

Course Information

- Semester and Year: Fall 2026
- Course Title: Disciplinary Literacy Lab
- Course Prefix and Number: RDG100LL
- Section Number: 18454 or 18455
- Credit Hours: 1
- Start Date: September 8, 2026
- End Date: December 18, 2026
- Class Format: Online

Instructor Information

- Instructor: Sara. Cameron, Ed.D.
- Email: sara.cameron@scottsdalecc.edu
- Phone: 480-423-6219
- Office Location: LC314
- Virtual Office/Coaching Hours: Monday 11AM-12PM
Wednesday 11:30AM-12:30PM;
Thursday 12PM-1PM
[Virtual Appointment Link](#)
- In-Person Coaching Hours: Tuesdays and Thursdays, appointment preferred

**I am available to meet outside of these hours, both online and in-person. I can meet virtually in the evening and on weekends, and can meet in person on days I am on campus. To ensure mutual availability, send me an email requesting an appointment with three days and times that work with your schedule.*

Course Description

Supplemental instruction for college-level discipline courses. Focus on developing effective reading processes to address a range of literacy needs including reading, writing, digital, numerical, financial and informational literacies.

Prerequisites and/or Corequisites

Prerequisites: None.

Corequisites: Any college-level course or permission of Instructor. Lessons in this class will use content in required general education disciplines. Some recommended co-requisite courses include: ACC111, AJS 101, ASB214, BIO 100 & 108, COM110, ENG101 & 102, EXS101, FOR105, GBS151, INT105, MAT141 & MAT145, PSY101, REL100, TCM100, WAC101. Many other courses may also be paired with RDG100LL

Course Competencies

1. Evaluate the elements of one's reading practices for successful literacy application in a particular discipline.
2. Adapt one's reading process to the demands of particular discipline literacy situations.

Texts and Course Materials

RDG100LL is designed to support successful college reading in a paired course (the corequisite requirement). Students must have a course textbook, readings, and/or assignments from a different college course in order to complete assignments in RDG100LL. Students are expected to apply concepts in this class to their paired course. This means students must be enrolled in another college course that requires reading while taking RDG100LL

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

Withdrawal Policy

If a student intends to withdraw from the course, the student is expected to discuss this with the instructor prior to initiating withdrawal. Students requesting to withdraw due to failing grades and/or failure to participate in class activities will be referred to campus support services as an alternative to being withdrawn for poor academic standing.

Important Course-Specific Withdrawal Dates

Students enrolled in RDG100LL need to be aware of certain time periods impacting withdrawals.

- By, Sep. 11, 2026 A student can self-withdraw before this date for a refund. *If a student does not submit an assignment by Sunday, February 8, the student will be withdrawn.
- By, Oct. 15, 2026--Students can self-withdraw from the course, regardless of passing status, without instructor involvement.
- By, Nov 23, 2026-- The Instructor will not withdraw a student unless a student is inactive for 14 consecutive days; a student failing to participate in class activities after Week 12 will receive the grade earned. Student-requested withdrawals may only be approved by the instructor if sufficient evidence of an emergency is provided.

Late Assignments

Students are encouraged to submit all work on time; however, if an assignment must be submitted late, it is valuable to know the penalties and expectations for late work.

Formative

If a student has emailed the instructor requesting an extension prior to the assignment due date/time, formative assignments will be accepted without penalty until the date agreed upon between the student and instructor. Otherwise, late formative assignments may be reduced 10% each day for up

to five days late. After five days from the due date, work may not be accepted. Failure to complete formative assignments in a timely manner may also result in late summative assignments, which are worth a greater percentage of the course grade. Discussion boards, quizzes, most weekly assignments where you are practicing skills and strategies are formative.

Summative

Summative assignments submitted late may earn reduced credit, unless the student communicates with the instructor before the assignment is due. See rubrics in Canvas for details. Also, late assignments may receive limited and/or delayed feedback. Summative assignments are weighted more heavily.

Extensions

Communication with your instructor is key. Unexpected things happen during the semester. If an extension on an assignment is needed, students must email the instructor before the assignment is due to request an extension. In emergencies, the student must email the instructor by the assignment due date. Do not wait until the assignment is late. Extensions without penalty will not be given if due dates lapse without an emailed request for an extension from the student.

Attendance Policy

Participation and engagement with your peers is expected in the course. Although this is an online course, there are assignments that will require you to interact with other students. Second, when you connect with other people and the professor, that connection becomes a supporting factor in your success. See the attendance policy for an online class below. Students

- should access and engage in Canvas instructional content and assignments at least two days a week, typically on Thursdays and Sundays when assignments are due.
- who do not complete an assignment prior September 11, 2026 will be withdrawn for non-attendance.
- who fail to submit assignments for 14 consecutive days will be withdrawn from the course.

