**REEDLEY COLLEGE**

**Developmental Services**

# DEVSER 283 Fall 2018 Course Syllabus

### Course Title: Computer Applications for Reading and Writing

### Schedule #: 54543 1:00 pm – 2:50 pm - Mondays and Fridays: LRC 104

**Instructor:** Linda Reither, M.A., CCC-SLP, Learning Disability Specialist

Disabled Students Programs and Services Department

Office: LRC 117

(559) 638-0332 ext. 3183 (office phone)

Email: linda.reither@reedleycollege.edu

**Office Hours:** By appointment or drop in Tuesdays 8 a.m. to 4 p.m.

**Welcome to Devser 283: How to use computer programs that will help with college success!!**

**What is this class about?** This class was developed to give students a chance to practice with computer tools for reading, writing, and studying. The programs to be covered include: Kurzweil 3000, Inspiration, Read&Write Gold, Microsoft Word basics, Dragon Naturally Speaking (if needed), adaptive features of Windows, and getting information from the Internet. **You will get a chance to try some different reading and writing computer programs so you can decide what will work for you as you move forward in college.**

**How much do I need to know about computers before taking this class? Not too much ☺ please see me if computers make you nervous.** We do have Devser 277 if you want a very beginning class**.**

**What materials do I need?** I will give you a Devser 283 Handbook (please try not to lose it!) You will need a binder with paper, a folder with pockets for saving printed work, and a flash drive for saving files. Please let me know if any of these are difficult for you to get.

**What will I learn in this class?**

**Student Learning Outcomes**:

Upon completion of this course, students will be able to:

1. Use computer tools to create a map and/or outline as prewriting tools.

2. Write an in-class paragraph of at least 80 words using a computer program of their choice which includes:

* A topic sentence.
* Six (6) complete detail sentences.
* A conclusion sentence.
* Appropriate academic language which does not include: e-mail or chat room abbreviations or slang.
* Correct use of capitalization and periods.
* Basic use of computer spell and grammar check functions.

**Writing has always been hard for me! How EXACTLY will I learn to write better paragraphs???**

**In the process of completing this course, students will:**

* Use adaptive computer programs to facilitate reading and writing tasks.
* Understand the parts of a paragraph.
* Practice the steps for mapping ideas, outlining and writing paragraphs.
* Develop ideas into sentences.
* Ask questions (i.e. who, what, where, when, why, how) to expand the content of a paragraph.
* Identify complete sentences.
* Use computer programs that read text aloud for editing.
* Find details in text and transfer to notes.
* Recognize unfamiliar words and use computer tools to find pronunciations and definitions.
* **MOST IMPORTANT: work with me to find and correct mistakes so that each paragraph is better than the one before! I have the time in this class to spend time with each one of you to improve your reading and writing skills ☺**

# Course Format: Learning experiences used in this class may include, but is not limited to lecture, discussion, and practice with grammar and computer tools.

**Grading:**

This is a pass/no pass course. Credit will be based on class participation, homework, skill demonstrations (see course objectives), quizzes, and a final exam. **To receive credit, students will need to earn at least 350 points.**

 ***Graded Assignments***

Skill Demonstrations: 100 points (5 demonstrations = 20 points each)

Class Participation: 50 points Homework: 150 points (10 essays = 15 pts. each)

Final Exam: 100 points Quizzes: 100 points (5 quizzes = 20 pts. each)

**Total points possible: 500**

**Students must have 350 points to receive credit.**

 ***Grade Distribution:***

 *Letter Grade Percentage Points*

A 90-100% 450-500

 B 80-89% 400-449

 C 70-79% 350-399

 D 60-69% 300-349

 F <59% 0-299

**What are the course requirements?**

***Class Participation/Materials Preparedness (50 points):*** In-class spelling, grammar, reading decoding, reading comprehension, and writing assignments. **Please bring your class handbook, binder, and a flash drive (to save work) to class every day.**

***Skill Demonstrations (5 @ 20 points each):*** Inspiration, Kurzweil 3000, Microsoft Word (or Dragon Naturally Speaking), Internet use, and Read&Write Gold. I will make sure that you have time to practice and that you feel confident using the computer programs.

