RDG 560.01W
LITERACY ASSESSMENT
Spring 2020

Instructor: Kay Hong-Nam, Ph.D., Associate Professor
Office Location: Education South Office #230, Commerce Campus
Office Hours: By appointment or online
Class Location: Online
University Email Address: kay.hongnam@tamuc.edu
Faculty Website: http://faculty.tamuc.edu/khongnam/

COURSE INFORMATION

Textbook Required:
Devries, B. A. (2019). *Literacy assessment and intervention for classroom teachers*. 5th Ed.
New York: Routledge.

Optional:
American Psychological Association (2009). *Publication Manual of the American Psychological Association (6th Edition)*. ISBN: 13-9781433805615

Course Description: This course is designed to refine the diagnostic and remedial skills of the student through the study of clinical instruments, formal and informal measurements, and study of clinical cases.

Student Learning Outcomes:
1. This course will enhance educator understandings of multiple formal and informal literacy assessments used in educational settings.

2. This course will enhance educator understandings of informal assessment used in educational settings by investigating various components of literacy.

3. This course will enhance educator understandings of assessments used in educational settings by performing various informal literacy assessments.

4. This course will enhance educator understandings of assessments used in educational settings by comparing and contrasting various informal literacy assessments, determining which literacy assessments are most appropriate for various situations.

   5. This course will enhance educator understandings of multiple types of literacy Research.

The syllabus/schedule are subject to change.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This course occurs in a digital learning environment designed with a module format. You will be expected to read assigned materials, participate in discussions and group tasks, reflect on your knowledge growth and complete all assigned tasks/projects by the due date. **Late work will not be accepted**. Therefore, you need to demonstrate a level of time management that allows you to meet due dates as posted.

Participate in all online group/class discussions. There will be an opportunity to work as an individual, with a partner or in a group of 3-4 students. Working with a partner or in a group requires you to follow ***CCC: collaboration, cooperation, and completion***. This means, as an adult learner, you will collaborate with another student or students in a cooperative manner to complete a quality product. I truly believe two minds are better than one so I encourage partnerships or groups. However, I WILL NOT mediate should an issue arise pertaining to CCC; you are expected to find a resolution. You will always have the choice to opt out of the partnership or group and work as an individual. Therefore, you are expected to show a level of professionalism and stay actively engaged with your partner or the group through communication and contributions to complete the project.

Read required textbook. The student will be expected to read the required text and any supplemental materials. This is an online course that presents written information as an alternate mode of lecture. Do not take this lightly; in an online course you are expected to read/reflect for meaning.

Reflect: Throughout the course, the student may be asked to consider ideas presented in articles and threaded discussions. Some of the reflections will be assigned and submitted to the instructor, others will be for personal reflection and kept by the student.

Write: Completion of all discussions/reflections and projects should exhibit professionalism in appearance and content at an acceptable level of scholarship. Projects are to be completed and turned in according to the due date posted in D2L. Late work will not be accepted without an excused absence and/or extenuating circumstances as determined by the instructor with a late due date determined by the instructor. The campus library and/or computer labs are available for use in the event personal technology fails or supplies or assistance is needed.

Minimal Technical Skills Needed

Since RDG 560 is a web-based course and utilizes D2L, intermediate level of experience using a computer is required. This includes the ability to receive and submit electronic course materials; ability to use a word processing program, PowerPoint, Prezi, etc; ability to send and receive e-mail; ability to upload and download files; ability to participate in online exams and discussions.

Student Responsibilities or Tips for Success in the Course

Regularly logging into the course website, amount of weekly study and participation time expected, etc.

The syllabus/schedule are subject to change.

Assignments

Practicum (240 points): For this class, you will complete a minimum of 40 hours of practicum work with a student. You are responsible for locating the student. During the course of the semester, you will complete various literacy assessments with the student and provide literacy instruction (tutoring) based on the student's strengths and needs, as revealed by the assessments. You must maintain a log of your hours and the work completed during those hours. The log will be turned in on or before the designated due date.

Literacy Assessments (400 points): You will administer 8 literacy assessments to your student as part of the practicum. You will be assessing the student in the following areas: **interest/attitude toward reading and writing, concepts of print/phonics, word level skills, running record and miscue analysis, reading comprehension, spelling, and writing.** Specific details about the assessments you should use will be given in class. For each assessment, you will turn in the assessment you administered, complete with any student work that was done as part of the assessment, and your own recommendations about the student's strengths and needs, as well as plans for future instruction, that are based on the information you learned from the assessment. Each assessment is worth 50 points.

