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## LTCY 505-700: Job-Embedded Literacy Methods Web January 21 – May 8, 2025

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### **Communicating with me**

Please feel free to call my office, send an email, or drop by during office hours. I *want* to talk to you. Please don't hesitate to reach out for any reason. I will do my best to respond to missed phone calls and/or emails within 24 business hours.

### **Office Hours in GRH 1073B**

MTWR 9 – 1  
F *By appointment*

### **Course Adjustments**

The instructor reserves the right to modify the course requirements, schedule, and syllabus. The syllabus and schedule for this course are subject to change in the event of extenuating circumstances. No change will occur, however, *unless* proper and prior notice is given to students.

### **Point Scale**

900-1000	A
800-899	B
700-799	C
600-699	D
Below 600	F

### **Class Attendance and Late Work**

Each student is expected to be present, prepared, participatory, and polite. Assignments completed outside of class are due by midnight on the due date. It is expected that ALL assignments will be submitted on their due dates. Late assignments will be accepted for up to one week (7 consecutive days) after the original due date to receive any credit. Late assignments will be penalized at a rate of 10% the first day and then 15% per day (up to 6 additional days) after that. After one week, no credit will be

### **Course Description**

Job-embedded integration of literacy methods and practices within a community or technical college or other instructor approved educational setting outside P-12 designed to prepare students to provide sound reading assessment and instruction for literacy learners.

### **Course Objectives**

As a result of successfully completing the course, students will have the vocabulary for and knowledge of a range of effective strategies, processes, and techniques for supporting learner's literacy development. At the conclusion of this course students will:

1. Demonstrate application of assessing the reading process;
2. Demonstrate application of current reading theories in a variety of instructional contexts;
3. Demonstrate application of planning and providing a literacy environment which includes activities, instructional strategies, materials, and media that enhances literacy learning for all students;
4. Demonstrate application of designing and implementing literacy lessons based on Kentucky's Common Academic Standards;
5. Demonstrate application designing and implementing strategy lessons that build on readers' strengths and assist in improving areas of need;
6. Demonstrate application integration of technology into lessons;
7. Demonstrate application of reflections on literacy learners' experiences.

### **Texts:**

There will be significant reading in this course, including several books. Your professor will provide you with the texts you need. You will not need to purchase any yourself, but books will be provided in class and reading materials will be shared with you through Blackboard.

### **Student Policies**

The following three sections are taken from the WKU Student Handbook available here:

[https://www.wku.edu/handbook/documents/student\\_handbook\\_revision.docx](https://www.wku.edu/handbook/documents/student_handbook_revision.docx)

### **Cheating**

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment, or other project that is submitted for purposes of grade determination.

### **Disposition of Offenses**

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in the course without possibility of withdrawal. The faculty member may also present the case to the University Disciplinary Committee through the Office of the Vice President for Student Affairs for disciplinary sanctions.

### **Other Types of Academic Dishonesty**

Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office of the Vice President for Student Affairs for disciplinary action.

### **ADA Accommodation Statement**

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

awarded. Some assignments will NOT be accepted late for any credit. In addition, extra credit will not be given if students fail to complete the major assignments (tests, papers, and presentations).

### **Written Assignments**

All written assignment submissions should be typed and follow APA 7th edition formatting style.

### **Plagiarism (Important)**

To represent ideas or interpretations taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism.

### **Additional Services**

The WKU Center for Literacy is located in Gary A. Ransdell Hall 1073. At the Center for Literacy, students can receive assistance in developing strategies to help reading/studying to learn and writing for evidence and argument. More information about the WKU Center for Literacy can be found on the website:  
<http://www.wku.edu/literacycenter/>

### **Title IX Misconduct/Assault Statement**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at [https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf).

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

### **Regular and Substantive Interaction**

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Scheduled synchronous sessions with faculty and students,
- Weekly announcements, and
- Timely and detailed feedback on assignments provided within one week of submission.