

**Nashville State Community College
English, Humanities, and Creative Technologies**

Learning Support Reading

School of Arts and Humanities

Master Course Syllabus Fall 2023

READ 0815

Welcome to Learning Support Reading. We will improve our reading skills together, and that all starts with this syllabus. The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

Course Title: READ 0815

Credits: 3

Class Hours: 3

Course Description:

This course accompanies a college-level class and helps students develop the necessary literal and critical comprehension skills for reading college entry-level material. Includes readings from a variety of courses and computer-based practice exercises. **Prerequisite(s):** Level 1 placement in Reading. **Co-requisite(s):** Concurrent enrollment in an on-ground or virtual section of ENGL 1010, ART 1035, MUS 1030, THEA 1030, HIST 2010, or PSYC 1030.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Virtual Office Zoom Link:

Schedule an appointment with me here: [add link to scheduling app](#)

Required Textbook(s) & Other Materials: Please note that this course uses DCMs, or Digital Course Materials.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these

materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nsc.edu/dcm.

Textbook(s): Textbook: Langan, John. Ten Steps to Advancing College Reading Skills, 6th ed. West Berlin, Townsend Press, 2015. **ISBN:** 978-1-59194-434-8

Supplies:

- Paper, pen/pencil, highlighter, and a folder or binder to store any notes or course materials.
- A computer or tablet with a webcam and microphone will be needed if class ever has to move online for any reason, or if you take a virtual section of READ 0815.
- If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

- Employ effective reading and study methods (annotating, Cornell notes, SQ3R, outlining).
- Identify types of relationships among sentences within and between text passages (cause-effect, compare-contrast, time-list).
- Identify and infer main ideas and supporting details.
- Employ effective critical reading skills such as distinguishing fact from opinion; recognizing arguments and valid support; and analyzing, synthesizing, and evaluating information and ideas from text
- Generalize and draw conclusions based on text.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Students will successfully demonstrate mastery of reading skills and strategies when reading and studying uncomplicated college entry-level Passages. (TBR Learning Support Reading Competency)

The following are general education competencies intended to support the course outcomes:

Topics to Be Covered:

Module 1

- Reading Strategies: SQ3R, Notetaking

Module 2

- Relationships: Patterns of Organization, Transitions
- Chapters 5-6 in textbook

Module 3

- Main Ideas & Supporting Details: Outlining, Main Ideas, & Details
- Chapters 2, 3 & 4 in textbook

Module 4

- Critical Reading: Summarizing, Purpose/Tone, Argument & Fact/Opinion
- Chapters 8, 9, & 10 in textbook

Module 5

- Inferences: Vocabulary in Context & Making Inferences
- Chapters 1 & 7 in textbook

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

Course Assessments		
Assessment Type	Points Possible	% of Course Grade
Discussion Readings and Responses	180	18%
Course Activities including textbook work, Module Assignments, Practice Quizzes, and Reflections.	370	37%
Participation and In-Class Activities	90	9%
Key Exercises	60	6%
Module Quizzes	200	20%
Final Exam	100	10%
	Total: 1000	Total: 100%

Grading Scale:

Letter Grade	Percentage Range	Point Range
A	93-100%	930 -1000
B	84-92%	840 – 929
C	75-83%	750 – 839
D	70-74%	700 – 749
F	0-69%	0 - 699

Grading Policy:

- Key exercises, practice quizzes, module quizzes, and the final exam are auto-graded and the scores are immediately recorded in the grade book after submission.
- Scores for instructor-graded assignments and assessments (Discussions and Assignment Dropbox work) will be entered into the course gradebook in NS Online within two weeks of submission.
- Late coursework is accepted with penalty. Penalties are outlined in each assignment grading rubric.
- Due dates and completion dates are posted online in the course shell and calendar, and it is each student's responsibility to meet these deadlines.
- Module quizzes and the final exam are timed. The time starts as soon as the quiz or test is opened. Students should not click on or open testing material until prepared to complete it. If you do not finish the quiz in time, you will not be able to submit it.
- Module Quizzes and the Final Exam must be taken in the classroom during the scheduled class time unless accommodations are in place to take them in the testing center.
- Participation will be scored using an online self-assessment. Students must take the quiz to receive participation points.

Participation Grade and Expectations

This class awards points for attendance and participation in class. Instructors have their own expectations about what that looks like. **Instructors should clarify their personal attendance policies. Here is a sample policy based on the point system currently in NS Online:**

Your participation grade this semester will be a self-assessment. To receive attendance credit, you should take the "Participation Self-Assessment" for each Module. The questions will focus on Attendance and Participation. Your honest answers to these questions will determine the number of points you will earn for that Module.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

- Students will be penalized points for turning in work late.
- Late Discussion posts will receive no more than 50% credit.
- Late assignments will be docked at the instructor's discretion or as stated in the assignment's grading rubric.
- If there is an extenuating circumstance which interferes with a student's ability to turn in or complete an assignment, such as an internet outage, it is the student's

responsibility to contact the instructor as soon as possible. Communication is key for working out solutions to problems which may arise.

Attendance Policy

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric.

Students will be warned via course email and NSCC's Academic Early Alert System if participation or online course engagement falls below acceptable levels. This is because your instructor cares about you and your success and wants to help you stay on track.

FA

If you stop attending class - or if you are in an online class and stop submitting assignments - but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

The FA date for the Fall 2023 semester is _____. Students not participating after that date will earn an FA.

FN

An FN is awarded if you have never attended your course or completed any of the work in an online course.

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Technology Statement

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community.

Therefore, please avoid having images in your background that may be offensive to your classmates.

- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

Technology in the Classroom

This class utilizes technology in an intentional and responsible way. Your instructor will ask you to use technology during class for certain activities, but your personal technology should not be utilized outside of these parameters. This includes, but is not limited to, cell phone usage, listening to music during class, doing work for another class, and going to sites on your computer or laptop that are not relevant to the course material. Course quizzes and the final exam must be taken on classroom computers. **Instructors should clarify their expectations concerning use of technology in the classroom.**

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not

change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nscc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

Free tutoring	https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring
NSCC email, scheduling, online courses, textbooks, tech check-out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses	https://www.nsc.edu/current-students/student-online-resources
Help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance	https://www.nsc.edu/current-students/on-campus-resources/student-support-services

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for

violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

Instructor Expectations for Academic Misconduct

In Read 0815, academic misconduct in any form will not be tolerated. This includes but is not limited to plagiarism, cheating, helping others cheat, allowing others to use your work, and/or failing to follow your instructors’ instructions.

- The first-time academic misconduct is discovered on an assignment, the student will receive a zero for the assignment. The student should discuss the misconduct with the instructor, but the assignment will not be eligible to be made up for credit. The student will receive a zero in the gradebook for the assignment. An academic misconduct form will be turned in to the college.
- For any subsequent instances of academic misconduct, the instructor has the authority to assign an “F” or “zero” for the assignment, or to assign an “F” for the entire course. An academic misconduct form will be turned in to the college.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

Personal Statement from Instructor

I am here to support you. Feel free to call, text, or email me as needed, or make an appointment to meet with me. One last note, if you have extenuating circumstances in your life or a learning disability, please let me know so we can work together to overcome any barriers that you have that may influence your educational goals.