

**Reading 826: Reading Improvement**  
T Th 11:10 am – 12:25 pm • Section AC • 1-202  
Fall 2005

## SYLLABUS

<b>Instructor:</b> Liza Erpelo	<b>Office:</b> Building 2-104
<b>Office Phone:</b> (650) 738-4119	<b>Mailbox:</b> Building 5-130
<b>E-mail:</b> erpelol@smccd.net	<b>Office Hours:</b> Tuesday & Thursday 10-11 am
<b>Web Page:</b> <a href="http://www.smccd.net/accounts/erpelol/">http://www.smccd.net/accounts/erpelol/</a>	Wednesday 12-2 pm
	Friday 12-1 pm

### PREREQUISITES

Recommended: Completion of ESOL 830 or 831 and 832, or appropriate score on the college reading placement test and other measures as necessary.

\* Units do not count toward the Associate Degree.

### COURSE DESCRIPTION AND GOALS

**COURSE DESCRIPTION:** This course offers efficient reading strategies to improve word analysis, vocabulary, reading comprehension, and study strategies related to text to prepare students for college courses across the disciplines. It may be repeated once for credit for a maximum of six units.

You may be thinking, “I already know how to read.” You’re right; every day, we absorb words and symbols, however subconsciously or superficially. But the purpose of this class isn’t to make you a reader, per se. Rather, it’s to make you a more effective and purposeful reader.

By the end of the semester, you should be able to read more efficiently, distinguish main ideas from supporting details, apply writing strategies to increase retention of main ideas, and draw from a larger vocabulary. Moreover, you’ll have refined your critical thinking abilities, learning how to evaluate the validity of a writer’s argument or reasoning, make reasonable inferences, and distinguish fact from opinion.

To get the most out of the class, continually practice and apply the strategies that I teach you. But to further insure your success, come to class every class meeting, come prepared, and come see me as soon as you have a question or problem. Take the initiative!



### TEXTBOOKS AND MATERIALS NEEDED

1. ***Funny in Farsi: A Memoir of Growing Up Iranian in America*** by Firoozeh Dumas
2. ***True Notebooks: A Writer’s Year in Juvenile Hall*** by Mark Salzman
3. ***The Unwanted: A Memoir of Childhood*** by Kien Nguyen
4. ***Reading 826 Course Reader and Workbook:*** Contains some of the readings, reference material, and homework exercises for this class. This will be available from the bookstore during the second or third week of instruction.
5. ***The American Heritage Dictionary*** (paperback)
6. **An organizer, datebook, or planner:** To keep track of all your assignments and due dates.

7. A “Student Record Folder”: You will need this folder to document your lab hours.

8. E-mail account

**SUPPLIES NEEDED:**

- A 3-ring loose-leaf binder with dividers and paper for class handouts and notetaking
- 3" x 5" index cards, two colors, for vocabulary study cards
- Binder rings, clips, or rubber bands for your vocabulary cards
- Pens, pencils, highlighters, erasers, correction fluid, paper clips
- A small stapler and three-hole paper punch

<b>COURSE REQUIREMENTS</b>
----------------------------

**1. Reading Journal (30%)**

Reading journals are 1- to 2-page reflections on the readings and activities we will be covering throughout the semester. These must be thoughtfully written and carefully proofread responses that demonstrate your understanding of the assigned topic. All reading journals must be at least 300 words and typed in black ink, double-spaced, on white 8.5" x 11" paper in a standard 12-point font with 1" margins all around. An example is included at the end of your syllabus.

**2. Homework (25%)**

**Grading:** Homework consists of writing assignments, vocabulary cards, smaller reading assignments, worksheets, freewrites, and any other assignments. We will go over homework in class the day after it is assigned; I expect everyone to have completed the homework before coming to class. Homework is a large part of your responsibility as a student and will greatly affect how much you learn in this class.

**Even if you are absent, you are responsible for all work assigned or due that day**, so be sure to call or e-mail a classmate for the assignment. I will not be able to respond to e-mail or phone messages with homework assignments.

	Contact #1	Contact #2
Name of Classmate:		
Telephone:		
E-mail:		

Each homework assignment is worth three points. Late homework will be only accepted by the next class period and carries a point penalty.

Points	Meaning
3 points	excellent work
2 points	good work
1 point	incomplete or needs improvement
0 points	turned in late
-1 point	not turned in

**PLEASE NOTE THAT NOT TURNING IN HOMEWORK EARNS YOU NEGATIVE POINTS.**

### **3. Lab Work (5%)**

A required activity for Reading 826 is 16 hours of lab time during which you work on assigned activities in The Learning Center or attend other workshops and events on campus. During this time you may work on the following types of activities:

- Tutoring with the instructional aid on homework assignments for Reading 826.
- Work on *Academic.com*, a computerized reading program, in The Learning Center.
- Work in text materials in The Learning Center to develop specific skills, such as vocabulary development, main idea, notetaking, textbook reading, etc.
- Work in text materials in The Learning Center to more generally practice comprehension.
- Attend instructor-approved campus events, such as Learning Center or Computer Writing Center workshops, poetry readings, plays, lectures, etc. Proof of attendance is required with either a signed attendance slip or a written one-page summary/reaction paper of the event.

You will purchase folders to document your lab attendance which will be checked weekly by your instructor. Each lab hour is worth 6 points, for a total possible 100 points. If you are doing your lab work in The Learning Center, you may schedule the lab hours for your convenience. The Learning Center is open as follows:

Monday - Thursday	8:00 am – 10:00 pm
Friday	8:00 am – 4 pm
Saturday	10:00 am – 2 pm

During the 3rd week of class, we will have an orientation to The Learning Center so you can get your folders and learn about the procedures. You'll begin your lab work during this third week.

### **4. Quizzes (10%)**

You will have weekly vocabulary quizzes as well as occasional quizzes on other activities and assignments completed throughout the semester.

### **5. Attendance/Participation (10%)**

**Attendance Policy:** Because all the work we do in class is directly related to your reading and writing development, it is crucial that you come to each class prepared and ready to participate. I will take roll at every class meeting. If you cannot make a particular class, call or e-mail me to let me know. You will also need to call a classmate and be sure to get the homework assignment and any materials from him or her. You are responsible for all homework whether you've been in class or not.

Missing more than three class meetings will affect your grade, and you will receive an Academic Warning notice. Missing more than six class meetings is unacceptable and will result in a failing grade for attendance and participation and you may be asked to withdraw, unless there are legitimate and documented reasons for the absences. While you are in the classroom, please turn off all cellular telephones, pagers, Walkmans, etc. before class begins. It is disrespectful to me and to your classmates.

**\* IMPORTANT NOTE \***

To keep your spot in this class, you must attend all class meetings during the first two weeks. If you are absent without notifying me during this time, you will be dropped from the class.

One more point...I suspect it may be a challenge for us to get to class on time, but that's what I expect all of us to do if we are going to get started and not be interrupted by late arrivals which invariably produce distracting paper shuffling and repeated directions/conversation. We will use the entire class period. Three "late arrivals" (defined either as coming in after I take roll or more than 10 minutes into the class) will be considered an absence; early departures carry the same consequences. Both will count toward the maximum of six absences permitted.



### **Class Discussion/Readings**

Many times in class discussion, it becomes fairly obvious who has done the reading and who has not, who is willing to speak their minds and who chooses to disengage; get your words out there. Convince me that you are prepared for class, have thought about these ideas, and are ready to participate.

## **6. Midterm Exam and Final Exam (10% each)**

The midterm exam will consist of an individual presentation, and the grade for the final exam will be comprised of a group presentation. *The midterm and final exams are required to pass the course.* Please do not take the course if you cannot take the final at the scheduled time; no finals will be given early. The date for the final exam is Tuesday, December 13 from 11:10 am – 1:40 pm.

**Makeup Policy:** You cannot make up quizzes and in-class group projects; you lose points entirely. WITH INSTRUCTOR'S PERMISSION ONLY, you may make up the midterm exam. This makeup policy exists for legitimate reasons only, such as jury duty, illness, death in the family, etc. If you are unable to make the arrangements in person, call or e-mail me in advance of the test date. You must make an appointment to take the makeup exam within one week of the test date, during my office hours or in The Learning Center with the Instructional Aide, Chuck Leach.

**Extra Credit:** Options will be offered throughout the semester at the instructor's discretion.

**Plagiarism:** Plagiarism refers to passing off another person's ideas or words as your own, from copying someone else's words or ideas without citing that source to having people write or excessively edit your essays for you. According to the Skyline College "Student Handbook," plagiarism is:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

At all colleges, plagiarism is unacceptable. Some possible consequences of plagiarizing include receiving failing grade for the course or being placed on disciplinary probation. Any assignment that has been plagiarized will receive an "NC" (no credit) and we will meet to discuss your status in the course. You may also be required to meet with the Dean of Language Arts for disciplinary action.

