College Prep Reading 017C (0002)  TEXT: Reading Across the Disciplines by Mc Whorter

READING 017, 3 credits, SYLLABUS- FALL 2012
COLLEGE READING PREP 017

Instructor:
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Course CRN #_________________

Meeting Days, Times, Location:_____________________________

The information enclosed here is intended to make sure you know what your role is and what is expected of you. It is also to let you know what you can expect from the Professor and the course itself. If you have any questions, just ask.

Set Goals and Evaluate Them

Ask yourself, Why am I here in college? What do I want to do? Where do I see myself in two years? What are my long-term goals?” Do I have a clear understanding of where I am now? Do I have a reasonable plan involving realistic goals and a realistic time frame?” (LIFE MAP)

MY PLEDGE TO YOU: As your Professor I pledge to do everything in my power to assist you in furthering your reading and thinking ability and reach you’re academic and life goals. My goal is to help you develop strategies to monitor your own thinking and reading so that in the future you are able to break through those barriers that have confronted you in the past when you did not comprehend something. My goal is to teach you to think about thinking, we call that “metacognition.” I want to see each and every single student in this class leave here feeling confident, and ready to tackle all the college courses that await them in the semesters and years ahead. My goal is for you to become lifelong learners and lifelong lovers of learning. Work with me, do your part, work hard and I will bend over backwards to help you move towards your goal, but it takes two people, both teacher and learner…are you ready for the challenge? I am! If so, then let’s go!!!!!

Research has shown that there are three vital skills that should be developed and linked to all college courses. These skills have been shown to be essential for learning and mastery in all college courses. We will try to further develop all three throughout this course. They are:

- **Critical Thinking**  (You will be asked to think and discuss critically about issues.)
Reflective Writing (You will be required to write reflectively about what you read.) This application of reading skills will begin to prepare you for the writing demands your future courses will place upon you.

Critical Reading (You will be asked to respond critically and evaluatively about what you read.) This will include issues found in written text, literature and other sorts of communication such as the Internet, advertising, television and film, news, politics, and current events. The field of communication has many faces and a critical reader can view them through the various lenses of critical thinking-reading.

Be prepared…IF YOU DO NOT HAVE THE REQUIRED BOOKS WITH YOU THEN YOU WILL RECEIVE A ZERO FOR THE DAY FOR BEING UNPREPARED.

Students are expected to have all materials for the course in all classroom sessions. This includes the required text, the portfolio loose-leaf packet, mini-hole puncher, mini-stapler filled with staples,. Out of class assignmens (homework) will require between 3 and 5 hours of work every week. Make time in your schedule for this if you plan on being successful in this course!!!!!! What you put into the course directly relates to what you get out of it. That’s just plain old common sense!!!!

ASSIGNMENTS ARE DUE ON THE DUE DATE…NO LATE ASSIGNMENTS ACCEPTED. IF YOU ARE ABSENT YOU MUST FIND OUT FROM MYSELF OR A CLASSMATE WHAT YOU MISSED. The missed class work and assigned homework is due immediately at the start of the period when you return to class. Get a study buddy, someone in the class you can exchange phone numbers with, as well as email so you can find out what you miss as soon as you miss class.

ATTENDANCE AND LATENESS TO CLASS

STUDENTS ARE REQUIRED TO ATTEND ALL CLASS SESSIONS AND COMPLETE ALL ASSIGNED LAB SESSIONS. IN ADDITION STUDENTS ARE REQUIRED TO ARRIVE IN CLASS BEFORE IT STARTS, NOT AFTER THE DESIGNATED START TIME. IT IS VERY DISRUPTIVE TO THE LEARNING PROCESS FOR STUDENTS TO BOLT IN TO A CLASSROOM AFTER CLASS HAS STARTED. YOU ARE EXPECTED TO BE IN CLASS READY TO WORK WHEN CLASS BEGINS!

