

**Course Description and General Information**  
**Basic Reading and Writing 0301.C501**  
**Spring 2022/ Tuesday 6:00-8:50 p.m.**

**Instructor:** Sharon Chatham  
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**Office:** by appointment

“Education is the most powerful  
weapon which you can use to  
change the world.”

**Nelson Mandela**

**Required Texts:**

- Reading For Results By Laraine Flemming 13<sup>th</sup> Ed. **ISBN 978-1-305-50052-5**
- 3-ring binder (one inch), with four indices
- Highlighter, pen, pencil
- Writing Journal/Spiral Notebook
- The materials required for this class and any others using Cengage products are included in ONE Cengage Unlimited subscription. For \$119.99 per semester, you get access to ALL your Cengage online textbooks, and access codes, in one place. \$7.99 hardcopy textbook rentals are also available for select titles. Download the free **Cengage Mobile App** to get your Cengage Unlimited online textbooks and study tools on your phone. Ask for Cengage Unlimited in the bookstore or visit **[cengage.com/unlimited](http://cengage.com/unlimited)**.

**Student Learning Outcome:**

Upon successful completion of this course, the student will have acquired the reading and writing competencies needed for future course work. This requires dual enrollment with EDUC 1100.C501.

**Student will:**

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Describe, analyze, and evaluate information within and across a range of texts.
4. Identify and analyze the audience, purpose, and message across a variety of texts.
5. Describe and apply insights gained from reading a variety of texts.

### **General Policies:**

1. Class begins and ends on time. Once door is closed, you are considered absent.
2. Leaving before class is over is considered an absence. Students must attend the entire class.
3. Turn in all assignments on time. **Late work is not accepted.**
4. If you miss class, turn in your assignment prior to class in order to receive credit for that assignment. Email your assignment as an attachment.
5. **THERE ARE NO EXCUSED ABSENCES. An absence is an absence.**
6. If you have **four** absences, you will be dropped from the class.
7. Students are responsible for all assignments, whether in attendance or not at the time the assignments are due. Refer to your syllabus and/or contact me for assignment information.
8. **No cell phones, pagers, musical devices, camera and/or videos recordings, ear jacks, and/or other personal electronics during class.** No exceptions. **Turn ALL ring-tones, buzzers, bleeps, and cool sound-effects OFF when you are in class.**
9. All students will take the final exam at the scheduled time.
10. **Class participation is expected and better for everyone.**

### **Homework Expectations:**

#### **Written work from your textbook**

You will have written assignments. You are expected to complete every part of every assignment. Homework is graded from 0-100 (if assignment is complete) or a 0 (if any part is incomplete). HOWEVER, I do not expect you to get every exercise correct all the time. I will do a homework completion check during class and will give you the opportunity to ask whatever questions you want about the assignment. I expect you to have questions, and I will be more than happy to help you to answer those questions.

#### **Writing Assignments:**

Writing assignments must be completed. Incomplete assignments will not be graded. Refer to the writing rubric attached to this syllabus.

#### **On-line assignments:**

You will have regular Online assignments. I will activate specific assignments that you must complete according to the time set. I will give you more instructions as we progress through the semester. To access your Online/Mindtap assignments log into your SPC Blackboard and into this course and then Mindtap.

**Computer Lab and On-line Information:**

**\*If you choose not to complete the Online/Mindtap assignments, you will not be able to receive a passing grade for this course. You must use your SPC student email account for all Online assignments.**

- You are responsible for
- Your SPC student email account information
- Your SPC password
- Your Online Password

***I do not have any information about SPC email account nor passwords. Contact the office for this information if you do not already have an SPC student email account.***

All official SPC information needs to be communicated through SPC's email system. If you need to get in touch with me, send it to my SPC account ([schatham@southplainscollege.edu](mailto:schatham@southplainscollege.edu)). Likewise, if I need to get in touch with you, I will send a note to your SPC email account.

SPC has computers that are available for students to use. You also have good tech support and a helpful staff if you have problems with any SPC computer. Just remember that your computer assignments must be completed whether or not you have a computer at home. If you feel that you need some extra help with typing and keyboarding skills, there are several things you can do:

- \* Go to the South Plains College Tutoring Center. It has a very good online typing tutorial.
- \* GO to one of the following free websites:  
[www.mrkent.com](http://www.mrkent.com) and/or [www.nimblefingers.com](http://www.nimblefingers.com)

**Grades:**

Attendance	20%
Online/Mindtap weekly assignments	40%
Writing Assignments	25%
Final Exam	15%

You must pass this this course with a **B** or better in order to fulfill your developmental reading and education requirements.

**Attendance:**

1 – absences	100 %
2 – absence	80 %
3 – absence	60 %
4 – absence	40 % /dropped

**Attendance policy:** Students must attend each session and be on time. Absences will affect the grade in this course. If you have four absences, you will be dropped from the class. If you arrive more than five minutes after class has started, you will be counted tardy. Two tardies will be considered equivalent to one absence. THERE ARE NO EXCUSED ABSENCES. An absence is an absence. Four absences = 0 % grade for attendance and participation.

**Academic integrity:** It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present assignments which he or she has not honestly performed is regarded as a serious offense. The offender is liable to the consequences for cheating and plagiarism as described in the SPC catalog in sections, “Academic Integrity” and “Student Conduct.”

**Diversity statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**ADA Statement:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577), or Plainview Center (Main Office), 806-716-4302 or 806-296-9611.

**Title IX Pregnancy Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student’s responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

## **Campus Conceal and Carry**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College 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 South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## **COVID Statement**

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.