The following is a list of activities that constitute “academic attendance” for determining the Last Date of Attendance:

- Submitting an assignment,
- completing a discussion/discussion board, or
- quiz.

Instructional Contact Hours and Minimum Course Expectations

This is a one (1) credit-hour course. Plan to spend at least 3 hours per week on this course. Some of the time you will spend reading, while other times you will apply the course content to your paired class.

Instructional contact hours are the weekly time students spend directly learning with their instructor or course activities. These activities include, but are not limited to, lectures, discussions, labs, group

work, and viewing recordings. Instructional contact hours vary by course; refer to the [MCCCD course bank](#) for your course's details.

Minimum course expectations include the number of hours students are expected to spend outside of class (weekly) completing coursework. Students are encouraged to use the [Time Management Calculator](#) to help estimate their weekly time commitment for classes.

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of the technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools. This course will use Google Meets for online Coaching Hours.

This course requires students to participate in or submit assignments using desktop or cloud-based applications including Google Products and/or Microsoft Office 365. This course implements the use of web conferencing and/or other synchronous course tools.

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube
- Films on Demand
- Screencast-O-Matic

Student Assignment Tools

Scottsdale Community College is committed to student success. Thus, faculty are encouraged to use resources in their courses that will improve the student learning experience, including the use of other Learning Management Systems (LMS) and publisher sites outside of Canvas. Accessibility Statements and Privacy Policies for all tools used at SCC can be found on our website.

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Canvas
- Google Products
- Microsoft Office 365
- Adobe Creative Cloud

- Mentimeter
- Padlet
- Hypothesis

Plagiarism Checker Tool (Turnitin)

Turnitin is a plagiarism check tool that matches text to a vast database of sources, including the internet, published works, commercial databases, and student work submitted to Turnitin in institutions internationally. Students must submit designated papers to Turnitin when instructed. Information and instructions for Turnitin are provided in the course. For your reference, read the [Turnitin Terms of Service](#).

Assignments that have been plagiarized will receive a zero.

Generative Artificial Intelligence (AI) Policy

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Gemini, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

Some Generative Artificial Intelligence (AI) Allowed in Specific Circumstances

There are situations and contexts within this course where you may be permitted to use generative AI tools. In these cases, specific guidelines will be provided in the assignment details. **Students are only allowed to use Generative AI on assignments stating in writing that its use is acceptable.** If you are unsure if the tool or website you are using is a generative AI tool or if it is permitted on a specific assignment, please contact the instructor for further clarification before submitting your work.

Grading Standards and Practices

Grade Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

Overall course grades are not based on total number of points. Assignments are weighted by groups, formative and summative.

Assignment Groups	Percent of Grade
Formative (surveys, practice assignments, quizzes)	40%
Summative (application assignments of learned strategies to paired course)	60%
TOTAL:	100%

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College's mission to provide challenging and supportive learning experiences and the US Department of Education's requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available during regularly scheduled student support hours as stated in the syllabus.
- Providing group or individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via email or the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitor your academic progress and communicate concerns, as needed.

Response Time

Students can expect a response time of 24 hours for the instructor to reply to messages sent via the Canvas Learning Management System or sara.cameron@scottsdalecc.edu email during the week and 48 hours for emails during weekends or holidays. Assignments that are submitted on time will be graded within one week of the assignment's due date.

Students can expect assignments to be graded within one week of the assignment's due date.

Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [Tutoring & Learning Centers](#) page for detailed information on the five learning centers' hours and procedures.

Embedded Tutor/Literacy Coach

This course uses an embedded tutor, referred to as our literacy coach, Ginger Bouftouh. To best support your success in this course, you have access to a free academic tutor or "literacy coach," Ginger Bouftouh. Ginger knows this course and my expectations well, having been embedded in my courses for nearly ten years. She can assist with accessing course content, connecting with SCC services, addressing technology issues, and supporting you through the entire writing process- from

brainstorming and discussing the assignment requirements to editing sentence flow, grammar, and MLA formatting. She will reach out to each of you throughout the semester to remind you of her services and support. If you are interested in contacting her directly, her information and hours of availability are below.

Ginger Bouftouh

- google voice number 443.585.2349 (*text or call*)
- carrie.bouftouh@scottsdalecc.edu
- available (for free) [by appointment](#) in SCC's Writing Center.
- <https://www.scottsdalecc.edu/students/tutoring/writing-center>

Availability

- Monday-Thursday 8:30AM-1:30PM
- Additional hours by appointment (call/text)

If you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. To access Brainfuse and begin working with a tutor, visit the [SCC Online Tutoring Services Through Brainfuse](#) page.

MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements explain your rights, available support, and where to go for help or more information. Please review the following policies:

[Classroom Accommodations for Students with Disabilities](#)

[Addressing Incidents of Title IX Sexual Harassment](#)

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.