I TAKE ATTENDANCE AT THE START OF THE PERIOD. IF YOU ARRIVE LATE THEN IT IS YOUR JOB TO SEE MA AFTER CLASS TO CHANGE THE ABSENCE TO A LATE IN MY ROLL BOOK. DO NOT JUST BOLT OUT OF CLASS AT THE END OF THE PERIOD WITHOUT SEEING ME!

If you arrive LATE FOR AN EXAM, a sign will be on the door…you are NOT TO ENTER AND DISTURB THE OTHERS. Remain outside, you will be marked absent for the entire period and then will have to arrange to take a makeup during my office hours and lose 10 points for late arrival.

IF YOU ARE LATE, 3 LATENESSES WILL BECOME AN ABSENCE!
ABSENCE POLICY - SINCE THIS IS A 3 CREDIT HOUR CLASS IF YOU ARE ABSENT 150 MINUTES (3 CLASSES FOR M-W-F CLASSES, 2 CLASSES FOR TUES-THURS OR M-W CLASSES) THAT WILL BE THE LIMIT YOU ARE ALLOWED. ANY ABSENCES AFTER THE 150 MINUTES WILL RESULT IN WITHDRAWAL FROM THE CLASS.

NOTE TO SUMMER SCHOOL CLASSES:
FOUR DAY SUMMER CLASSES ARE ALLOWED ONLY TWO ABSENCES. THE THIRD ABSENCE WILL RESULT IN BEINGwithdrawn FROM THE CLASS IMMEDIATELY!
IF YOU ARE ABSENT THE DAY OF A TEST YOU WILL LOSE 10 POINTS ON THE MAKEUP TEST.

THIS ATTENDANCE POLICY WILL BE STRICTLY ENFORCED

MY PET PEEVE...CELL PHONES IN CLASS!!!

BEEPERS AND CELL PHONES- TEXTING DEVICES...ARE TO BE TURNED OFF AND KEPT OFF AND OUT OF SIGHT AT ALL TIMES IN CLASS. IF ONE GOES OFF IN CLASS YOU WILL LOSE 5 POINTS FROM YOUR NEXT MAJOR EXAM. IF ONE GOES OFF DURING A TEST, YOU WILL BE ASKED TO LEAVE, AND YOU WILL RECEIVE A ZERO FOR A TEST GRADE.

NO FOOD AND DRINK IS TO BE CONSUMED DURING CLASS.

COURSE DESCRIPTION:

This course is designed for students who score within the college designated range on the placement test or an equivalent score on another state approved test. Course content includes:

- Review and reinforcement of reading comprehension strategies
- Emphasis on critical reading, thinking, and writing skills
- Strategies for vocabulary development
- Introduction/utilization of computer skills for written assignments
- Effective study skills for college success

REQUIRED MATERIALS: All except for NIGHT should be purchased in the EAST Campus bookstore.
Sample Learning Objective: Students will take a sample paragraph and create an appropriate concept map for it, labeling the topic, Main Idea, linking Words, Major and Minor Supporting Details and Pattern of Organization.

Student Assessment: After specific instruction throughout the semester in mapping text students will be given a sample reading selection on a regular unit exam and be required to create and fill in a concept map for it on the back of the Scan Tron sheet for that test. It will be worth 5 points on the exam.

COURSE OBJECTIVES:

This course has been designed to offer opportunities to improve those reading skills essential to meaningful, effective textbook study. The following course objectives are also CLASP competencies. They are indicated by the numbers in parentheses following each skill.

The following skills are essential for effective communication. Reading is but one mode of communication and we will develop these skills in areas beyond the written page. Being able to read the message and meaning of spoken words, advertising, entertainment and informational media all contribute to your development as an effective communicator and reader.

I. Comprehension Improvement:

Reading (and thinking) is the process of receiving and assimilating ideas and information from written and spoken material. Effective reading includes both literal and critical comprehension of sentences, paragraphs and longer passages as well as in other forms of media such as the Web, television, film, news media, current events, and literature. Since literal comprehension is a requirement for critical comprehension, students' highest priority will be to develop literal comprehension skills. Numbers in parentheses indicate level reading competencies that correspond to objectives.

