**REA 0002C, College Prep Reading II**

**2011 Spring Term—Professor J. M. Führman**

**Winter Park Campus**

**CRN 23259 Full Term—Class 1/10 – 5/1**

Mon: Class **1** PM– 2:15/3:05 PM, room #112; Lab in-class & online

Wed: Lab **1** PM– 2:15/3:05 PM, room #132 in-class & online; Class in-class & online

**In-Class Final Exam:** Monday, 4/25 (1 – 3:30 PM)

**![MCBD05564_0000[1]]()Office Hours: M/W 3:05 – 4:05 PM, in Courtyard or #249**

**CRN 23502 TWK Term—Class 2/14 – 5/1**

Mon: Class **7** PM– 8:30/9:05 PM, room #112;

Lab in-class & online

Wed:Lab **7** PM – 8:30/9:05 PM, room #105 in-class & online;

Class in-class & online

**In-Class Final Exam:** Monday, 4/25 (7:45 – 10:15 PM)

**Office Hours: M/W 6 – 7 PM, in Courtyard or #249**

**CRN 25632 H2 Term—Class 3/3 – 5/1**

Mon/Wed: Class **10** AM – 11:15 AM, room #112 ; Lab online

Tue/Thurs:Lab **10** AM – 11:15 AM, room #132 in-class & online; Class online

**In-Class Final Exam:** Monday, 4/25 (10 AM – 12:30 PM)

**Office Hours: M/W 11:15AM – 12:15 PM, in Courtyard or #249**

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**Instructor: Professor J. M. Führman**

**Office:** Room #249 (upstairs, West Wing)

**Phone:** (407) 582-6865—checked only sporadically (I hate phones!)

**E-mail:** Through Blackboard (Bb) component—**best method of contacting me**

**Additional**

**Office Hrs**: **Online T/R/F: 8:40 – 10 AM** (may be a-synchronous)

**Texts & Materials:**

* ***Reading across the Disciplines: College Reading & Beyond, 4th Edition***, by Kathleen T. McWhorter. (It is shrink-wrapped with a ***Reading Road Trip CD***.) This text is a workbook, so purchase only an unmarked copy.
* ***Thinking through the Test: A Study Guide for the Florida College Basic Skills Exit Tests, 2nd Edition***, by D. J. Henry and Mimi Markus. This text will be used in the lab that accompanies your class and will be useful for preparing students to pass the State Competency Exam. (It will be shrink-wrapped with your textbook.)
* ***Advancing Vocabulary Skills, 3rd Edition***, by Sherrie L. Nist and Carole Mohr. This is also a workbook, so be sure to purchase only an unmarked copy.
* A **binder or notebook** for class notes and materials. If you choose a spiral notebook, course handouts will need to be stapled inside of it.
* Access to an online dictionary at [www.thefreedictionary.com](http://www.thefreedictionary.com) or [www.hyperdictionary.com](http://www.hyperdictionary.com/) A good, hard-back, college-level book dictionary may also be used.
* A **hard-back, ½ inch, three-ring binder** for your REA 0002 Dialectic Journal with a front, clear-plastic slip-cover. You will want to insert a page in the front slip pocket that 1.) labels your binder and includes 2.) your name and 3.) class. A nice picture is optional but always appreciated. This ½ binder is required.
* Pack of **index cards** for learning new concepts and vocabulary (optional)
* **Pencils** (with erasers) for Scantron tests and **blue or black ink pens**—no felt-tip pens, please. Both pencils and pens will be used on exam days, so be sure to bring one of each.

Please read this syllabus carefully. It is an agreement; by accepting it, you agree to following requirements.

**![MCj00836250000[1]]()REA 0002 Description from the Catalog:**

Pre-requisite: Minimum grade of C in REA 0001 and REA 0001L or REA 0001C or appropriate score on CPT or other approved assessment. Co-requisite: REA 0002L. Review and reinforcement of skills covered in REA 0001 and REA 0001L. *Emphasis is placed on additional critical comprehension skills. Strategies for vocabulary development included. Minimum grade of C required for successful completion. Upon successful completion, student has met the reading requirement for entry to ENC 1101.* Students who pass with scores equivalent to 83-85 on CPT are strongly encouraged to enroll in REA 1106. REA 002 credit does not apply toward any associate degree. (Special fee: $25.00)

**How People Learn:** It has been proven! People learn best through practice, practice, practice. For this reason, it’s important to do the Lab assignments, the WebCT assignments, and review new vocabulary often. Don’t try to “binge” study at one time on one day… instead, pace yourself over each day throughout week, and practice your new reading skills for smaller portions of time. The way to lose ignorance is the same as when losing weight! Or an untidy home. Or poor dental care. Practice, practice—in little bits more often, in little bits every day.