***Homework (10 @ 15 points each):*** Essay writing is the main “homework”, BUT **usually there is enough time to complete the essays in class**. Essays will be assigned weekly on Monday and will be due on Friday at the end of class. Grammar skills will be measured by quizzes.

***Quizzes (5 @ 20 points each):*** Quizzes will be based on grammar information given in lectures and the handbook.

***Final Exam:* Friday Dec 7, 2018 (in class) OR Wednesday Dec 12, 2018 1:00 – 2:50 (in my office).**

Participation mandatory. In-class essay. Final exam will be given in class on the last day of class as there may not be a computer lab available for us to use on the assigned final day. **IMPORTANT:** Any student who is unable to attend on Friday Dec 7, will be able to take the exam in my office at the scheduled time Wednesday Dec 12, 2018 1:00-2:50 pm.

# Exams

Value: 200 points

***Quizzes*** (100 points) -Dates: See weekly details below

***Final Exam*** (100 points) -Date: 12/7/18 OR 12/12/18 (see above)

All exams are comprehensive. Quizzes will follow the same format as the practice pages. Final exam will follow the same format as the homework essays (Inspiration map, outline, and completed essay).

# Extra Credit

***Students who attend campus student workshops focused on reading or writing skills will earn 10 extra credit points for each workshop attended and reported to the class.***

Extra credit may also be given at the instructor’s discretion to help students to get more practice and points in deficient areas.

**What are some college rules and regulations that students should be aware of?**

**Policies of this course, DSP&S, and Reedley College:**

***Devser 283 Course Policies:***

1. Student Responsibility: Class participation, completion of in class work, and completion of essays is important in order to obtain skills and pass this class. If you are unable to attend class, please make certain that you contact the instructor, either by phone, email, or text. Students who arrive to class after attendance is taken are responsible to notify the instructor at the end of class to update the record. In the event of an absence, students are expected to make arrangements to meet with instructor to make up work. Excessive absences (4 or more) will negatively impact your course grade and may result in failure or being dropped from the course.
2. Due Dates: Students are responsible for all listed and announced dates for assignments and exams. Assignments are due at the end of class.
3. Make-up assignments and exams: Make-ups may be allowed with approval from the instructor.

***DEVSER General Instructional Policies:***

1. Participation: Regular and on-time attendance is a basic expectation. If a class is missed, it is the student’s responsibility to obtain the material missed. Students should recognize that entering a class late is disruptive to both the instructor and the other students and should make every effort to be on time. Participation includes bringing appropriate materials to class, and completing assignments on time.
2. Professionalism: The faculty regards Developmental Services (DEVSER) curriculum as a bridge for students to advance their skills academically and vocationally to be a future professional in the community. As such, students are expected to behave in a professional manner. Basic program expectations include professional behavior in the classroom and during all field experiences. Attendance, preparedness, effort, and honesty, in combination with respect for faculty and other students are all considered under the heading of professional behavior. The goal is to create a community of learners in a positive, insult-free zone. A student who is unable to conduct himself or herself in a courteous and respectful manner will be asked to remove himself or herself from the classroom. Cell phone and other electronic communication devices are to be turned off during class and stored out of the way of class activity.
3. Problem Resolution: Any student who has a question about a grade or a class procedure is advised to first approach the course instructor. If the issue is not resolved at this level, the student is encouraged to meet with a counselor to follow the campus policies for resolving the issue.
4. Writing Competency: The student’s ability to effectively communicate in writing is very important. The instructor will evaluate the efforts of each student not only for the content presented but also for spelling, grammar, punctuation, neatness and organization of thought. Unless notified otherwise by the instructor, all written work must be typed and is expected to be high quality work. You may be asked to correct and resubmit a paper of that not acceptable quality. Grades for resubmitted papers will be the average of the original and the revision.