A. Literal Comprehension Skills

1. Recognizing main ideas in a given passage (a.1)
2. Identifying supporting details (a.2)
3. Determining the meanings of words on the basis of context (a.3)

B. Critical Comprehension Skills
1. Recognizing the author's purpose (b.1)
2. Identifying the author's overall organizational pattern (b.2)
3. Distinguishing between statement of fact and statement of opinion (b.3)
4. Detecting media bias (positive & negative) (b.4)
5. Recognizing author's tone (b.5)
6. Recognizing explicit and implicit relationships within sentences (b.6)
7. Recognizing explicit and implicit relationships between sentences (b.7)
8. Recognizing valid arguments (b.8)
9. Drawing logical inferences and conclusions (b.9)

II. Vocabulary Development

A. Using the context to understand the meaning of a new or unfamiliar word (a. 3)
B. Learning and using common word parts to determine the meaning of new words
C. Recognizing that every word represents a concept and serves as a graphic symbol of that concept
D. Recognize the connotation of words

COURSE REQUIREMENTS:

This course meets 150 minutes per week. Each student is expected to read and complete all the assignments enumerated on the course syllabus. In addition, all supplementary exercises prescribed by the instructor must be completed successfully and turned in at a specified time. Each student is expected to maintain an accurate, up-to-date folder of assignments.

You will receive a tentative weekly schedule of chapters and topics for the semester. This is subject to change as the needs and pace of each class determine as decided by the Professor.

SOME ASSIGNMENTS WILL NOT RECEIVE A FORMAL GRADE BECAUSE THEY ARE PRACTICE EXERCISES LEADING UP TO AN ASSESSMENT OF SOME SORT THAT WILL BE GRADED. This is often the case in online labs. The practice exercises will be required before the software will permit you to take the assessment. Even though only the final assessment will be graded into your average, it will not be given credit if the practice pre-requisite exercises have not been completed as per the Professor’s directions. There will be times when you will get credit for just completing the practice, regardless of the errors, and zero if you have not done it at all. It is considered an “effort” grade at that moment.

ATTENDANCE & SUCCESS ARE RELATED

Students are expected to attend all class sessions and complete all online Course Compass lab assignments for which they have registered. Class attendance and participation are significant factors that promote college success. LAB ASSIGNMENTS ARE MANDATORY.

OFFICE HOURS: Please fill them in here. They are also on the home page of my web site.

Monday  ____________  ____________
Tuesday  ____________  ____________
MAKE UP POLICY:

Students who are absent or tardy are responsible for contacting the instructor about the lessons and assignments missed. **Absent work is due at the start of the period on the day you return from any absence. It is your responsibility to know what was covered and assigned when you were not in class and have it all completed on the day of your return. Make up work is only at the discretion of the instructor.**

ASSIGNMENTS: ALL ASSIGNMENTS COLLECTED AT THE START OF THE PERIOD AFTER I TAKE ATTENDANCE.

Written assignments, Chapter Exercises, Review Test, Mastery Test, Assigned Readings, Collaborative Activities, Learning Style Applications and other homework will be expected at the beginning of the class period.

**LATE ASSIGNMENTS WILL NOT BE ACCEPTED AND WILL BE GIVEN A GRADE OF ZERO IF THEY ARE NOT TURNED IN WHEN COLLECTED.**

CAMPUS INFORMATION:

Instructional Media Center (IMC) Building 4, Room 101, Phone: ext. 2337
Learning Resources Center (LRC) Building 4, Room 201 (2nd floor), Phone: ext. 2459
Microcomputer Learning Center Building 4, Room 122, Phone; ext. 2430
Reading English Computer Lab Building 4, Room 101
Testing Center Building 4, Room 120

TESTING:

**STUDENTS MUST BE PRESENT FOR ALL EXAMS!**

All tests are to be taken during the designated time identified by the instructor. **Any exceptions are at the discretion of the instructor.** It is the students' responsibility to contact the instructor concerning a missed test or quiz. If no contact is made BEFORE the next class meeting, a "0" will automatically be recorded. MISSED TESTS WILL NOT BE THE SAME TEST AS THE REST OF THE CLASS TOOK. IN ADDITION, YOU WILL LOSE 10 POINTS FOR HAVING TO TAKE A MAKE-UP TEST AFTER THE DATE THE CLASS TAKES IT.

