit in the **same** seat/location **each** time they come to class.

**Cleaning procedures:** Students are expected to assist in keeping the classroom clean. Students are to clean their workstations each day upon entry and before leaving. Disinfecting wipes will be provided. Students are expected to wear gloves when using computers and keyboards, as these objects are more difficult to clean without damaging them. Gloves will be provided. To prevent cross-contamination, students are to remove and dispose of gloves upon leaving the classroom.

**Course attendance post-Thanksgiving Break:** Students will not return to campus after Thanksgiving Break. We do not wish to impose any travel restrictions on students during the break. Because we must adhere to the Academic Calendar and cannot adequately quarantine, all remaining coursework will be completed online, via Zoom, etc. Your instructor will provide you with more details as Thanksgiving Break approaches. *It is important that students understand, however, that the semester is NOT over at Thanksgiving. The course does not end until early December.* Students are expected to complete class assignments and maintain virtual attendance until the end of the semester. Lastly, the Final Exam will be administered in an online format.

---

**Academic Dishonesty**: Honesty is expected, and a zero will be given on any assignment if cheating occurs. Cheating or plagiarizing on a test or assignment is not tolerated. All borrowed information must be cited. Plagiarism on papers can result in an "F" for the course.

*Some* types of plagiarism include:

- Submitting someone else's work as your own (paraphrasing, failure to cite sources)
- Sharing assignments/answers with other students (both students will receive a zero)
- Skimming information from the internet without correctly citing sources

Consequences of plagiarism:

- 1st offense of plagiarism:
    - Less than 10% of an assignment plagiarized → proportional grade deduction on assignment
    - 10% or more of an assignment plagiarized → automatic zero on the assignment
- 2nd offense of plagiarism → removal from the course with a W

Additionally, disciplinary proceedings according to College policies may be initiated. Consult the College Handbook for more information. *If you ever have any questions about plagiarism or how to document a particular source, please ask me. I want you to avoid plagiarism, too.*

**Americans with Disabilities:** It is the policy of UA Rich Mountain to accommodate students with disabilities, pursuant to federal law, state law, and the college's commitment to equal educational opportunities. Any student with a disability who needs accommodations (ex: seating placement, examinations, or access to information on the web) should inform the Vice President for Student Affairs at the beginning of each semester. To contact the Vice President, students seeking accommodations should call 394-7622, ext. 1400.

**Arkansas Clean Air Act:** In compliance with the Arkansas Clean Air Act, UA RICH MOUNTAIN is a smoke and tobacco free facility. Students and guests are to refrain from the use of all tobacco products while on campus, including electronic devices.

**Student Misconduct:** Students committing misconduct are subject to disciplinary sanction(s) and or restrictions. Misconduct or prohibited behavior includes, but is not limited to endangerment, harassment, disruption, sexual misconduct, dishonesty, illegal drugs and/or alcohol, fire or safety issues, gambling, property violations, computer violations or other violations as listed in detail in the UA RICH MOUNTAIN catalog.

**Student Support Services:** The Student Support Services (SSS) is available to help students reach their educational goals through individualized instruction, counseling, and tutoring. There is no fee for these services. The computer lab is available for students in online classes. SSS is located in the Johnson Learning Commons in the Spencer Building.

**Tutor.com:** Tutor.com is also a free option for our students. If this is something you are interested in taking advantage of, please see Brenda Miner in the library or email her at bminer@uarichmountain.edu to receive login information.

**UA RICH MOUNTAIN Mission:** UA Rich Mountain provides transformative education to all learners.*

**under review*

**Title IX Sexual Harassment:** If there is an issue of this nature, it should be reported immediately to the Title IX Director, Terry Francis at (479) 3947-622, Ext. 1460.

**Campus Security:** UA RICH MOUNTAIN strives to provide a safe learning environment; therefore, students who know of any security risk are asked to contact a college official. Information regarding crime statistics for UARM is located under Health and Safety at: http://www.uarichmountain.edu/at-a-glance/disclosures.

***See Something, Hear Something, Say Something***

**Any part of this syllabus is subject to change at the Instructor's discretion.**