***Reedley College Policies:***

* 1. **Students with Disabilities/Special Accommodations: Any student in need of an accommodation due to a disability is encouraged to provide their verification of authorized services form and consult with the instructor immediately so that arrangements can be made.**
	2. Honor Code: Students at Reedley College are responsible to ensure that their education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
	3. Withdrawal Policy: Students may drop a course before the end of the ninth week of class using the standard computer system without need for instructor permission. However, course withdrawals past the end of the ninth week of class may not be allowed without “serious and compelling” reasons that are documented by appropriate medical or other professional authority. A change of work schedule, lack of interest in the material, failing grades, etc. are not going to qualify as reasons to drop the course.
	4. Cheating and Plagiarism**:** Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents. Further action may be taken in accordance with college policy. Students are instructed to refer to the administrative policies of their college catalog.
	5. Computer Usage: State Center Community College District (SCCCD) students are permitted to use a District owned computer/network. As a condition of this use, each student agrees to and is expected to abide by the District’s Acceptable Use Policy (<http://www.scccd.com/is/district_use.html>). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the policy rules, he/she is subject to removal from the computer facility as well as discipline as a student. Students shall be specifically warned to: 1.) not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients and 2.) not search, view or download pornographic material through any means.
	6. Disruptive Classroom Behavior**:** Students are under obligation to respect the authority of each instructor and are responsible for their conduct. Failure to adhere to the college’s standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10). Instructors are authorized to remove a disruptive student from his or her class for the day of the removal and the next class meeting. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class. (See Reedley College’s Student Code of Conduct Policy/Board Policy 5520 and Educational Code 76032)
	7. Copyright Policy**:** Copyright laws and fair use policies protect the rights of those who have produced the material. The materials copied in this course have been provided for private study, scholarship, or research.  Other uses may require permission from the copyright holder.  The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code).
	8. Sexual Harassment: All students and employees should be aware that Reedley College, and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.
	9. Smoking, Alcohol, and Illicit Drug Use: Reedley College does not allow smoking on campus and is a drug- and alcohol-free campus. Therefore smoking and use of tobacco products is prohibited on campus. Additionally, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act {21U.S.C812} and as further defined by Regulations 21 CFR 1308.15 in the 46 Administrative Policies workplace).

**Reedley College-Important Dates for Fall 2018 Semester:**

August 13 INSTRUCTION begins

August 31 Last day to ADD &/or DROP CLASSES (without “W”)

September 3 Labor Day Holiday - no classes; all offices closed

October 12 Last day to drop a class (with “W”)

November 12 Veteran’s Day Holiday

November 22-23 Thanksgiving Holidays

December 7 Last day of instruction and last day to withdraw from a complete program for circumstances beyond the student's control.

Dec 10-14 FINAL SEMESTER EXAMINATIONS

December 14 FALL SEMESTER Ends

**Calendar of Topics and Assignments:** **This syllabus and schedule are subject to change. If you are absent from class, it is your responsibility to check on announcements (college email) and changes made while you were absent.**

**Week 1: Aug 13 to Aug 17**

Monday: Overview of class notebook: syllabus, class content, and goals.

Grammar: Words Often Confused

Introduce Inspiration, Read & Write Gold, Kurzweil and Adaptive Features of Windows

Make sure all students can access Canvas, Web Advisor, and college email account.

Introduce Writing Assignment 1

Friday: Review editing features of Microsoft Word.

 Explain course assignment turn-in procedures.

**Complete and turn in Assignment 1 (15 points)**

**Week 2: Aug 20 to Aug 24**

Monday: **Complete Microsoft Word skill demonstration (20 points)**

Discuss Words Often Confused

 Introduce Kurzweil

Introduce Assignment 2 part 1

Friday: **Complete and turn in Assignment 2 part 1 (5 points)**

**Homework: Study for Quiz 1: Words Often Confused**

**Week 3: Aug 27 to Aug 31**

**Monday: Quiz 1: Words Often Confused (20 points)**

**Complete Kurzweil skill demonstration (20 points)**

Introduce Assignment 2 part 2 Read&Write Gold

**Friday:** **Complete and turn in Assignment 2 part 2 (5 points)**

**Week 4: Sept 3 to Sept 7**

Monday: **Holiday** ☺

Friday**:** Introduce Assignment 2 part 3 Read&Write Gold Vocabulary Exercise

 **Turn in Assignment 2 part 3 Read&Write Gold (5 points)**

**Week 5: Sept 10 to Sept 14**

Monday: Review Inspiration, Kurzweil, Read&Write Gold, Microsoft Word – answer questions.

