Instructor Information

Instructor: Betty Raper
Office: Little Rock South
Mailbox: LRS Workroom
Hours: MW before or after class in room 226 or by appointment
Phone: 501 812-2323
Email: braper@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Rebecca Chism 501-812-2331 rchismr@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

READ 0300 Foundations of Literacy traditional 16 weeks course

<table>
<thead>
<tr>
<th>Section</th>
<th>Class Days</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>41S</td>
<td>Monday/Wednesday</td>
<td>9:25-10:40</td>
</tr>
<tr>
<td>42S</td>
<td>Monday/Wednesday</td>
<td>10:50-12:05</td>
</tr>
<tr>
<td>45S</td>
<td>Monday/Wednesday</td>
<td>12:15-1:30</td>
</tr>
</tbody>
</table>

Catalog Description

This course develops college-level literacy. It is designed to prepare students for academic reading across college disciplines. (3 credit hours)

Final grade will be an A, B, C, or NC (no credit). (3 lecture hours)

Prerequisite: Students enrolled in READ 0300 must meet the following requirement:

- a COMPASS Reading Placement Test score between 62-71;
- a score between 55-66 on the reading section of the Accuplacer; or
- a score between 13-18 on the reading section of the ACT.
Course Materials


MyReadingLab Plus Access Code included with Bridging The Gap

Must Use Chrome Browser with MRL Plus  (Pearson Help Desk – 1-888-433-8435)

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Education and Reading Department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting the following:

1. Identify word meanings based upon context clues.
2. Identify main idea, central point, implied main idea and supporting details in academic passages.
3. Read critically to make inferences from the reading selection.
4. Identify patterns of organization and relationships in academic readings.
5. Read critically to identify purpose, tone, fact, and opinion.

Student Learning / Course Outcomes

Upon completion of this course, the student will be able to:
1. Analyze context clues to determine the meaning of words and phrases.

2. Identify the stated and implied main idea and central point as well as supporting details in a passage.

3. Make inferences based upon information in reading passages.

4. Recognize the structure and organization of paragraphs in informational and literary text.

5. Recognize facts, opinions, purpose and tone in reading passages.

**Policies**

**Report a Complaint or Concern**

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

[https://www.uaptc.edu/report-a-concern-complaint](https://www.uaptc.edu/report-a-concern-complaint)

**UA-PTC Attendance Policy**

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

**The Education and Reading Departmental Attendance Policy**

Students are expected to attend all classes and actively engage in learning activities, discussions, and opportunities provided in this class. **THERE ARE NO EXCUSED ABSENCES.** Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid. Students missing six scheduled meetings will have their grade dropped one letter grade.

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.
Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

In Foundations of Literacy, the Student Handbook rules and regulations will be enforced at all times to ensure a respectful learning climate for you and your classmates. Please discuss any concerns with your instructor first. **Appropriate language during discussions, as well as in email messages, or phone conversations is required.** No disrespect to the instructor or other students will be tolerated.

**Absences-**There are NO EXCUSED ABSENCES.

**Cell Phones and other Electronic Devices:** Please silence or put your phones on vibrate.

**Late Work:** There will be no make-up work on class assignments. If you are absent, it is your responsibility to email the instructor.

**Children:** Children are not allowed in the classroom and cannot be left unsupervised on campus.

All forms of tobacco, including e-cigs and smokeless are banned from all UA-PTC campuses.

**Lab Policies:** All classroom policies also apply to the lab. In addition, while in the lab, students are required to work only on the material assigned. Visiting websites other than directed to by the instructor is prohibited and will result in an absence. Also, no food or drinks will be allowed in the lab.

**Reading Assignments:** Since this class is reading intensive, you will have numerous reading assignments to complete during class and outside of class. Students are required to work without assistance if an individual grade will be recorded. If students are working in a group activity, students are expected to work collaboratively with other students.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100%  A
- 80 to 89%   B
- 70 to 79%   C
- 0 to 69%   NC

**Evaluation:** The overall course grade will be based upon reading assignments, chapter exams, MyReadingLab modules, the MRL post-assessment, and the final exam.
Foundations of Literacy-READ 0300 
Course Syllabus 
Fall 2018

Reading Assignments and Exams: During the semester, a minimum of eight reading assignments will be required. In addition, twelve MRL modules are required to reinforce the major reading concepts. Students will complete and master these modules in the lab during assigned class time as well as outside of class. **Students are expected to complete all assignments from the textbook and MyReadingLab.**

Exams, MRL Post-Assessment, and Final Exam: There will be a minimum of five exams assessing the major concepts. At the end of the semester, students will complete the MyReadingLab post-assessment and the final exam.