Literacy Profile (300 points): You will complete a literacy profile of the student with whom you worked in the practicum. The profile will also include a description of the student, an evaluation of the student's strengths and needs, your recommendations for further work the student should do, and a final reflection from you about the assessment process. More specific instructions will be given in class.

Discussion posts and responses (120 points): Together, class members will engage in a dialogue about the course readings and activities. For each module, you will be expected to write a post in response to the instructor's prompt and **also** to reply to someone else's post. Each initial post is worth 15 points, and each response is worth 5 points. Each post and response should be thoughtful and professional.

Quizzes (250 points): You will take a total of 5 quizzes over the assigned readings throughout the course of the semester. Each quiz will be worth 50 points.

Grading

Final grades in this course will be based on the following scale:
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

The *syllabus/schedule are subject to change.*

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- Running the browser check will ensure your internet browser is supported.
     Pop-ups are allowed.
      JavaScript is enabled.
      Cookies are enabled.

• You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:

The syllabus/schedule are subject to change.

- Adobe Reader https://get.adobe.com/reader/
- Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
- Adobe Shockwave Player   https://get.adobe.com/shockwave/
- Apple Quick Time   http://www.apple.com/quicktime/download/

• At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT
Brightspace Support

Need Help?
Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

The *syllabus/schedule are subject to change.*

Interaction with Instructor Statement

You have many different methods to communicate with me and with each other during this semester. Here are my expectations for electronic communication.

o **E-mail:** Please use university email (kay.hongnam@tamuc.edu). I check my emails daily Monday through Friday.
o **D2L**: Please keep your eyes on Announcements for the latest news for the course and leave your questions in my virtual office in D2L if you have any.
o **Phone:** Students may call me at my office number if there is a need to contact me **(903-885-5581).**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance

Attendance online is expected; regular, consistent participation is important. We do important things every week of class – don't miss it. Excessive absences (less than 6 hours a week logged in to D2L, or 5 days without logging into D2L) may prompt an administrative withdrawal.

Academic Honesty Policy

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

We suggest these web resources to students for reference regarding what constitutes plagiarism and how to avoid it: http://www.plagiarism.org/ or http://www.unc.edu/depts/wcweb/handouts/plagiarism.html or http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

Disciplinary action for these offenses may include any combination of the following:

1. Point deduction on an assignment.
2. Failure for an assignment.
3. A grade of zero for an assignment.
4. Failure for the course.
5. Referral to the Academic Integrity Committee or department head for further action.
6. Referral to the Dean of the College of Education and Human Services as appropriate. Referral to the University Discipline Committee.
7. Communication of student's behavior to the Teacher Certification Office and/or Dean of the College of Education as constituting a reason to bar student from entering into or continuing in a teacher certification program. Procedures, A 13.04, 13.12, 13.31, and 13.32

Drop a Course *http://www.tamuc.edu/home/registrar/dropadd.asp*

The *syllabus/schedule are subject to change.*

Students who wish to drop a course are responsible for initiating this action. Students may drop a class with a full refund (if remaining enrolled) until the census day of the particular term. Census date is the 12th University class day of Fall or Spring, 4th university class day of summer or 2nd university class day of a mini term. After census date, eligible students may use their MyLeo to process drops online. The student must obtain approval from the department/instructor to drop after census date.

Administrative Withdrawal *http://www.tamuc.edu/home/registrar/dropadd.asp*
It is the prerogative of the faculty to drop students from courses in which they have accrued excessive absences as defined in the course syllabus. In such cases, faculty recommend through the department head to the appropriate college dean that a student be dropped from a class. The faculty member will document absences and will make a reasonable effort to communicate with the student prior to recommending the drop. If approved, the college dean will forward the recommendation to the Registrar's Office.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.as px

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedur es/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
The *syllabus/schedule are subject to change.*

Graduate Student Academic Dishonesty 13.99.99.R0.10

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServ ices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun.
Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

The *syllabus/schedule are subject to change.*

Web url: http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903- 886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Module 1: Getting Started (4 Days)
    January 30 – Module opens
    February 2 – Module closes

Module 2: An overview of literacy and assessment (2 Weeks)
    February 3 – Module opens
    February 23 – Module closes

Module 3: Understanding letters and words (2 Weeks)
    February 24 – Modules opens
    March 8 – Module closes

Module 4: Beginning assessment (3 weeks)
    March 9 – Module opens
    March 29 – Module closes

Module 5: Reading fluency and comprehension (3 Weeks)
    March 30 – Module opens
    April 19 – Module closes

Module 6: Spelling, Vocabulary, and Writing (2 Weeks)
    April 20 – Module opens
    May 3 – Module closes

Module 7: Putting it all together (1 Week)
    May 4 – Module opens
    May 10 – Module closes

The *syllabus/schedule are subject to change.*