**Assignment Policy:**

* All assignments are **due at the beginning of class**. Assignments turned in later in the class, at the end of class, or during lab time will not be accepted. This includes Dialectic Journal assignments. Online class assignments are due at the designated cut-off time, and deadlines cannot be extended.
* Please come to class with your **assignment already organized**—in other words, don’t spend class time collating papers, stapling them, inserting them in binders or folders, et cetera.
* NO textbook/homework assignments will be accepted on any date other than the due date.
* **TIP:** The reading skills you learn over the semester become progressively more difficult, and, consequently, the Skills Tests become more difficult as well. Don’t plan on the Final Exam pulling up your grades unless you have studied consistently throughout the term.

**Grading Policy**:

Points awarded for assignments, tests, quizzes, lab work, writing assignments, study-skills assignments, as well as general courtesy, alertness, and conscientious work will determine final grades. Student-progress summaries will be handed out periodically. Midterm grades and Final grades will be posted on ATLAS.

A = 85 – 100 %

B = 75 – 84.9 %

C = 69 – 74.9 %

D = 60 – 68.9 % (not passing)

F = 0 – 59.9 % (not passing)

**Exiting Requirements:**

* To successfully pass REA 0002, you must 1.) earn a grade of “C” or better in the class, AND 2.) have a passing grade on a state-mandated, college-wide, standardized reading test—the State Competency Exam—given near the end of the semester.
* Students must take the class final exam in order to be eligible to pass the class. Failure to pass the class will result in a “D” or an “F.”
* If you have a grade of “C” or better in the class, you will be given two (2) attempts to pass the State Competency Exam.
* If you are absent from the first round of the State Competency Exam and have a grade of “C” or higher in the class, you will be given one chance to pass the exam during the second round of testing.
* If you have a grade of “D” prior to the time the State Competency Exam is given, you will be allowed only one (1) attempt to pass the test. (Generally, this only helps students with a high “D.”) If you have an “F,” you may take the test one time to see what it’s like, but you will NOT be eligible to pass the class under any circumstances.
* Failure to pass this State Competency Exam will result in a “D” or an “F”—refer to the Grading Policy on page 2 of this syllabus for how this grade may be determined.
* You must earn a grade of “C” or better in this class AND pass the State Competency Exam in order to take ENC 1101. Please understand, however, that passing a *minimal* competency exam does not prepare students for college-level reading. For this reason, **REA 0002 class work is geared towards preparing students for the more arduous reading and comprehension tasks expected of students in ENC 1101.**
* The Final In-Class Exam is mandatory. Any student not completing the exam will receive an “F” for the course.
* Students may withdraw themselves up to the Withdrawal Deadline (see Valencia’s calendar of important dates online). After the deadline, students will be assigned the grade they earned.

**Classroom Protocol:**

* **Full-Term Students:** As per Valencia policy for prep classes, **class attendance is required in prep classes**. Students can miss no more than three (3) classes in Prep Reading II courses in any **full** fall, spring, or summer semester. This includes any combination of F-2-F discussion classes and hybrid computer classes. **The first class must be attended, so students “start right**.” One or more absences may initiate the college warning-letter through ATLAS; however, students are expected to keep track of their own attendance notwithstanding. Progress reports will often have days of attendance listed, and this will also serve as a track record/warning. **Note: Missing an *entire* Leaning Module will constitute a class absence.** If during the semester you have been working diligently, and something untoward interrupts your attendance, please see me first ***before*** withdrawing.
* **TWK, H1,** and **H2 Students:** Students can miss no more than two (2) classes in Prep Reading 0002C for any **TWK** or **H1** or **H2 courses**. This includes any combination of F-2-F discussion classes and hybrid computer classes. **Again, the first class must be attended, so students “start right.” And, again, note: Missing an *entire* Leaning Module will constitute a class absence.** If during the semester you have been working diligently, and something untoward interrupts your attendance, please see me first ***before*** withdrawing.
* Because some students choose to routinely arrive late, students will be marked absent if they enter class ten minutes or more after the period has begun, of if they leave class early. The same applies to hybrid classes.
* As per State requirements, **lab attendance is mandatory**. However, these will be done online through Townsend Press, and may be done at your own pace. Periodically, a deadline will be given via Blackboard.

**State Competency Exam:**

 See Calendar

**Final Class Exam:** Exam Week—**Don’t skip this exam!** This is different from the Competency Exam.

**Special Requirements:** If you have any disabilities or special requirements, please let me know as soon as possible. All requests will be kept in confidence. Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. OSD determines accommodations based on appropriate documentation of disabilities (Winter Park Campus, #203 [407] 582-6887).

**Academic Honesty:**

All course work submitted must be the student’s individual thoughts and self-expression. If you are caught cheating on assignments or tests, whether in class, in lab, or online, you will receive a “0” which cannot be made up. Plagiarism, as well as other forms of academic dishonesty, may result in a failing grade for the class.

**![MCAN00353_0000[1]]()JURASSIC CELL PHONE POLICY: Cellular phones, pagers, and all gizmos must be turned off or silent during class and lab.** Parents anxious about children, or students with family emergencies should 1.) alert the security officer and 2.) give that number (407-582-6000) as well as our class and lab room numbers to their family, so students may be pulled from class if necessary. **Initiating, receiving, and answering phone calls, or receiving, composing, and sending text messages in discussion or hybrid classes as well as having a cell phone/pager/electronic gizmo make any noise is an automatic grade reduction.** Please do what you have to do in order not to be tempted to text message during class.