STUDENT ETHICS:

Students are expected to abide by the college's honesty policy and code of conduct as stated in the catalog. Students caught cheating on assignments or tests will receive a "0" which cannot be made up. Any additional action deemed necessary will be taken at the discretion of the instructor.

CLASSROOM CONDUCT

The culture of the college classroom requires individual responsibility and accountability for learning and classroom participation. Achievement in the reading process is grounded in a positive
attitude and mastery of various reading strategies in order to ensure success. All students are expected to engage in classroom and out-of-class learning activities in order to show proficiency in such skills at the college level. It is therefore necessary and expected that all students will have a positive attitude toward and participate in all classroom activities in a manner that is conducive to the learning process for themselves and others. Your presence, participation, and success in this class will be viewed as a partnership in the learning process. If, for any reason, a student's classroom conduct interferes with the teaching process or the learning of others, the student will be requested to leave the classroom and an absence for the day will be recorded. Any subsequent disruption will be processed according to Valencia Community College Code of Student Conduct procedures.

GRADING:

Grades in REA 017C are based on successful completion of all assignments enumerated in Grade Weight Distribution. Final grades in Prep courses are either A, B, C or F…there are no grades of D allowed for the final course grade.

Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100 = A</td>
<td>40%</td>
</tr>
<tr>
<td>80 – 90 = B</td>
<td></td>
</tr>
<tr>
<td>70 – 80 = C</td>
<td></td>
</tr>
<tr>
<td>60 – 69 = D</td>
<td></td>
</tr>
<tr>
<td>Below 60 = F</td>
<td></td>
</tr>
</tbody>
</table>

Grade Weight Distribution:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Assignments: Assigned readings, Practice Exercises, Review Tests, Mastery Tests, Combined Skills Mastery Tests, Class Participation, Collaborative Activities, and Other Course Assignments.</td>
<td>40%</td>
</tr>
<tr>
<td>Unit Tests (dates to be announced)</td>
<td>20%</td>
</tr>
<tr>
<td>Lab (You must complete AND pass lab to pass REA0017.) See explanation and example below. This includes the online average and other independent assignments determined by Professor Gair. NOTE: It is possible to have an overall passing grade in the course and a failing grade in the lab component. In that case the student will fail the entire course. Example: That means a student could theoretically have an overall course grade of let’s say 80%, a grade in the weighted textbook section of assignments of 75, a grade of 79 in the weighted exam category and a grade below 70 in the weighted lab component. In that case the student will FAIL THE COURSE</td>
<td>20%</td>
</tr>
</tbody>
</table>
because they did not pass the LAB component. Grading of labs will be on the basis of double the number of activity points earned with a maximum score of 120.

Complete all lab assignments online, as assigned by the instructor. (Labs can be done anywhere you have access to the Internet.) Lab assignments must be completed by the due dates announced in class and/or on the message board or Atlas e-mail.

| Final exam (date can be found on Atlas) | 20% |

**Grade Progress Reports:** I use a special software designed to keep your weighted averages. After each class in which I collect an assignment that will be counting as part of the overall average I enter it into the software. I then have the software email each student an individual grade summary that day or at the very least before our next class meeting. A sample grade report is shown here. If there is a question mark it means the particular assignment has not been assigned and has no effect on your average. You need only concern yourself with the ones that have an actual grade, which also includes a zero.
Overall Average - Must be 70 to pass course.

