Syllabus for
Accelerated Reading & Writing (ENG 0023)
Fall 2023

Instructor: Mrs. Jennifer Howard
M.A. in English at Arkansas Tech University, 2015
B.S.E from Henderson State University, 2010

Office Location: S232 (across from Biology lab)

Office Hours:

Monday:	8:00-9:45, 12:15-12:30, 1:45-3:15
Tuesday:	8:00-9:30, 10:45-11:00, 2:45-3:15
Wednesday:	8:00-9:45, 12:15-12:30, 1:45-3:15
Thursday:	8:00-9:30, 10:45-11:00
Friday:	8:00-12:00

Telephone: 479-394-7622, extension 1343

E-mail: jhoward@uarichmountain.edu

Prerequisite: Qualifying scores on ACT or other entrance test.

Course Description: This developmental level course is a co-requisite for those students whose test scores do not meet the state mandated assessment criteria for either reading or writing. Updated cut-off scores are listed in the online UA Rich Mountain catalog in the Placement Information Table. This co-requisite course supports accelerated student placement and achievement in general education courses.

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

1. *The Great Grammar Book* by Marsha Sramek
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. Co-requisite course materials (English or other general education courses) will be assigned as reading texts.

Program Outcomes: The knowledge and critical thinking skills acquired in the general education component enable students to analyze problems, to arrive at intelligent conclusions, and to make reasoned choices in their professional and personal lives. Many general education courses are designed to deal primarily with processes rather than simply with facts, to help students to develop individually and as members of a group and to instill in students the desire to develop intellectual and emotional skills through lifelong learning.

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

Students will increase their

- writing, reading, 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 take co-requisite 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
- Write a clearly expressed, grammatically correct five-paragraph essay including 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.

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 students' 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.

Credit Hour Calculator: For every course credit hour, the typical student 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 projects, and other activities that enhance learning. Thus, for a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks.

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 assignments.

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

Procedures/Student Requirements: Regular attendance, punctuality, and participation are expected. Students who miss a class are expected to keep up with missed or upcoming assignments in Blackboard. Students must log into Blackboard at least twice a week and check emails at least 3-4 times a week. Keeping up with emails will be vital for each student's success in this course. Students who do not complete the first and/or second week of class will automatically be removed from the course. All assignments must be submitted by the posted due date unless specific arrangements have been made with the instructor. Attendance is taken each day and reported to the Vice President for Student Affairs.

Missing an excessive number of classes is detrimental to the success of students in this course causing them to fall behind. Three absences in a class that meets two times a week is excessive. Students who do not attend class may receive a grade of NF which can negatively affect financial aid.

Academic Dishonesty: Cheating or plagiarizing on a test or assignment is not tolerated.
Some types of plagiarism (not a complete list):

- Submitting another's work as your own (includes paraphrasing)
- Sharing assignments/answers with other students (both receive a zero)
- Skimming information off of the internet without correctly citing sources
- Falsifying 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

Consult 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.***

American 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 accommodation 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 student in online classes. SSS is located in the Johnson Learning Commons in the Spencer Building.

Mission: University of Arkansas Rich Mountain exists to provide all citizens of the Ouachita Mountain Region with exemplary educational and enrichment opportunities to improve the quality of life and standard of living.

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.
http://www.uarichmountain.edu/at-a-glance/disclosures
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

Illness Policy: Students are encouraged but not required to wear masks in classroom and public spaces. For attendance purposes, a student who is displaying symptoms of illness must email contact.tracing@uarichmountain.edu to determine next steps for an excused absence related to COVID or flu. Contacting an instructor DOES NOT start this process or guarantee an excused absence.

See Something, Hear Something, Say Something

"Perseverance is the hard work you do after you get tired of doing the hard work you have already done."

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