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*Last day to drop a course for Spring 2021: March 19, 2021

RDG 370 - 71W Reading and Literacy II

COURSE SYLLABUS: SPRING 2021

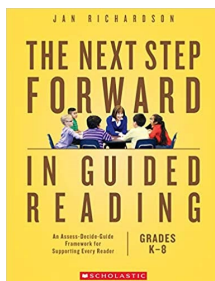
INSTRUCTOR INFORMATION

Instructor: Laura Slay, Ph.D., Assistant Professor
Virtual Synchronous Class: Wednesday, 6 – 8 pm
Electronic Office Hours: By appointment
University Email Address: Laura.Slay@tamuc.edu
Preferred Form of Communication: email
Communication Response Time: 24 hours; M-F except holidays

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

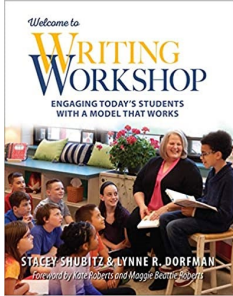
Textbook(s) Required



Richardson, J. (2016). *The Next Step Forward in Guided Reading: An Assess-Decide-Guide Framework for Supporting Every Reader* (Spiral-Bound). Scholastic.
ISBN-13: 978-1338161113
ISBN-10: 1338161113

Textbook (s) Required (Continued)

The syllabus/schedule are subject to change.

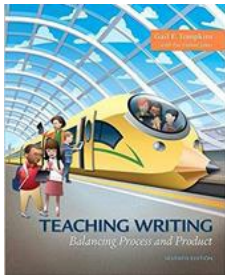


Dorfman, L.R. & Shubitz, S. (2019). ***Welcome to Writing Workshop: Engaging Today's Students with a Model That Works***. Stenhouse Publishing.

ISBN-13: 978-1625311665

ISBN-10: 1625311664

Optional Texts and/or Materials



Tompkins, G. (2018). Teaching writing: Balancing product and process (7th Edition). Pearson.

ISBN-13: 978-0134509679

ISBN-10: 0134509676

Online Resources

TEKS for Prekindergarten Level available online at

<https://tea.texas.gov/pkg.aspx>

TEKS for Language Arts and Reading available online at

<http://ritter.tea.state.tx.us/rules/tac/chapter110/index.html>

English Language Arts and Reading Curriculum Standards from the Texas Education

Agency available online at http://www.tea.state.tx.us/index4.aspx?id=4434&menu_id=720

English Language Proficiency Standards(ELPS) available on-line at

<http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074a.html>

Dyslexia Handbook

[https://tea.texas.gov/sites/default/files/2018-Dyslexia-Handbook Approved Accomodated 12 11 2018.pdf](https://tea.texas.gov/sites/default/files/2018-Dyslexia-Handbook%20Approved%20Accommodated%2012%2011%202018.pdf)

Course Description

Hours: 3

This course builds upon the foundations of reading presented in RDG 350. The teacher candidates will explore the science of teaching reading and writing, with a particular focus on comprehension. The course is designed to deepen candidates' knowledge and skill in the science of teaching reading and deals with cognition, writing workshop, books from multiple genres, basal readers, and summative and formative assessments.

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The course emphasizes strategies for developing comprehension and the teacher's role in helping the K-12 student utilize the five components of reading. Prerequisites: RDG 350 and ELED 300 or SED 300; Minimum overall GPA of 2.75 must have passed TSI and THEA 250 Reading score or ACT 23 Composite and 23 English or (scores before 2016) SAT 1070 Combined and 550 Critical Reading or (scores after 2016) 590 SAT Evidence-Based Reading.

Student Learning Outcomes

1. Select and plan appropriate reading lessons of the essential components for diverse elementary students to include ESL learners.
2. Select and plan appropriate writing lessons for diverse elementary students to include ESL learners.
3. Integrate appropriate children's literature into reading comprehension lessons
4. Observe and analyze experienced teachers' methods for ensuring comprehension and assess student learning.
5. Develop a variety of comprehension strategies to use for a variety of reading difficulties.
6. Deliver effective oral presentations in a variety of settings.