In class exercise: Marking all parts of speech

**Complete Inspiration skill demonstration (20 points)**

**Complete Read&Write Gold skill demonstration (20 points)**

 Introduce Writing Assignment 3

Friday: **Complete and turn in Assignment 3 (15 points)**

Review parts of speech.

**Week 6: Sept 17 to Sept 21**

Monday: Grammar: review parts of speech

 Class discussion: Importance of use of computer programs for students with disabilities.

 **Demonstrate Reading Assistant, Smart Pen, Fast ForWord Literacy.**

Friday: **NO CLASS - Alternate Assignment: Re-read class handbook to review programs we have learned so far. Use computers in the Library computer lab or DSPS to review programs. Come to class Monday prepared to ask questions about anything that confuses you.** **Review parts of speech.**

**Week 7: Sept 24 to Sept 28**

**Monday: Quiz 2**:  **Parts of speech (20 points)**

Introduce Writing Assignment 4

Friday: **Complete and turn in Assignment 4 (15 points).**

**Week 8: Oct 1 to Oct 5**

Monday: Grammar: Possessives and Contractions

Discuss plagiarism and techniques to avoid it.

Introduce Writing Assignment 5

**Friday:** In class practice for possessives and contractions

 **Complete and turn in Assignment 5 (15 points)**

**Week 9: Oct 8 to Oct 12**

**Monday: Quiz 3:** **Possessives and Contractions (20 points)**

 Introduce Writing Assignment 6 (midterm)

**Friday:** **Complete and turn in Assignment 6 (midterm - 15 points)**

**Week 10: Oct 15 to Oct 19**

**Monday:** Grammar: finding subjects and verbs.

Individual progress conferences with instructor.

Update Edit List.

Editing practice.

**Friday: NO CLASS – ALTERNATE ASSIGNMENT: Complete Internet skill demonstration in class**

**handbook page 10 (20 points) and turn in on Monday 10/22/18. Homework: study for Quiz 4: Finding Subjects and Verbs**

**Week 11: Oct 22 to Oct 26**

**Monday: Quiz 4:** **Finding Subjects and Verbs (20 points)**

Introduce Writing Assignment 7

**Friday: Complete and turn in Assignment 7 (15 points)**

**Week 12: Oct 29 to Nov 2**

**Monday:** Introduce correcting for fragments and run-on sentences

Introduce Writing Assignment 8

**Friday:** More practice with editing

**Complete and turn in Assignment 8 (15 points)**

**Week 13: Nov 5 to Nov 9**

Monday: Introduce Writing Assignment 9

**Friday: Complete and turn in Assignment 9 (15 points)**

**Week 14: Nov 12 to Nov 16**

Monday: **Holiday - Veteran’s Day**

**Friday:** Introduce Writing Assignment 10

**Complete and turn in Writing Assignment 10 (15 points)**

**Week 15: Nov 19 to Nov 23**

Monday: Review sheet for correcting fragments and run-ons and subject-verb agreement.

 In class editing practice.

Complete all missing assignments.

**Friday: Holiday for Thanksgiving!**

**Week 16: Nov 26 to Nov 30**

**Monday: In class editing practice.**

 **Catch up: Complete all skill demonstrations, quizzes, and writing assignments.**

**Homework: Study for Quiz 5**

**Friday: Quiz 5:** **Subject-verb agreement, correcting fragments and run-ons, re-wording to correct dangling**

**modifiers, awkward phrasing and wordiness. (20 points)**

**Catch up: Complete all skill demonstrations, quizzes, and writing assignments.**

**Week 17: Dec 3 to Dec 7**

**Monday: Find article for final paragraph. Ask any questions that you may have. This is the last day to turn in assignments.**

**Friday: Final Exam MANDATORY. We may not have access to a computer lab on our scheduled final day, so it will be given TODAY the last day of class.**

**If you miss class Friday Dec. 7, 2018, you must take the exam IN MY OFFICE at the scheduled time Wed. Dec. 12, 2018 1:00-2:50. YOU MUST TAKE THE FINAL TO PASS THE CLASS.**