

Master Reading Teacher Policies
Southern Methodist University
June, 2006

1. Eligibility for MRT Exam

Students may take the MRT exam after they have satisfactorily completed all 4 MRT courses with a grade of B- or better in each course. Students receiving a C or lower in any class will need to repeat the class and earn a B- or better in order to be eligible for the MRT exam.

2. Recommended Grading Scale

The following is the recommended grading scale. Individual instructors may choose to adopt a different scale.

94-100%	A	77-78	C
90-93	A-	75-76	C-
87-89	B+	74	D+
83-86	B	72-73	D
80-82	B-	70-71	D-
79	C+	Below 70	F

3. Course Policies and Professionalism

The following policies will be followed by all instructors. At their discretion, instructors may provide more specific information about these policies. These policies were developed to clearly specify our expectations. We believe they will improve the learning experience for all students. Our goal is that every student will develop and demonstrate their understanding of the MRT Standards, culminating in the successful completion of the state-administered MRT exam. We will be available to all students to provide the assistance necessary to achieve this goal.

Technology Requirements (Blackboard/E-mail): You will be required to check your SMU e-mail and Blackboard (<http://courses.smu.edu/>) at least once per week or as frequently as requested by the instructor. If you have problems logging in, click on “How to Log On.” Course readings and lecture notes, as well as other information, will be posted on Blackboard. You may choose to direct Blackboard e-mail to an alternate account, but university policy requires that you check your SMU account as well.

Attendance and Participation: Students are expected to attend all classes, arriving on time and staying until dismissed. You are also expected to be prepared for class (with required readings or other assignments completed) and participate actively in all class discussions and activities. Points will be deducted for absences, tardiness, leaving early, lack of preparation or lack of participation.

If you need to be absent because of an illness, an emergency, or to attend to “school business,” contact the instructor (e-mail or voice mail) **PRIOR** to class and consult a colleague to determine what you missed and to get class notes. It is not the instructor’s

responsibility to reteach information missed, although the instructor will be available, as always, to answer specific questions about course content.

Missing more than 3 classes (20% of the total classes) will result in automatic failure, unless there is a documented, valid medical reason or emergency. Documentation must be presented to the instructor. Additionally, the instructor may require an extra assignment to make up for classes missed.

Late assignments: Late assignments will not be accepted. Assignments are typically given to the instructor personally. Assignments not given in person to the instructor must be given in person to an assistant (Kerri Koury, 214-768-4889 OR Malissa Cloer, 214-768-8400) or mailed through the US postal service, postmarked by the due date of the assignment. Assignments left in an instructor's mailbox or on a desk will not be accepted. Our usual office hours are M-F 8:00 to 5:00. Our address is: Master Reading Teacher Program, 3108 Fondren, Dallas, TX 75205.

Disability Accommodations: Students needing academic accommodations for a disability must first contact Ms. Rebecca Marin, Coordinator, Services for Students with Disabilities (214-768-4557)* to verify the disability and establish eligibility for accommodations. They should then schedule an appointment with the professor to make appropriate arrangements. (See University Policy No. 2.4.)

Religious Observance: Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence. (See University Policy No. 1.9.)

Honor Code: The honor code of Southern Methodist University governs all work in this course. Students should review their student handbook of the code. Cheating will result in automatic failure of the class.

Withdrawing from class: It is your responsibility to check the SMU website (academic calendar) for add/drop and withdraw dates.

Cell Phones: Please do not make or receive calls in class. If you have a cell phone, put it on silent mode. If because of an emergency, you feel you must take a call, please let the instructor know ahead of time. If you forget to turn your phone off and it rings, please stop the ringing as quickly as possible. Under no circumstances should you begin a conversation in the classroom

Classroom Discussions: During class, avoid "side" conversations. These are distracting to instructors and your colleagues.

Obtaining Assistance: We are very committed to your progress! We are available to provide you with the assistance you need to demonstrate proficiency with course content. It is your responsibility to seek assistance with course projects and assignments in a timely fashion.