COURSE REQUIREMENTS

Objectives:

Conceptual Objectives:(Supported through TEKS and TExES Standards) This course will focus on the teacher knowledge and applications as supported by the following Standards:

ELA/Reading Standards:

Standard 1. Oral Language: Teachers of young students understand the importance of oral language, know the developmental processes of oral language, and provide a variety of instructional opportunities for young students to develop listening and speaking skills.

Standard 2. Phonological and Phonemic Awareness: Teachers of young students understand the components of phonological and phonemic awareness and utilize a variety of approaches to help young students develop this awareness and its relationship to written language.

Standard 3. Alphabetic Principle: Teachers of young students understand the importance of the alphabetic principle to reading English, know the elements of the alphabetic principle, and provide instruction that helps students understand that printed words consist of graphic representations that relate to the sounds of spoken language in conventional and intentional ways.

Standard 4. Literacy Development and Practice: Teachers of young students understand that literacy develops over time and progresses from emergent to proficient stages. Teachers use a variety of contexts to support the development of young students' literacy.

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Standard 6. Reading Fluency: Teachers understand the importance of fluency to reading comprehension and provide many opportunities for students to improve reading fluency.

Standard 7. Reading Comprehension: Teachers understand the importance of reading for understanding, know the components of comprehension, and teach young students strategies for improving comprehension.

Standard 8. Development of Written Communication: Teachers understand that writing to communicate is a developmental process and provide instruction that helps young students develop competence in written communication.

Standard 9. Writing Conventions: Teachers understand how young students use writing conventions and how to help students develop those conventions.

Standard 10. Assessment and Instruction of Developing Literacy: Teachers understand the basic principles of assessment and use a variety of literacy assessment practices to plan and implement literacy instruction for young students.

Standard 11. Reading, Research, and Inquiry Skills: Teachers understand the importance of research and inquiry skills to students' academic success that provides students with instruction that promotes their acquisition.

Standard 12. Viewing and Representing: Teachers understand how to interpret, analyze, evaluate, and produce.

Pedagogy and Professional Responsibilities Standards:

Standard I. Domain I.

The teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.

1.7k the importance of the state content and performance standards as outlined in the Texas Essential Knowledge and Skills (TEKS);

1.8k relevant content of the discipline being taught, including concepts, principle relationships, methods of inquiry, and key issues;

1.10k how lesson content and skills connect with other disciplines and within the discipline;

1.11k current research on best pedagogical practices.

1.12k the importance of developing instructional goals and objectives that are clear, relevant, meaningful, and age-appropriate;

1.13k the importance of developing instructional goals and objectives that can be assessed

1.14k the importance of developing instructional goals and objectives that are suitable for students with varied learning needs; and

1.15k the importance of aligning instructional goals with campus and district goals.

1.16k the use of appropriate materials and resources for preparing instruction, presenting lessons, and assessing learning;

1.21k the importance of planning lessons and structuring units so that activities progress in a logical sequence;

1.24k the importance of engaging in continuous monitoring and self-assessment of

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instructional effectiveness.

- 1.25k the role of assessment in guiding instructional planning;
- 1.26k the importance of creating assessments that are congruent with instructional goals and objectives;
- 1.30k the connection between the Texas statewide assessment program, the TEKS, and instruction; and
- 1.31k how to analyze data from local, state, and other assessments using common statistical measures.
- 1.4s plan instruction that motivates students to want to learn and achieve; and
- 1.5s acknowledge and respect cultural and socioeconomic differences among students when planning instruction.
- 1.7s exhibit appropriate knowledge of a subject to promote student learning;
- 1.8s demonstrate awareness of common student misconceptions or likely sources of student error in relation to particular content;
- 1.9s plan instruction that reflects an understanding of important prerequisites relationships;
- 1.11s use a variety of pedagogical techniques to convey information and teach skills.
- 1.16s use various types of materials and other resources to aid in preparing and implementing instruction;
- 1.17s use technological tools to promote learning and expand instructional options; and
- 1.18s use resources available outside the school (e.g., museums, businesses, community members) to enhance students' learning opportunities
- 1.20s select instructional resources that support instructional goals, enhance student achievement, and engage students in learning;
- 1.21s use varied activities and instructional groupings to engage students in instructional content and meet instructional goals and objectives;
- 1.22s allocate time appropriately within lessons and units, including providing adequate opportunities for students to engage in reflection and closure; and
- 1.23s provide students with opportunities to explore content from many perspectives

Standard II. Domain II.