Grading Distribution: The grading breakdown is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Exams</td>
<td>30%</td>
</tr>
<tr>
<td>MyReadingLab Modules</td>
<td>20%</td>
</tr>
<tr>
<td>MyReadingLab Post Assessment</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the
American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2”](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2”)

**Sexual Misconduct**

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership  
Campus Center Building Room 216  
501-812-2756  
manderson@uaptc.edu

**Course Evaluations**

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

**Information Literacy**

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
# Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Reading Text</th>
<th>MYREADINGLAB</th>
<th>Student Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Course Overview Review Syllabus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td><strong>Chapter 4 Vocabulary</strong>&lt;br&gt;Pgs. 175-212 /Aug. 21st-Last day to change schedule</td>
<td>Pathbuilder Vocabulary</td>
<td>1 Analyze context clues</td>
</tr>
<tr>
<td>Week 3</td>
<td><strong>Chapter 4 Vocabulary</strong>&lt;br&gt;Pgs. 175-212, continued</td>
<td>Vocabulary</td>
<td>1 Analyze context clues</td>
</tr>
<tr>
<td>Week 4</td>
<td><strong>Chapter 4 Vocabulary Test</strong>&lt;br&gt;Chapter 5 Main Idea &amp; Supporting Details&lt;br&gt;Pgs. 213-286</td>
<td>State Main Idea</td>
<td>2 Identify the stated and implied main idea, central point and supporting details</td>
</tr>
<tr>
<td>Week 5</td>
<td><strong>Chapter 5 Main Idea &amp; Supporting Details</strong>&lt;br&gt;Pgs. 213-286, continued</td>
<td>Supporting Details</td>
<td>2 Identify the stated and implied main idea, central point and supporting details</td>
</tr>
<tr>
<td>Week 6</td>
<td><strong>Chapter 5 Main Idea &amp; Supporting Details</strong>&lt;br&gt;Pgs. 213-286, <strong>Chapter 5 Main Idea &amp; Supporting Details Test</strong></td>
<td>Implied Main Idea</td>
<td>2 Identify the stated and implied main idea, central point and supporting details</td>
</tr>
<tr>
<td>Week 7</td>
<td><strong>Chapter 6 Patterns of Organization</strong>&lt;br&gt;Pgs. 287-340</td>
<td><strong>Patterns of Organization</strong>&lt;br&gt;Process, Division &amp; Classification</td>
<td>4 Recognize the structure and organization of paragraphs</td>
</tr>
<tr>
<td>Week 8</td>
<td><strong>Chapter 6 Patterns of Organization</strong>&lt;br&gt;Pgs. 287-340, <strong>Chapter 6 Test</strong></td>
<td><strong>Patterns of Organization</strong>&lt;br&gt;Comparison &amp; Contrast, Cause &amp; Effect</td>
<td>4 Recognize the structure and organization of paragraphs</td>
</tr>
<tr>
<td>Week 9</td>
<td><strong>Chapter 7 Inferences</strong>&lt;br&gt;Pgs. 341-404</td>
<td>Inferences</td>
<td>3 Make inferences</td>
</tr>
<tr>
<td>Week 10</td>
<td><strong>Chapter 7 Inferences</strong>&lt;br&gt;Pgs. 341-404, continued</td>
<td>Inferences</td>
<td>3 Make inferences</td>
</tr>
<tr>
<td>Week 11</td>
<td><strong>Chapter 7 Inferences Test</strong>&lt;br&gt;Chapter 8 Point of View&lt;br&gt;Pgs. 405-460</td>
<td>Purpose and Tone</td>
<td>5 Recognize facts, opinions, purpose and tone</td>
</tr>
<tr>
<td>Week 12</td>
<td><strong>Chapter 8 Point of View</strong>&lt;br&gt;Pgs. 405-460, continued</td>
<td>Purpose and Tone</td>
<td>5 Recognize facts, opinions, purpose and tone</td>
</tr>
<tr>
<td>Week 13</td>
<td><strong>Chapter 8 Point of View Test</strong>&lt;br&gt;Chapter 10 Critical Thinking&lt;br&gt;Pgs. 503-556</td>
<td>Critical Thinking</td>
<td>5 Recognize facts, opinions, purpose and tone</td>
</tr>
<tr>
<td>Week 14</td>
<td><strong>Chapter 10 Critical Thinking</strong>&lt;br&gt;Pgs. 503-556, continued</td>
<td>Critical Thinking</td>
<td>1-5 Integrated review of all outcomes across academic disciplines</td>
</tr>
</tbody>
</table>

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(Tables and descriptions as per the provided text)
| **Fall Break, November 19-23**  
| Happy Thanksgiving |
| **Week 15**  
| Nov. 26-30  
| Chapter 10 Critical Thinking  
| Pgs. 503-556  
| Combined Skills  
| 1-5 Integrated review of all outcomes |
| **Week 16**  
| Dec. 3-7  
| Comprehensive Review  
| Post Assessment  
| 1-5 Integrated review of all outcomes |
| **Week 17**  
| Dec. 10-14  
| Final Exam Week |
| 1-5 Assessment of all outcomes across academic disciplines |

**Final Exam Schedule:**

<table>
<thead>
<tr>
<th>Meeting Times</th>
<th>Section</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:25-10:40</td>
<td>41S</td>
<td>Monday, Dec. 10\textsuperscript{th} 8:00 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td>10:50-12:05</td>
<td>42S</td>
<td>Wednesday, Dec. 10\textsuperscript{th} 10:30 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>12:15-1:30</td>
<td>45S</td>
<td>Friday, Dec. 14\textsuperscript{th} 10:30 a.m.- 12:30 p.m.</td>
</tr>
</tbody>
</table>

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Betty Raper’s Foundations of Literacy class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone