

REA 0001-Spring 2011

Monday/Wednesday 8:30 to 9:45 and 1:00 to 2:15 PM

Building 3-Room 115

Monday/Wednesday 10:00 to 11:15 PM

Building 3-Room 129

Instructor: Carolyn Karraker

Office Phone: 407-582-1313 x5231 (Communication Department)

Appointments scheduled at request of student

E-mail of Instructor: ckarraker@valenciac.edu

Read this syllabus carefully. It is a contract. By accepting the syllabus, you agree to meet its requirements. If you have any disabilities or special requirements, please let me know as soon as possible. This information will be kept in strict confidence.

Required Text/Suggested Materials:

PLEASE PURCHASE NEW TEXTBOOKS. THEY WILL BE USED AS WORKBOOKS FOR THIS COURSE.

- *Reading for Life*, by Corinne Fennessy (bound with Lab Manual) Purchase an unmarked copy, this text is a workbook
- College-level Dictionary and Thesaurus – Longman Dictionary of American English
- Pencils with erasers/pens
- Green ScanTrons-Form 882-ES (1 package)
- Notebook/Folders to organize lab work and class work
- Valencia Community College Student ID-required to Communications Center

Prerequisite: You have been placed into this class with a CPT score of 59 or less or by an equivalent score on the state-approved assessment. Students may also be placed in this course if they lack valid assessment test score taken within the past two years. Once students begin the prep reading sequence of classes, they must continue taking reading classes until they successfully complete REA 0002.

Co-requisite: In addition to the three hours of class each week, students are required to enroll in REA 0001L. The lab component of this course is self-paced, and students will have graded supplemental assignments to complete. Some portions are online and may be completed at home, while other portions must be completed at the Communications Lab in 5-155.

A minimum grade of C is required for successful completion of this course. REA 0001 credit does not apply toward an associate degree. REA 0001 will help you develop and practice reading skills essential to success in college. You have registered for two sections: REA 0001 and REA 0001L. This means you will spend a total of three hours of instruction time per week in a traditional classroom setting and additional practice time completing lab activities at home and/or in the Communications Lab.

Course Description/Objective: Reading is a communication process between a writer and the receiver of information, the reader. Due to the abundance of reading requirements in college level course, students must become effective, efficient readers to master their content area classes. Good reading skills include both literal and critical (inferential) comprehension of sentences, paragraphs, and longer passages. Students must develop good literal comprehension skills before they can establish critical thinking skills. Thus, the first part of the semester will focus on literal comprehension skills; the second part of will introduce critical thinking skills (which will be further developed in REA 0002). The following skills will be emphasized:

- Improving strategies for learning new words
- Recognizing main ideas and supporting details
- Recognizing inferences and conclusions
- Expanding vocabulary and context usage
- Distinguishing from fact and opinion completing lab activities at home and/or in the Reading Lab.
- Understanding transitional words
- Recognizing paragraph patterns and the relationships between ideas
- Developing study skills needed to read content area materials.

Required LAB: **Lab is required for all Prep Reading courses.** You can expect to do about 50 minutes of lab work per class meeting or roughly 1.5 hours per week. Lab is held in the Communications Center in 5-155. The Communications Center is open Monday – Thursday 8AM – 8PM, Friday 8AM – 12PM, and Saturday 9AM

– 2PM. It is staffed by certified college instructors, many of whom are teaching or have taught this course. Please do not hesitate to ask for help!

Competencies: (1) become an independent, active reader, (2) development of “successful student” behaviors that will also help you in other classes, (3) efficiently reading of textbooks, (4) improve test taking skills, (5) increase student vocabulary, (6) become critical reader and thinker. **Required lab work is a homework component of this course.**

Valencia Community College Competencies:

1. Think – Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.
2. Communicate – Communicate with different audiences using varied means.
3. Value – Make reasoned value judgment and responsible commitments.
4. Act – Act purposefully, reflectively, and responsibly.

The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

At the conclusion of this course, you should be able to :

1. Independently and actively read college-level text types.
2. Act responsibly, work independently, think reflectively, and cooperate in a group setting.
3. Develop “successful student” behaviors that will also help you in other classes.
4. Use context clues, prefixes, suffixes, and roots to understand new terms and expand base vocabulary.
5. Efficiently read college-level material – using your new knowledge of reading skills/strategies, personal learning style and problem solving to diagnose and fix reading problems.
6. Improve test taking skills using your understanding of strategies to adjust reading and studying to specific tasks.

Academic Honesty: Academic dishonesty (“cheating” or “copying”) will not be tolerated and will result in a failing grade. All work submitted in this course is expected to be the student’s own original work, words, and ideas. Examples of academic honesty issues in this course include, but are not limited to, the following: “recycling” labs/homework from previous semesters; attempting to check out answer keys without showing your completed work; copying answer keys; turning in copies of another student’s work; submitting false lab reports; fraudulently completing lab assignments by randomly clicking through a computer activity or “Christmas Tree-ing” the answers; logging another student into or out of the lab, etc. The first incident of academic dishonesty will result in a failing grade on that assignment. Any further instances will result in a disciplinary hearing and an “F” in the course. For more information, please see **Academic Honesty Policy Number: 6Hx28:10-16** in the Student Handbook.

Withdrawal Policy: Students will receive a “W” withdrawal from the class if the student request is processed by the deadline **March 25, 2011**. After the deadline, students who withdraw will receive either a WP (withdrawn passing) or a WF (withdrawn failing) – based on the last date of attendance. Please refer to the College Catalog for more details. After that date, your transcripts will be posted with a (WP) Withdrawn Passing or (WF) withdrawn failing designator. WF's will be calculated in your GPA. NOTE: You are allowed three attempts to successfully complete each of the two college-prep reading courses (REA 0001 and 0002). An attempt means signing up for and attending class past the withdrawal deadline listed in the VCC catalog. If you withdraw or if your instructor withdraws you after that date, you will have used up an attempt. If you do not complete the course successfully (i.e., if you earn an F in either REA 0001 or 0002) in any one try, that will constitute an attempt. In accordance with Sections 239.117, 239.301, and 240.117, Florida Statutes, students enrolled in the same college-preparatory course more than one time shall pay the full cost of instruction. Students shall pay 100% of the full cost of instruction beyond the first attempt, except in approved cases of extenuating circumstances.

Students with Special Needs: Students with special needs must provide appropriate documentation to receive accommodations. Please see me after class regarding any issues you may have. All discussions will remain confidential.

Student Ethics: You are expected to abide by the college policy as stated in the catalog. If you are caught cheating on assignments, tests, or lab assignments, whether in class or in lab, you will receive a grade of “0”, which cannot be made up.

Student code of conduct: Please see the link below for the student code of conduct.

<http://www.valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=180>

Classroom Policies:

- **You may not use your cell phone, MP3 player, etc. during class.** Make sure all personal electronics are turned **off** and put away during class. This includes headphones and other earpieces.
- **Please use the bathroom before class.** You may excuse yourself quietly if you are ill or urgently need to use the bathroom. There are no other acceptable reasons to leave class. If you need to leave to use the bathroom during a test, your test will be collected and you will be graded on the portion of the test you have completed. You will not be allowed to re-enter the classroom.
- **You are responsible for coming to class alert, prepared, and ready to learn and for bringing your textbook, notebook, and pen to class everyday.** Coming to class unprepared because you have not completed the assigned reading/homework deprives you of receiving the full benefit of the instruction that you have paid for and deprives us of your unique contribution to class discussion. Class participation counts toward your final grade. If you are unprepared for class or inattentive during class, you will receive an attendance/participation grade of zero for that day. You are responsible for bringing your educational supplies to class each day.
- **Respect yourself and others by keeping your hands to yourself and using appropriate language at all times!** Profanity and hate speech will not be tolerated in my classroom and will result in ejection from class and a disciplinary hearing.
- **All students have an Atlas e-mail account. You are responsible for checking it regularly.** If I need to contact you, I will do so through your Atlas account. You are responsible for all assignments, notices, etc. sent to you via Atlas.
- **E-mail Etiquette:** This is a professional relationship between student and professors.
DO type REA 0001 in the subject line and include your meeting day/time.
DO use the professor's professional name: **Prof. Karraker**
DO **sign your first and last name.**
DO **proofread for tone and content** (no slang) as well as **spell check.** This is NOT a text message.
DON'T send me an email in all capital letters. You're yelling!
DON'T email assignments without prior consent of the instructor as they will be deleted.
DON'T email excuses or ask for assignments after missing class. This is your responsibility, so get contact information from several classmates.

What you can expect from me:

- Structure and organization
- Encouragement, support, and understanding
- Clear communication
- Willingness to learn from you
- Respect

Disclaimer: Course policies and procedures may be changed at the discretion of the instructor; students will be notified in writing.

Evaluation and Grading Scale: Prep Reading courses use a ten-point scale, with C as the minimum passing and advancement grade for each course.

Grades that satisfy the course requirement:

A 90-100%
B 80-89%
C 70-79%

Grades that do NOT satisfy the course requirement:

D 60-69%
F 0-59%

Determination of final course grade:

| | |
|--------------------------------|-----|
| Tests and Quizzes | 40% |
| Class and Homework Assignments | 30% |
| Lab assignments | 20% |

Attendance and Class Participation 10%
Total 100%

Participation Policy: What you get out of a course depends on what you put into it. It is important to attend every class session, and to participate by being active. That does not mean that you need to continually raise your hand or even speak as active learning can be a quiet process. But, it does involve concentration, staying on task, and making sure you understand the directions and assignments given to you. It also involves doing homework assignments on a regular basis in order to be able to contribute to the group citing the assigned readings or skills keeping on academic focus. **Cursing or negative talk is not tolerated! You will be asked to leave and have a conference with me in private to discuss your successful behaviors.**

Attendance: Regular, on-time attendance is required of all students at Valencia Community College; **therefore, students who miss more than THREE (3) classes WILL be withdrawn from the course.** Absences are defined as missing a class period for any reason (including, but not limited to tardiness, illness, hospitalization, death in the family, out-of-town travel, and religious holidays). If you are absent, you cannot learn. (If you have extenuating circumstances, the best strategy is to get in touch with me immediately.) If you are ejected from class for any reason, you will be counted as absent.

Missed Class Lectures: The instructor will not e-mail class notes or missed class lectures to students. It is advised for you to find two or three classmates that will share notes with you and be contactable during the semester. On your third absence from the course you will go down to 50% for your attendance grade, more than three absences and you will be withdrawn and have to retake the course. Please refer to the course calendar for missed assignments. You will still be expected to turn in all assignments, even if you miss a class. Late work will not be accepted.

Withdrawing from Course/Being withdrawn from the course/Midterm progress note: It is the student's responsibility to drop all classes in which he or she is no longer attending. Dropping a class is allowed in the first week of classes. Withdrawing from a class is between the first week of classes and up until the withdrawal deadline. The withdrawal deadline for this term is March 25, 2011. I will send a mid-term progress note to all students assessing their progress and attendance. If you need/choose to withdraw from this course you need to do so prior to the withdrawal deadline to receive a "W". **After the withdrawal deadline you will receive an F in the course.** Please refer to your student handbook for further information or check on atlas.

Homework: It is important that work be turned in and prepared on time. However, I understand that there may be times when illness or personal needs interfere with this time schedule. Communication with me is the key to schedule conflicts! I can be flexible when necessary. If you are having a long-term problem, let me know IN ADVANCE. Late work is not accepted. Work not turned in to me before next class session is not accepted at all.

Carolyn Karraker
Professor of Reading

RECEIPT

I have read and understood Professor Karraker's REA 0001 Syllabus, and I hereby agree to abide by the rules, policies, and procedures set forth therein.

Name (printed) _____

Signature _____

VID _____ Date _____

Email _____@atlas.valenciacc.edu