The teacher creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence.

- 2.2k the impact of teacher-student interactions and interactions among students on classroom climate and student learning and development; and
- 2.4k the importance of communicating enthusiasm for learning; and
- 2.5k the necessity of communicating teacher expectations for student learning
- 2.6k how classroom routines and procedures affect student learning and achievement;
- 2.7k how to organize student groups to facilitate cooperation and productivity;
- 2.16k the importance of establishing classroom standards of student conduct and clear consequences for inappropriate behavior;
- 2.22k physical accessibility as a potential issue in student learning; and
- 2.23k students' emotional needs and ways to address needs.
- 2.1s interact with students in ways that reflect support and show respect for all students;
- 2.3s use strategies to ensure that the classroom environment and interactions among individuals and groups within the classroom promote active engagement in learning.
- 2.4s communicate to all students the importance of instructional content and the expectation of high-quality work; and
- 2.5s ensure that instructional goals and objectives, activities, classroom interactions,

The syllabus/schedule are subject to change.

assessments, and other elements of the classroom environment convey high expectations for student achievement.

2.8s schedule activities and manage class time in ways that maximize student learning;

2.9s manage transitions to maximize instructional time;

2.18s organize the physical environment to facilitate learning;

2.20s use effective strategies for creating and maintaining a positive classroom environment; and

Standard III. Domain III.

The teacher promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage students in the learning process, and timely, high-quality feedback.

3.1k the importance of clear, accurate communication in the teaching and learning process;

3.3k spoken and written language that is appropriate to students' age, interests, and background; and

3.4k skills and strategies for engaging in skilled questioning and leading effective student discussions

3.7k the use of instructional materials, resources, and technologies that are appropriate and engaging for students in varied learning situations;

3.8k the importance of promoting students' intellectual involvement with content and their active development of understanding;

3.12k characteristics of effective feedback for students;

3.13k the role of timely feedback in the learning process; and

3.14k how to use constructive feedback to guide each student's learning.

3.15k the significance of teacher flexibility and responsiveness in the teaching/ learning process; and

3.16k situations in which teacher flexibility can enhance student learning.

3.3s use spoken and written language that is appropriate to students' ages, interests, and backgrounds;

3.4s use effective communication techniques, including questioning and discussion techniques, to foster active student inquiry, higher-order thinking, problem solving, and productive, supportive interactions;

3.5s use carefully framed questions to enable students to reflect on their understanding of content and to consider new possibilities; and

3.9s select and use instructional materials, resources, and technologies that are suitable for instructional goals and that engage students cognitively;

3.19s adjust instruction based on ongoing assessment of student understanding; and

3.20s use alternative instructional approaches to ensure that all students learn and succeed.

Standard IV. Domain IV.

The teacher fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession

4.4k appropriate ways for working and communicating effectively with other professionals in varied educational contexts;

4.13k legal requirements for educators (e.g., those related to special education, students' and families' rights, student discipline, equity, child abuse);

4.17k the importance of adhering to required procedures for administering state-and district-mandated assessments; and

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- 4.18k the structure of the education system in Texas, including relationships between campus, local, and state components.
- 4.3s communicate with families on a regular basis to share information about students' progress and respond appropriately to families' concerns; and
- 4.5s maintain supportive and cooperative relationships with colleagues;
- 4.8s communicate effectively and appropriately with other educators in varied contexts;
- 4.13s enhance content and pedagogical knowledge through a variety of activities (e.g., reading journals, joining professional associations, attending conferences, engaging in coursework);
- 4.14s use evidence of self-assessment (e.g., portfolio) to identify strengths, challenges, and potential problems; improve teaching performance; and achieve instructional goals; and
- 4.15s use appropriate resources and support systems inside and outside the school to address professional development needs.
- 4.16s use knowledge of legal and ethical guidelines to guide behavior in education-related situations;
- 4.17s serve as an advocate for students and the profession;
- 4.18s maintain accurate records; and
- 4.19s use knowledge of the structure of state and local education systems to seek information and assistance in addressing issues.