When students feel that they're failing and that there isn't anything they can do about it, they're often tempted to get "illegal help" on their papers. There is, however, always one thing you can do if you are having trouble with this course: you can get help from me. All you have to do is ask.

**Special Accommodations:** In coordination with the DSPS office, reasonable accommodation will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DSPS office at (650) 738-4280.

**Support Services:** Additional tutoring services for this course are available in The Learning Center at the Library, Building 5. You may also consider signing up for Reading 812: Reading Laboratory, which meets 1 to 6 hours a week for 0.5 to 2 units. This is an open-entry course in which students will be assigned to a series of lessons in reading or study skills based on their individual needs. The series should promote mastery of skills necessary for success in college courses. These supplementary exercises will be arranged and supervised in the English Assistance Lab of The Learning Center.



### **IMPORTANT DATES**

Last day to <b>ADD</b>	Tuesday, August 30
Last day to <b>DROP</b> without appearing on record	Friday, September 9
Last day to <b>WITHDRAW</b> ("W")	Tuesday, November 15

### **HOLIDAYS**

Labor Day	Monday, September 5
Veteran's Day	Friday, November 11
Thanksgiving	Thursday, November 24 – Sunday, November 27

## GRADING POLICY

This course is graded A-B-C-D-F with no plus or minus grades. You may choose to take the class Credit/No Credit, but you will need to sign up for this option with me by the fifth week of the semester. Grades are assigned as follows:

A or Credit:	90-100% average on tests and assignments
B or Credit:	80-89% average on tests and assignments
C or Credit:	70-79% average on tests and assignments
D or No Credit:	60-69% average on tests and assignments
F or No Credit:	below 60% average on tests and assignments
W (Withdrawal):	a requested grade which can be assigned only if requested before <u>November 15, 2005</u> . Use college withdrawal procedures.

Note that the "W" is a requested grade. A "W" will not be assigned unless you follow the official college WITHDRAWAL procedures. If you wish to drop this class, you must initiate the process using the SMART system. Students will not be automatically dropped for missing class. If you simply disappear from class without going through the withdrawal process, you will receive whatever letter grade you deserve at the end of the semester, most likely an "F." Your final grade will be calculated as follows:

<i>Reading Journal</i>	30%
<i>Homework</i>	25%
<i>Quizzes</i>	10%
<i>Midterm Exam</i>	10%
<i>Final Exam</i>	10%
<i>Attendance and Participation</i>	10%
<i>Lab Work</i>	5%

## FINAL NOTES

A few important things to remember about this class:

- Save all coursework until the end of the semester.
- Exchange phone numbers/e-mail addresses with at least two of your classmates so that you can contact them for assignments if you are absent.
- This class is often in high demand — if you miss the second class meeting without notifying me or if you do not submit the required first essay, student information sheet, and syllabus contract on time, **you will lose your spot in this class.**
- Always see me any time you have questions or concerns.
- Come to class prepared, but come to class even if you aren't.

My goal is to help you discover ways to develop and support your opinions so that you will be able to think critically and read effectively when expressing your own voice as a member of the academic community. You, however, are responsible ultimately for your success in this class, and the best way to ensure that success is to come to class every day, come to class prepared, and come see me as soon as you have a question or problem. I look forward to working with you!



*Please note that the above schedules and procedures in the course are subject to change in the event of extenuating circumstances.*

Your Name

Your Instructor's Name

Reading 826 AC

Date

### **MLA Guidelines for Papers**

All papers submitted must follow the guidelines as described below. These should be used for all college papers. Work will not be accepted if it is handed in otherwise, and will be considered late or incomplete.

- Use the Times New Roman font in 12 point size.
- Leave margins of one inch at the top, bottom and both sides of the text.
- Indent the first word of a paragraph one-half inch (or five spaces) from the left margin.
- Double-space throughout the paper.
- Beginning one inch from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double-spacing between the lines. Double-space again and center the title. Number all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. Type your last name before the page number, as a precaution in case of misplaced pages.
- Be sure to use the spell-check feature on your computer, but do not rely on it because it sometimes misses errors.

*Please sign and return to class by Thursday, August 25, 2005.*

## **SYLLABUS CONTRACT**

I, \_\_\_\_\_, have read the course syllabus for Reading 826  
**Print full name**

for the Fall 2005 term. I understand that by signing this contract I am agreeing to abide by all the rules and requirements described in this syllabus and that my failure to comply can result in my failing this course. If I have any questions concerning the requirements, I will first consult my course syllabus and then contact the instructor for further assistance.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