**More Information:**

* Food or drink is NOT permissible in any computer/hybrid classes, including #132 and #219. However, the F-2-F classroom is open for discussion as long as odors are not pungent, and students are careful, neat, and they clean up after themselves. No spilling allowed. No full-course meals with cloth napkins and finger bowls allowed. No loud-crinkling chip/pretzel/nut bags allowed during testing. Sharing is always polite.
* **Students are responsible for being prepared for class and, if absent, for finding out what was missed *from other classmates.*** In other words, do not call or e-mail the professor and ask what you missed! Other classmates are your lifeline and are the best source for this information, so keep their numbers/e-mails on your lifeline sheet readily at hand. You may also contact a fellow student through our WebCT class. (If you repeatedly try to contact a student who never responds, please let me know.) The class calendar is another indication of what was reviewed any given day and what will be due the next class period (this will be handed out in class).
* Please make note of evacuation routes from our classroom in case of an emergency. Interpret all audible alarms as valid and act accordingly.
* Valencia asks that students follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs.

**Warning:** Do NOT forward your Atlas e-mail to another account (such as aol or yahoo). There can be terrible glitcthes if you do.

**Expected Student Conduct:**

Students may find the Student Code of Conduct in the current *Valencia Student Handbook.* The primary responsibility for managing the classroom environment rests with the faculty. Basically, be polite and courteous. College is an adult, educational forum, not a dance club, Macy’s complaint department, cyber café, or a high school classroom. So dress appropriately and act with honor.

**NOTE: A minimum of six (6) hours a week should be allotted to study for Prep Reading 2.** If you do not have a quiet work area at home, you might consider scheduling study time in the Winter Park Campus library, the Communications Center (CSSC), a public library, Starbucks, Barnes & Noble (I like the one on Colonial Drive), or some other safe and peaceable place. You are trying to make a better life for yourself, so don’t allow anyone to hold you down. And don’t give up. Set yourself up for success by creating a good study environment. Moreover, you may want to write personal study appointments in your weekly planner just as you would any other appointment. **NOTE: TWK, H1, and H2 students should plan to study 2- 3 hours each day, five days a week; OR 2 hours a day, six days a week; or approximately 12 hours a week over 5 – 7 days.**

**Withdrawal Information:**

* It is the student’s responsibility to withdraw him- or herself after four class absences unless directed otherwise by the instructor. (Talk to me first!) Valencia policy is to have faculty withdraw students upon the 2nd absence; I give full-term students an extra absence, as well as TWK, H1, and H2 students.
* If you receive a “W” or an “F” because of excessive absence, you must register for this course again next session.
* After the withdrawal deadline, students cannot withdraw.
* You are allowed three attempts to successfully complete each of the two college-prep reading courses (REA 0001 and REA 0002).

**Disclaimer:** The calendar, the week-by-week document, may be subject to change.

**My Final Thought:**

**An academic environment is similar to a professional work environment.** Courtesy at all times—in the classroom, on campus, via e-mail, and over the telephone—is expected. Want an example? Well, if you arrive to class late, don’t make lots of noise—slip in quietly at the back. Want another one? Don’t fall into sidebar conversations while the instructor is speaking—stay focused on learning and allow other students to concentrate as well. Following the **four Toltec agreements** below may help us:

* **Be impeccable with your word—**Speak with integrity. Avoid using your words to speak against yourself, or to blame or gossip about others. Use the power of your words in the direction of truth and goodwill.
* **Don’t take *everything* personally—**What others say and do is often a projection of they own reality, their own interior dream. You never have to play the role of victim.
* **Don’t make assumptions—**Find the courage to ask questions and to express what you really want. Don’t jump to conclusions. Communicate with others as clearly as you can to avoid misunderstandings, sadness, and dramas.
* **Always do your best—**Your best will change from day to day; it will be different when you are healthy, as opposed to sick or tired. Under any circumstance, simply do your best, and you will avoid self-judgment, self-abuse, and regret.

**Valencia Student Core Competencies:** These core competencies are complex abilities that are essential to lifelong success and which must be developed over a lifetime. They enable students and faculty to set learning goals and then to assess that learning. Ultimately, these competencies aid students in taking responsibility for their own

education. A description of these competencies follows, but a more detailed description of the Valencia’s student core competencies can be found at <http://faculty.valencia.cc.fl.us/association/corecomp.htm>

1. **![MCPE05926_0000[1]]()Think**—Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry. (This will help you be optimistic and not get bamboozled or flimflammed!)
2. **Value**—Make reasonable value judgments and responsible commitments. (You will more likely marry the right person, have a better marriage, nurture happier children, and be loved by your neighbors if you have a firm sense of integrity.)
3. **Communicate**—Communicate with different audiences using varied means. (This will increase your confidence as well as your worth in the job market.)
4. **Act**—Act purposefully, reflectively, and responsibly. (This will help make the world a better place, and other people with integrity will respect you.)