Dyslexia and other language disorders:

- Pre-service teachers will be familiar with the recommendation and assessment process for dyslexia and other language disorders and how they relate to RTI and 504.
- Pre-service teachers will develop an understanding for "related disorders" like developmental auditory imperception, dysgraphia, specific developmental dyslexia, developmental dysgraphia, and developmental spelling disability.
- Students will understand that characteristics of dyslexia are typically exhibited as a deficit in the phonological components of language and that it is often unexpected in relation to other cognitive abilities and educational level.
- Pre-service teachers will be familiar with planning, delivering and accommodating multisensory instruction for students with dyslexia and other language disorders regardless of English language learners.
- Pre-service teachers will learn how to provide multisensory instruction to students who are having difficulty learning to read, write, or spell, despite conventional instruction, adequate intelligence, and sociocultural opportunity.
- Pre-service teachers will be aware that evidenced-based identification materials are available

Minimal Technical Skills Needed

Students will need the following technical skills: Use of the learning management system (D2L), Microsoft Word and PowerPoint, presentation and graphics programs, formation of a beginner level blog website, and the use of research databases.

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Instructional Methods

Students will be exposed to Mini/Pocket Lectures, Cooperative Groups, Online Meetings/conferencing/breakout room meetings, Station work (during in-class sessions only), and partner activities in an effort to provide instructional practice examples and models of teaching appropriate for the EC-6 grade levels.

Student Responsibilities or Tips for Success in the Course

- 1. REQUIRED READING:** Students are required to read the chapters in the syllabus. In doing so, students will be more prepared to engage in the content and assignments covered in the course.
- 2. EXPECTED HOURS OF OUTSIDE WORK:** For each 3-hour course, expect to spend 3-6 hours per week in reading, assignments, and projects.
- 3. WRITTEN WORK:** All work turned in must be typed, 12 pt. font, double spaced when turned in. All references must be cited in APA 7th edition format.
- 4. PARTICIPATION and PROFESSIONALISM:** Students are expected to attend all online meetings/classes (when possible), if they cannot attend, a recording of live class sessions will be provided. Students are also expected to participate in class discussions, communicate with the instructor, attend online office hours when help is needed, and collaborate with peers on group assignments. Students should represent themselves in a professional manner and treat their peers and instructor with respect. Remember, your work/assignments and interactions with others represent you!

How the Course is Organized

Class meets briefly (40 minutes or less) once per week as a live check-in (as necessary) and there are online resources for each major assignment. There are links to supplementary readings and handouts for class activities. Students should print these out or have access to them when needed. Google Slides, PowerPoint or Prezi slides, will cover the main points of the assigned reading chapters and interactive activities and videos are also provided for each week of class. Links to these can be found by going to "Content" and "Chapter/Course Notes" in D2L.

Find each Assignment link by clicking on the appropriate link on the left navigation bar, which will then reveal the Assignment link below it. The online instructions provide step by step directions for how to accomplish the assignment, links to sample papers and other resources such as report templates, and links to rubrics and checklists that will be used to assess the assignment. Please review these instructions and all associated documents carefully before beginning your assignments. **Complete instructions for all written assignments are included in D2L, also with the scheduled for the date the assignment is due.** Also check weekly agendas and the Course Calendar for due dates.

GRADING

Grading Assignments

*Literacy Experience/Personal Reflection

100

The syllabus/schedule are subject to change.

*Personal Writing “Ideal Literacy Classroom” (Ongoing Assignment)	100
*Group Presentations (1 Guided Reading and 1 Writing Workshop)	200
*Research/Inquiry Logs (2)	100
*Literacy Assessment Project	100
*Lesson Plan Swap Assignments (2)	100
*Blog Assignment/Culturally Responsive Teaching (How-To)	100
*2 Quizzes & Final Exam (Final Written Reflection)	300

Total	1100

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

Total points corresponding to the final letter grades

- A = 1100 - 900 Points
- B = 989 – 880 Points
- C = 879 - 770 Points
- D = 769 - 660 Points
- F = <659 Points

Electronic Gradebook:

All grades will be received and recorded in the online gradebook. This allows you to see how many points each assignment was awarded and what percentage score you have earned up to that point in time, 24 hours a day, seven days a week