<table>
<thead>
<tr>
<th>Textbook (40%, 3800)</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2 Exercises 2.8%, 100)</td>
<td>100</td>
<td>100% A+</td>
</tr>
<tr>
<td>Chapter 2 Practice Mastery Tests 2.8%, 100</td>
<td>78</td>
<td>78% C+</td>
</tr>
<tr>
<td>Chapter 3 Exercises 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 3 Practice Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 3 Mastery Tests 2.8%, 100</td>
<td>75</td>
<td>75% C+</td>
</tr>
<tr>
<td>Chapter 4 Exercises 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 4 Practice Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 4 Mastery Tests 2.8%, 100</td>
<td>60</td>
<td>60% A-</td>
</tr>
<tr>
<td>Chapter 5 Exercises 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 5 Practice Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 5 Mastery Tests 2.8%, 100</td>
<td>61</td>
<td>61% D-</td>
</tr>
<tr>
<td>Chapter 6 ALL EXTRAS CREDIT 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 7 Exercises 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 7 Practice Tests 2.8%, 100</td>
<td>80</td>
<td>80% B-</td>
</tr>
<tr>
<td>Write Time or Process Parag 2.8%, 100</td>
<td>0</td>
<td>0% F</td>
</tr>
<tr>
<td>Chapter 7 Mastery Tests 2.8%, 100</td>
<td>65</td>
<td>65% B</td>
</tr>
<tr>
<td>Chapter 8 Exercises 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 8 Practice Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 8 Mastery Tests 2.8%, 100</td>
<td>65</td>
<td>65% D</td>
</tr>
<tr>
<td>Chapter 9 Exercises 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 9 Practice Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 9 Mastery Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 10 Exercises 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 10 Practice Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 10 Mastery Tests 2.8%, 100</td>
<td>0</td>
<td>0% F</td>
</tr>
<tr>
<td>Chapter 11 Exercises 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 11 Practice Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Chapter 11 Mastery Tests 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>MISD Map 1 (2 Paragraphs 2.8%, 100)</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Vocabulary 1-5 words 2.8%, 100</td>
<td>70</td>
<td>70% C</td>
</tr>
<tr>
<td>Current Issue Reading 1 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Current Issue Reading 2 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Current Issue Reading 3 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Current Issue Reading 4 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Current Issue Reading 5 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Current Issue Reading 6 2.8%, 100</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Tests (40%, 900)</td>
<td>53</td>
<td>53% F</td>
</tr>
<tr>
<td>Unit 1 Exam (11.1%, 100)</td>
<td>59</td>
<td>59% F</td>
</tr>
</tbody>
</table>

* = changed score
READING EXIT EXAMINATION:

Students enrolled in REA 017C will take an approved competency reading test. **Students must also pass the competency exam with a scale score of 70% in order to exit College Reading Prep II.**

FINAL EXAMINATION: COLLEGE POLICY - FAILURE TO SHOW UP FOR THE SCHEDULED FINAL IS AN AUTOMATIC FAILURE IN THE ENTIRE COURSE- NO EXCEPTIONS...SO DON’T BUY THAT PLANE TICKET OR CRUISE TICKET BEFORE SEEING WHAT DATES YOU ARE OBLIGATED TO BE HERE.

The final exam for the course will be given during the scheduled college-wide exam period.

DISCLAIMER:

Changes in syllabus and/or schedule may be made at any time during the term by announcement of the instructor. A revised syllabus may be issued at the discretion of the instructor. If an addendum is needed for the syllabus I will send it by email with instructions to print and attach to this copy.

THREE ATTEMPT RULE:

The State of Florida has mandated that all students placed into a college preparatory course be allowed three tries to complete the given discipline. Thus, if you were placed in REA 0001, you would have one semester in REA 0001, one semester in REA 017C, and one semester to repeat either of two courses. After the third attempt, if unsuccessful in passing that discipline, students will work with counseling staff to determine where they should go to complete the
A "W" is counted as an attempt unless you withdraw prior to the midpoint of the course.

**CORE COMPETENCIES:**

Core Competencies: Valencia faculty has defined four interrelated competencies that prepare students to succeed in the world community. In this course, through classroom lecture and discussion, group work and other learning activities, you will further develop your mastery of these core competencies.