## Spring 2022 -Tentative Schedule

Date	Lecture/In Class Assignment	Homework Assignment
<b>Week 1</b>	<b>January 18</b> <b>Introductions, Syllabus, Course Description</b>	
<b>Week 2</b>	<b>January 25</b> <b>Online Classes only</b>	Mindtap Online Assignment. Ch. 1 Connecting to the Reading Process
<b>Week 3</b>	<b>February 1</b> <b>Ch. 1 Connecting to the Reading Process</b>	Ch. 2 Building Word Power Blackboard Online assignment
<b>Week 4</b>	<b>February 8</b> <b>Ch. 2 Building Word Power</b>	Read Chapter 3 Looking for Specific Topics and General Main Ideas /Blackboard Online assignment
<b>Week 5</b>	<b>February 15</b> <b>Ch. 3 Looking for Specific Topics and General Ideas</b>	Ch. 4 Getting to the point of paragraphs /Blackboard Online assignment
<b>Week 6</b>	<b>February 22</b> <b>Ch. 4 Getting to the Point of Paragraphs</b>	Ch. 5 Getting to the Point of Longer Readings/ Blackboard Online assignment
<b>Week 7</b>	<b>March 1</b> <b>Ch. 5 Getting to the Point of Longer Readings</b>	Ch. 6 Focusing on Supporting Details in Paragraphs Online assignment
<b>Week 8</b>	<b>March 8</b> <b>Ch. 6 Focusing on Supporting Details in Paragraphs</b>	Ch. 7 Focusing on Supporting Details in Longer Readings/ Blackboard Online assignment

*Spring Break March 14-18*

<b>Week 9</b>	<b>March 22</b> <b>Ch. 7 Focusing on Supporting Details in Longer Readings</b>	Ch. 8 Focusing on Inferences in Paragraphs/ Blackboard Online assignment
<b>Week 10</b>	<b>March 29</b> <b>Ch. 8 Focusing on Inferences in Paragraphs</b>	Ch. 9 Understanding the Role of Inference in Longer Readings/ Blackboard Online assignment
<b>Week 11</b>	<b>April 5</b> <b>Ch. 9 Understanding the Role of Inference in Longer Readings</b>	Ch. 10 Learning from Organizational Patterns in Paragraphs/ Blackboard Online Assignment
<b>Week 12</b>	<b>April 12</b> <b>Ch. 10 Learning from Organizational patter in Paragraphs</b>	Ch. 11 Combining Patterns in Paragraphs and Longer Readings/Blackboard Online assignment
<b>Week 13</b>	<b>April 19</b> <b>Ch. 11 Combining Patterns in Paragraphs and Longer Readings</b>	Ch. 12 Responding to Persuasive Writing/Blackboard Online Assignment
<b>Week 14</b>	<b>April 26</b> <b>Chapter 12 Responding to Persuasive Writing</b> <b>Final Review/Final Exam Project EDUC 1100</b>	Study for Final/Blackboard Online assignment/
<b>Week 15</b>	<b>May 3</b> <b>Presentations-EDUC 1100</b>	Final Exam Review
<b>Week 16</b>	<b>May 10</b>	<b>Final Exam 6:00-7:15 p.m.</b>

*All students must take the final exam at this time.*

## Writing Rubric

**Purpose:** Throughout your education, you will be expected to provide evidence that you both understand material and have certain knowledge and skills. One way of doing this is to produce a well-written and thought-out response to important questions and issues facing both you as an individual and society as a whole. Therefore, you will be asked on several occasions and in several different courses to develop reflective responses on various topics.

**Format:** Your writing essay(s) should be a minimum of ½ (half) page and no more than 1 page in length, typed, double-spaced and in a 12 point regular font with one-inch margins. Each writing should reflect your thinking process and will be used as proof of your understanding of the assignment.

**Grading Rubric:** The following rubric will be used to evaluate your work.

Reflection Paper Rubric	Exceeds Standards 3 points	Meets Standards 2 points	Unsatisfactory 1-0 points	Score
<b>Format</b>	Paper is neatly typed, double-spaced, 12 point regular font, one-inch margins, and not more than 1 page in length	Paper is neatly typed, double-spaced, 12 point regular font, one-inch margins and not more than 1 page in length	Formatting rules ignored, shorter than ½ (half) page	
<b>Grammar and Spelling</b>	No errors.	Minor errors.	Lacks basic proofreading or contains major errors.	
<b>Organization</b>	Well-organized, well written, easy to read and understand.	Organized but “flow” could be improved.	Organization lacking and observations/points difficult or impossible to follow.	
<b>Reflection/Conclusion</b>	Shows strong evidence of reasoned reflection/conclusion and depth.	Shows evidence of reasoned reflection/conclusion.	Lacks reflection/conclusion and depth.	
<b>Arguments</b>	Provides excellent support for claims and cites specifics for claims.	Provides support for claims.	No support for observations/claims.	
<b>Completeness</b>	Addresses all elements contained within the stated objective(s) of assignment and extends beyond.	Addresses many elements contained within the stated objective(s) of assignment.	Fails to address all the elements contained within the stated objective(s) of assignment.	
<b>Total</b>				

16 - 18 points = 90 - 100 / A

9 - 7 points = 69 - 60 / D

15 - 13 points = 89 - 80 / B

6 - 0 points = 59 or below / F

12 - 10 points = 79 - 70 / C



**READ 0301.C501 Syllabus – Spring 2022      Sharon Chatham, Instructor**

I have read the syllabus and course description for Basic Reading and Writing.  
I understand and accept all policies and procedures as described.

SPC Student Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return this form to Instructor.***