Assessments

1. Personal Writing (100 points) – The “Ideal” Literacy Classroom

As we learn the whys and wherefores of reading and writing, it is important that you learn by doing and not by watching. To this end, you will experience writing workshop through completion of your own writing. You will complete and publish one piece (100 points) of personal writing during the course of the semester. Ideas for topics and models to consider will be spoken about during class discussions. From these conversations, you will generate several drafts; however, one of these pieces will be taken through the writing process – prewriting, drafting, conferring, revising, editing, and publishing. Be ready to write, to confer and to share. (ELA/Reading Standards 9, 10) (PPR Standards 1.5, 1.11s, 1.18s, 1.22s, 2.2k, 2.23k, 2.1s, 2.20s, 3.3k, 3.4k, 3.12k, 3.14k, 3.3s, and 4.5s)

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2. Research/Inquiry Log Entries (25 points each x 2= 50 points)

Teachers need to be organized. To that extent, you will complete a research log this semester to help you organize the questions you've asked, the materials you've read, and the sources you've used. Complete the research log as described in the syllabus (below). You should turn in a copy of this log to the Discussion Board on DSL. Remember, besides reading the assigned textbook chapters, you must also read AND post with your log an additional scholarly journal article or chapter from a professional book dealing with the same topic. (ELA/Reading Standards 8, 11) (PPR Standards 2.2k, 2.4k, 2.5k, 2.6k, 2.7k, 2.16k, 2.22k, 2.23k, 3.4s, 3.5s, 3.9s, 3.19s, and 3.20s)

3. Group Presentations (100 each x 2=200 points) Guided Reading and Writing Workshop

In a small group presentation, during the semester, you will be responsible for ONE chapter/section from the Richardson Guided Reading textbook. You will be expected to virtually present to the class about what your group learned from the chapter. Chapter assignments will be made during the semester. You will also virtually present in an assigned group, an example/plan of Writing Workshop during the course, once during the semester using the textbook "*Welcome to Writing Workshop: Engaging Today's Students with a Model That Works*" (Dorfman & Shubitz) (more information to follow) (ELA/Reading Standards 4, 6, 7) (PPR Standards 2.2k, 2.4k, 2.5k, 2.6k, 2.7k, 2.16k, 2.22k, 2.23k, 2.1s, 2.3s, 2.4s, 2.5s, 2.8s, 2.9s, 2.18s, and 2.20s)

4. Literacy Assessment (100 points)

Since informal literacy assessment is an integral part of a teacher's responsibility and one way to guide and plan instruction—you will learn about some of the following topics as well as learn well know literacy assessment instruments: determining the "instructional/independent/frustration" levels, assessing phonemic awareness, phonics, fluency, comprehension, Dyslexia, and spelling. You will become the experts on a single instrument or method of assessment and virtually present your ideas to the class. Your knowledge gained will be applied to classroom and student scenarios with a class check-in, scavenger hunt, or discussion. (ELA/Reading Standards 1-12) (PPR Standards 2.2k, 2.4k, 2.5k, 2.6k, 2.7k, 2.16k, 2.22k, 2.23k, 2.1s, 2.3s, 2.4s, 2.5s, 2.8s, 2.9s, 2.18s, and 2.20s 3.1k, 3.3k, 3.4k, 3.7k, 3.8k, 3.12k, 3.13k, 3.14k, 3.15k, 3.16k, 3.3s, 3.4s, 3.5s, 3.9s, 3.19s, and 3.20s) Texas Law (38.003 Screening and Treatment for Dyslexia and Related Disorders, §74.28. Students with Dyslexia and Related Disorders

5. Lesson Plan Swap Assignment (2 @ 50 points=100 points)

Planning well structured, integrated, and aligned lessons is an important part of a literacy classroom, and a large part of a teacher's obligations. Not only must teachers plan lessons, but they must collaborate with other teachers when planning. This assignment will allow students to individually plan a reading and writing lesson, and then meet online or via phone conference to collaborate on ideas to improve their lessons. Using the Discussion Board feature in their online platform (D2L) they will also "swap" and give feedback using a lesson evaluation form so that they will have the opportunity to see various manners in which they could plan certain topics and skills. This collaborative process will simulate grade level team planning in the school systems. One reading lesson will be required, and one writing lesson will be required. One of the lessons should include the possibility of building upon a prior lesson (more than one day).