**VALUE: make reasoned value judgments and reasonable commitments**

A) Recognize values as expressed in attitudes, choices and commitments.
B) Distinguish among personal, ethical, cultural and scientific values.
C) Employ values and standards of judgment from different disciplines.
D) Evaluate your own and others' values from individual, cultural and global perspectives.
E) Articulate a considered and self-determined set of values with empathy and fair-mindedness, individually and in groups.

**THINK clearly, critically, and creatively. Analyze, synthesize, integrate and evaluate in many domains of human inquiry**

H) Analyze data, ideas patterns, principles, perspectives
I) Employ the facts, formulas, procedures of the discipline
J) Integrate ideas and values from different discipline
K) Draw well-supported conclusions
L) Revise conclusions consistent with new observations, interpretation, or reasons with curiosity and consistency, individually and in groups

**COMMUNICATE with varied audiences using varied means**

A) Identify your own strengths and need for improvement as communicator
B) Employ methods of communication appropriate to your audience and purpose
C) Evaluate the effectiveness of your own and others' communication by speaking, listening, reading and writing, verbally, non-verbally and visually with honesty and civility in different disciplines and settings.

**ACT purposefully, reflectively and responsibly**

A) Apply disciplinary knowledge, skills and values to educational and career goals
B) Implement effective problem-solving, decision-making, and goal-setting strategies
C) Act effectively and appropriately in various personal and professional settings
D) Assess the effectiveness of personal behavior and choices
E) Respond to changing circumstances with courage and perseverance, individually and in groups in your personal, professional and community life

**WRITTEN ASSIGNMENTS**

ALL WORK IS DUE AT THE START OF CLASS WHEN ATTENDANCE IS TAKEN. AFTER THAT IT IS NOT ACCEPTED. IF YOU ARRIVE AFTER WE HAVE GONE OVER THE HOMEWORK AND WE HAVE SCORED IT AND
TURNED IT IN  IT WILL HAVE A 20 POINT PENALTY FOR LATE ARRIVAL.

Typewritten work must be done in Times New Roman, 12 point, double spaced font, with 1” inch margins. Use Microsoft WORD. In the upper left corner should be the student name, CRN number, and date and the name of the Professor.

See sample below.

<table>
<thead>
<tr>
<th>First Name Last Name</th>
<th>CRN #___________</th>
<th>Date:___________</th>
<th>Professor Gair</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Typewritten work must be done in Times New Roman, 12 point, double spaced font, with 1” inch margins. Use Microsoft WORD. In the upper LEFT corner should be the student name, CRN number, and date and the name of the Professor.

- All required reading assignments may be answered on the pages in the textbook and removed for submission. However, all written assignments from “Discussion Questions” or longer assignments must be typed and submitted separately. Please include your name, the due date, the page number and title of the selection on the cover sheet. Handwritten work is not acceptable. Please check your spelling. Use well constructed clear sentences. Attach the completed writing to the rest of the assignment before you submit it for credit. There are printers all over the campus for your use. Do not tell me you have no printer, the ink is dry, the printer died, etc…use a college printer before arriving to class.

- Special Needs – Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216. If you do have documentation then give it to me as soon as possible. In that case, whenever I announce an upcoming test it is your responsibility to come to me and indicate if you would like to take it untimed in the testing center, if that is what the accommodation sheet indicates for you. I need time to send an authorization and copy of the test to the testing center in time. Failure to notify me will result in you taking the exam in class with the rest of the students in a timed situation.

BlackBoard- At times there will be activities for you to access in the college’s online course environment. This is called BlackBoard and will be demonstrated in class. There is a direct link
to BlackBoard and the My Reading Lab on the first page of my web site.

CONGRATULATIONS…You made it to the end of the syllabus. Wasn’t that fun?????

