Syllabus for
Accelerated Reading & Writing (ENG 0023)
Spring 2024

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

Classroom: Spencer 251

Office Location: Spencer 252

Office Hours: MW 10:45 – 11:45, 1:45 – 3:00
TR 10:45 – 11:45, 3:15 – 4:00
F 8:00 – 3:00

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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)
2. Laptop
3. Large three-ring binder for organizational purposes
4. Flash drive (used or new) for writing assignments
5. Small sticky notes for reading assignments
6. Writing utensils and highlighters

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 increase their:*

- reading, writing, speaking, and listening skills.
- technological and research skills.

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.*

Week 1	Orientation Syllabus discussion Using college resources Grammar Pretest (same assessment as Composition I)
Week 2	Weekly grammar lesson Introduction to Purpose and Tone
Week 3	Weekly grammar lesson Reading assignments Coordinated topics with Composition I
Week 4	Weekly grammar lesson Reading assignments Coordinated topics with Composition I
Week 5	Weekly grammar lesson Reading assignments Coordinated topics with Composition I
Week 6	Weekly grammar lesson Reading assignments Coordinated topics with Composition I
Week 7	Weekly grammar lesson ARW Midterm Review (based on grammar lessons and reading strategies)
Week 8	**ARW Midterm Exam (based on grammar lessons and reading strategies)** Coordinated topics with Composition I

Week 9	Concentrated writing instruction and support Coordinated topics with Composition I	
Week 10	Concentrated writing instruction and support Coordinated topics with Composition I	**SPRING BREAK**
Week 11	Concentrated writing instruction and support Coordinated topics with Composition I	
Week 12	Concentrated writing instruction and support Coordinated topics with Composition I	
Week 13	Concentrated writing instruction and support Coordinated topics with Composition I	
Week 14	Concentrated writing instruction and support Coordinated topics with Composition I	
Week 15	Concentrated writing instruction and support Coordinated topics with Composition I	
Week 16	Concentrated writing instruction and support Coordinated topics with Composition I Final Exam Review	
Finals Week	**Grammar Post-test** (may be imbedded within the Final Exam) **Final Exam** 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:

- Course assignments – 62%
  - May be assigned as in-class assignments or as homework
- Exams - 38%
  - Midterm Exam – 19%
  - Final Exam – 19%

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 Blackboard 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:

Weekly Assignments and Activities (20-30 points per week, on average)
Midterm Exam (100 points)
Final Exam (100 points)
Special Projects*

*Special Projects are based on student need. As such, point values will be provided at the time any projects are assigned.

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 BLACKBOARD need to email the instructor that an assignment has been submitted. Students are to include the name of the assignment submitted.*** Blackboard 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 (20%) 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.

Attendance: Daily attendance is mandatory. **Any potential absence is to be shared – in advance – with the instructor.**

In the event a student is quarantined, the student will automatically shift to an online format until he or she is permitted to return to campus. Students are to notify their instructors of any quarantine orders, and a doctor's note is required. **Unless the student is hospitalized or the instructor is notified by Contact Tracing that the student is physically incapable of completing assignments, students are expected to complete their work remotely and in adherence to the deadlines previously established by the instructor.**

In the event the instructor is quarantined, the entire class will shift to online format until the instructor is permitted to return to campus. Students will be notified accordingly.

Students who are absent for school functions or athletic events are still expected to notify their instructors of their upcoming absences and submit their assignments by the pre-established deadlines. If the assignment was to be completed on paper, the student may take photos of

his/her work and submit those in the appropriate place in Blackboard until the student returns to class to turn in the paper copy. This demonstrates that the work was completed on time. The student's name should be clearly visible in all photos.

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 have the option to check out campus computers from the library (Johnson Learning Commons).

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. The internet makes it increasingly easy for students to find ways to cheat. This may include the use of readily accessible student papers, homework help sites, paraphrase tools, and/or anti-plagiarism generators. Your instructors are well aware of the resources out there. That said, ***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)
- Submitting an assignment or essay that is similar or identical to another student's
- Collaborating on class assignments and essays (regardless of physical location)
- Sharing assignments/answers with other students (both students will receive a zero)
- Skimming information from the internet without correctly citing sources
- Relying on AI-generated text for essays and other writing assignments (see appropriate uses below)

Consequences of plagiarism:

- 1st offense of plagiarism → meeting with the instructor, automatic notation in student file, and adviser, coach, and/or sponsor notification
    - 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/F
    - *If the student cannot afford to drop, he or she will be forced to accept the grade earned.*

Artificial Intelligence (AI) Tools: Students are turning to artificial intelligence (AI) more and more in the world of education. Common tools include Grammarly, ChatGPT, and Bard, to name a few. It is important that students understand the limitations, biases, and inaccuracies that come with using and/or relying on AI tools and platforms. Even if a student were fortunate enough to escape the penalties for plagiarism, using AI tools to produce writings that are inaccurate, biased, and/or limited in scope would still not yield a desirable grade. Ultimately, the student is responsible for ensuring that his/her writing is original, accurate, and complete.

Review and use the guidelines below to help navigate the ethical and appropriate uses of AI tools in this class. Check the syllabus and with the instructor for each course in which you are enrolled. For more information, review the Academic Dishonesty slides posted in Blackboard.

Appropriate uses for AI tools:	Inappropriate uses for AI platforms:
• Copying and pasting a description or assignment and asking AI to rephrase or explain the concept to you in a different way • Asking AI to provide an example of a particular aspect of writing (e.g., a thesis statement, an introduction, a conclusion, a body paragraph, etc.) • Copying and pasting your original compositions and soliciting feedback from AI regarding clarity and/or organization • Asking AI to generate a list of common reasons for or against a particular issue • Using AI tools to identify grammatical and mechanical errors for revising • Requesting statistical information for use in research (remember to evaluate the source and cite both the AI tool and the original source in your assignment) • Acknowledging the use of AI tools in your Works Cited pages	• Asking AI to write you an essay on (insert prompt here) • Asking AI to rephrase something written by another person and passing it off your own • Asking AI to provide you with a list of quotes from a text to use in your essay because you didn't read the assigned text • Assuming that AI-generated results are accurate, objective, or complete • Using AI tools to generate source citations that are inappropriate for your discipline • Using AI tools to falsify sources

Any additions to this chart will be communicated to students in writing.

Artificial Syntax Clause: Artificial syntax is defined as "language or phrasing inconsistent with natural speech patterns." Students who use paraphrase tools and/or anti-plagiarism generators or submit assignments containing artificial syntax will be penalized. Please see the guidelines below:

a. Discussion posts or small class assignments: no credit
b. Larger assignments/essays: point deductions based on percentage of overall submission and number of prior offenses

Copyright Infringement: Copyright infringement has serious consequences in the real world. Recording a class, reposting, copying, or distributing any class materials (in Blackboard or otherwise provided by the instructor) is expressly forbidden unless the instructor has given written permission.

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, how to document a particular source, or what constitutes copyright infringement, please ask me.*

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.

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) 394-7622, Ext. 1460. To report a concern, or to learn more about UA RICH MOUNTAIN's Title IX and Non-Discrimination Policies, visit https://www.uarichmountain.edu/title-ix-policy

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.