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More information about the Lesson Plan Swap will be discussed during class. (ELA/Reading Standards 4, 10) (PPR Standards 1.13k, 1.14k, 1.15k, 1.16k, 1.16s, 1.21k)

6. Blog Assignment/How To (100 points) – Will vary by Professor and Semester (Time permitting)

Since we will spend the semester learning through inquiry, you will demonstrate your learning about culturally responsive teaching practices by writing a blog post as to how to implement practices related to representation, diversity and identity (as it relates to literacy). This means that you need to use library and internet resources, as well as keep notes --- you will need to collect all of your information regarding your Research Logs, and notes from throughout the semester to help you with this. You will have some time to discuss this as a class, but do not count on that being the only time needed to work. Once you have been successful in finding a variety of sources, you will need to determine what information is the most appropriate to capture this particular topic. You will present your post in a “gallery” format in class or online. More info TBA (ELA/Reading Standards 4, 8) (PPR Standards 2, 3)

The instructor will be doing regular checks with each of you to determine how you are doing with assignment. Be prepared to share with the instructor your progress. You should be prepared to individually share at least 2 times over the course of the semester.

7. Tests or Quizzes (300 points).

To measure the knowledge you have acquired this semester, you will formally assessed two times. The first assessment will focus on guided reading, literacy development and and practice. The second quiz will focus on the writing process, writing conventions, and the development of written communications. The Final Exam/ Written Reflection will focus on promoting effective literacy practices, comprehension, and fluency using Guided Reading as an instructional approach, Assessment, and reflecting upon what was taught in the semester. (ELA/Reading Competencies 1-12) (PPR Standards 1, 2, 3, 4)

RESEARCH/ INQUIRY LOG FOR CHAPTERS

Log # _____ (1 or 2)

The syllabus/schedule are subject to change.

Topic:

WHAT I KNOW ABOUT THIS TOPIC:

THREE QUESTIONS I HAVE BEFORE RESEARCHING:

- a.
- b.
- c.

WHAT I LEARNED (DID I FIND THE ANSWERS TO MY QUESTIONS?):

ANY OTHER QUESTIONS MY READING HAS BROUGHT TO MIND:
(YOU NEED TO PROVIDE AT LEAST ONE ADDITIONAL QUESTION- BASED OFF OF WHAT YOU FOUND OUT IN YOUR RESEARCH)

SOURCES:

Include at least one other article, book, or resource that addresses this topic—APA format—(LIST THE LINK TO THE ARTICLE IN THIS SECTION, OR ATTACH A COPY OF THIS RESOURCE WITH THE INFORMATION ABOVE)

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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

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. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

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Interaction with Instructor Statement

The instructor firmly believes students need feedback as soon possible after an assignment is turned in. The instructor will make sure to begin grading all quizzes and assignments and giving feedback as soon as possible after the due date. Any items turned in early will not be graded until after the due date. For the projects (presentations, demonstrations) the instructor will need two weeks to complete the evaluations. Please email your professor at any time if there are questions or concerns about grading.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

1. **ATTENDANCE** is monitored by your viewing and completion of content in D2L (This can be monitored by your professor). **Participants are expected to participate actively and constructively. Your attendance and participation will impact your grade, particularly if you are on the borderline of a grade.** Contact the instructor (via email) if you anticipate any issues that will interfere with your participation in the online course, and give the reason explaining the situation. This is a common courtesy that is expected by all teachers. It is also part of forming that “community of learners” that we need in our online environment. We are trying to encourage professional development and life-long learning skills. Remember: **Class activities and group discussions cannot be made up**; therefore, reinforcing the idea that participation and communication is important.

Confused on an assignment? CHECK THE WEEKLY AGENDA and D2L first. You are responsible for obtaining class materials/assignments/notes and being prepared for any online class meetings. If you are unable to make an online meeting, it is your responsibility to get the necessary materials and assignments from a designated class member. Select a buddy and exchange telephone numbers and e-mail with him/her. By exchanging information, your buddy agrees to “catch you up” and explain any class materials/assignments/notes. It is your responsibility to contact your buddy for this information.