WITHDRAWAL POLICY- FILL IN DATES FROM THE MASTER CALENDAR:

Valencia has a withdrawal policy (effective Session 1-97/98) that may affect the cost of classes. Through ___________________________ students will be able to drop/withdraw from any class without penalty and receive a refund (They will receive a W). After that date, if students withdraw, it will count as an attempt which will affect the cost of repeat classes. The Florida Legislature passed a bill which states that for the third attempt of a college-level class, the cost will be the same as out of state tuition. The Withdrawal Deadline is ___________________________ Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of ___________________________ will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75.

REA 017C TENTATIVE AGENDA: Reading Across the Disciplines

Week 1-(8/27) Introduction to the Course & Textbook: “Introduction” & Diagnostic Exam- Assignment of Chapter 1 Independently

Week 2- (9/3) Chapter 7- Organizing Ideas- Highlighting, Annotating

Week 3- (9/10) Chapter 2- Vocabulary Development

Week 4- (9/17) Chapter 2 Vocabulary Development, Word Parts, TTTT

Week 5- (9/24) Chapter 3- Thesis, Main Idea, Supporting Details, Transitions, TTTT & ***Unit Test 1 on Chapters 1, 2 & 7 & Class Notes

Week 6- (10/1) Chapter 3- Thesis, Main Idea, Supporting Details, Transitions

Week 7- (10/8) Chapter 4- Organizational Patterns

Week 8- (10/15) Chapter 4- Organizational Patterns, TTTT & ***Unit 2 Test on Chapter 3 and Class Notes

Week 9- (10/22) Chapter 5- Drawing Inferences, TTTT
Week 10-(10/29) Chapter 6- Critical Reading

Week 11- (11/5) Chapter 6- Critical Reading, TTTT, ***Unit 3 Test on Chapters 4 & 5 and Class Notes

Week 12- (11/13) BIAS (Text and other teacher chosen media) & Review For Exit Exam with Old Tests if time permits (Text and Assorted Teacher Material)

Week 13-(11/19) Readings, TTTT, Practice State Exit Exams, ***Unit 4 Test on Chapter 6 and BIAS and Class Notes

Week 14-(11/26) State Exit Exam & Retake- Computer Lab- Schedule To Follow

Week 15-(12/3) Review, catch up.

Week 16- (12/10) FINALS

Makeup exams are given at the discretion of the professor and will lose 20 points for absence on the test day. Tests will be announced in class one week in advance.

Notes About the Schedule and Important College Dates-FILL IN FROM MASTER COLLEGE CALENDAR

<table>
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<tr>
<th>REFUND DEADLINE-</th>
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<tr>
<td>WITHDRAWAL WITH A Grade of W Deadline:</td>
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<td>OFFICIAL HOLIDAYS-NO CLASSES-</td>
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<td>LAST CLASS BEFORE FINAL EXAM-</td>
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<td>FINAL EXAM</td>
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<th>SEMESTER RECESS-</th>
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<td>RETURN FROM SEMESTER BREAK-1ST DAY OF CLASSES IN NEW SEMESTER-</td>
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OTHER IMPORTANT DATES-

YOUR PLEDGE TO PROFESSOR GAIR AND YOURSELF

PLEASE READ, SIGN BOTH COPIES AND RETURN ONE TO PROFESSOR GAIR.

I have read and fully understand the syllabus for the Reading course with Professor Richard Gair. I understand my conduct is expected to be of a college nature and not in any way interfere with the teaching-learning process and will be in line with the Student Code of Classroom Conduct in the Valencia catalog. **I further understand the requirements for success in this course as far as attendance, needed supplies, completion of assignments in a timely fashion and commitment necessary to be successful.** I have read and understand the grading system and how the grades are weighted. I pledge to put forth my very best effort at all times to achieve the best possible learning in this course.
I understand that success in this course greatly depends upon my **regular attendance, completion of all assignments on time**, participation in class, regularly scheduled study time outside of class, application of study skills, seeking help when needed from the teacher, lab instructor, tutoring center, counselors or advisors or any other support system Valencia has in place to insure my success.

Student Name (PRINT)_____________________________________
Student Signature________________________________________
Course Section: CRN #_____________________________________
Course Name: Prep. Reading 002
Date____________________________________________________
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