Name of Peer	Phone Number	E-Mail Address

2. **LATE WORK** must be turned within a week of the student’s return to daily activities from illness to earn credit. Check D2L for the weekly agenda to see what you have missed. Students must get assignments from the instructor, or from a peer if they miss any

The syllabus/schedule are subject to change.

synchronous instruction. If work is late and is unexcused, a late penalty will be deducted (10%) for each day (up to 5 days). **Due to pandemic situations, some flexibility in this policy will be at the professor's discretion.*

3. MISSED QUIZZES/TESTS Students will only be allowed to make up missed quizzes if they inform the instructor of the reason for their missed submission and have a written excuse. If a late submission is not submitted and is unexcused, students may take the quiz/test and earn a maximum of 70% (70 points out of 100). **Due to pandemic situations, some flexibility in this policy will be at the professor's discretion.*

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.aspx).
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
<https://www.britannica.com/topic/netiquette>

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/rulesProcedures/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](#)
[Undergraduate Student Academic Dishonesty Form](#)

The syllabus/schedule are subject to change.

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

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

Velma K. Waters Library Rm 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/studentDisabilityResourcesAndServices/>

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

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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.

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

Will vary according to semester and professor. A more detailed outline (with Chapter readings and Assignment due dates) be provided on weekly course agendas.

****This schedule is tentative and may be changed at any time by the instructor. If the schedule is changed at any point, it will be to your benefit.

Week	Focuses/Topic	Chapter Readings	Assignments Due
Week 1	Introduction to the Course Structure of Course Syllabus/Expectations/Questions Discussion Board Post Course Outline & Assignment Descriptions Office Hours/ Workday Assignments		
Week 2	What is Writing Workshop? Explanation Examples, Ideas, Assignment of Writing Workshop groups Creating Literacy Environments (<i>What does the class "look" like?</i>)	Ch. 1-2 of Writing Workshop Book	Personal Reflection (From Writing Workshop) due
Week 3	Writing Workshop (Continued) Assigning of Writing Workshop Group Project Groups /Breakout groups	Ch. 3 of Writing Workshop Book Ch. 1 of Guided Reading Book	Inquiry Log Assignment #1 Due

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Week 4	What is Guided Reading? Lesson Structure & Components	-Repeat Ch. 1 of Guided reading book -Ch. 2 of Guided Reading Book	*Ideal Literacy Classroom Journal #1 due (Blog Post)
Week 5	Guided Reading (Continued)		Guided Reading Presentations due
Week 6	Lesson Planning Review Components of 5E Lesson Plan (Objectives, Assessment, Open-Ended Questioning) Differentiation according to needs Quality Planning Resources/Plagiarism Warnings -Assignment of Lesson Plan Swap Assignment #1 (Reading) and Assignment #2 (Writing)		*Ideal Literacy Classroom Journal #2 due
Week 7	Literacy Strategies Strategies vs. Skills Comprehension Motivation		Inquiry Log Assignment #2 due
Week 8	Informal vs. Formal Assessment		Lesson Plan #1 Due (Thursday on Discussion Board, Final Due in Week 9)
Week 9	Lesson Planning Lesson Swaps/Feedback/Discussion Introduction of Literacy Assessment Project (due Week 13)		*Ideal Literacy Classroom Journal #3 due
Week 10	What does Culturally Relevancy and Diversity mean when teaching Literacy?		*Ideal Literacy Classroom Journal #4 due
Week 11	Writing Workshop Presentations (Sharing of Proposed Workshop Ideas)		Lesson Plan #2 Due (Thursday on Discussion Board, Final Due in Week 12)
Week 12	Lesson Planning Lesson Swaps/Feedback/Discussion Review & Prepare for Blog Assignment		*Ideal Literacy Classroom Journal #5 due
Week 13	Assessment Projects (Sharing of Literacy Projects)		
Week 14	Semester Review & Sharing of Blog Posts		Blog Assignment Due

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Week 15	Work on Final Reflection Assignment		Final Reflection Assignment due in Week 16
Week 16	FINALS WEEK - FINAL ASSIGNMENT DUE		Final Reflection due

**Personal Writing Assignment, "Ideal Literacy Classroom" will be comprised of 5 short journal assignments that will be used to prepare students for the Final Exam*

****FINAL EXAM DUE DATE WILL BE ANNOUNCED AT A LATER DATE**

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