**REA0017 – Developmental Reading II**

"You're off to Great Places!  
Today is your day!  
Your mountain is waiting,  
So... get on your way!”

* Dr. Seuss

**SYLLABUS**

**Fall 2012**

Valencia College - West Campus

**Professor:** MeredithMelissa Rayborn **CRN:** 27051

**Day/ Time**: Tuesday/Thursday 5:30-6:45 **Room:** 5-215

**Office:** 5-155H (inside the Communications Center) **Telephone:** (407) 582-1725

**E-mail address** [mrayborn@valenciacollege.edu](mailto:mrayborn@valenciacollege.edu) **Office hours:** By appointment

[](http://www.google.com/imgres?q=cat+in+the+hat&start=97&hl=en&biw=1024&bih=733&tbm=isch&tbnid=ljAR8NouCrxWUM:&imgrefurl=http://www.delaware.lib.oh.us/category/location/orange-branch?page=10&docid=n02t1zutA3YLQM&imgurl=http://www.delaware.lib.oh.us/sites/default/files/Cat%20in%20the%20Hat.gif&w=362&h=577&ei=G1I2UJyiLY-y8ATW84CoBA&zoom=1&iact=hc&vpx=113&vpy=177&dur=2470&hovh=284&hovw=178&tx=77&ty=176&sig=110109987671357512080&page=6&tbnh=175&tbnw=110&ndsp=21&ved=1t:429,r:16,s:97,i:57)***Welcome!*** This developmental reading course will help you develop the reading and thinking skills that are necessary for success in your future college classes and in your career. This course will emphasize critical and inferential reading skills. Due to the emphasis placed on critical thinking skills, this is a course in thinking as much as in reading. Reading is a skill, and like all skills, it requires regular practice to achieve mastery. As a result, **this is a work-intensive course**. Both classroom instruction and independent lab work and study are requirements for successful completion of this course. I look forward to working with each of you and helping you achieve your goals this semester!

Good luck and study hard,

Professor Rayborn

**Catalog Course Description: DEVELOPMENTAL READING II REA 0017C 3 credits Prerequisite:** Minimum grade of C in REA 0007C or appropriate score on PERT or other approved assessment.

Review and reinforcement of skills covered in REA 0007C. Emphasis on additional critical comprehension skills. Strategies for vocabulary development. A minimum final course grade of C is required for successful completion of this course. Upon successful completion, a student has met the reading requirement for entry into ENC 1101. REA 0017C credit does not apply toward any associate degree. (Special Fee $29.00)

**Required Texts/Educational Materials:**

* [](http://www.google.com/imgres?q=cat+in+the+hat&num=10&hl=en&biw=1024&bih=733&tbm=isch&tbnid=frBTt8HwHPXxAM:&imgrefurl=http://blog.schoollibraryjournal.com/afuse8production/2012/06/01/top-100-picture-books-36-the-cat-in-the-hat-by-dr-seuss/&docid=YdJM7BMFvp-BpM&imgurl=http://blog.schoollibraryjournal.com/afuse8production/files/2012/06/CatintheHat3.jpg&w=355&h=500&ei=KGA2UPCKGI-e8gS1y4D4Bg&zoom=1&iact=hc&vpx=222&vpy=160&dur=304&hovh=267&hovw=189&tx=95&ty=136&sig=110109987671357512080&page=1&tbnh=160&tbnw=113&start=0&ndsp=18&ved=1t:429,r:1,s:0,i:142)*Reading Across the Disciplines* by Kathleen T. McWhorter, 5th edition, packaged together with *Thinking Through the Test: Reading* and a MyReadingLab access code card
* *REA0017 Lab Assignment pack* (available in West Campus Bookstore 1)
* Green ScanTrons-Form 882-ES (1 pack)
* A Valencia Community College Student ID card (available from Student Development in 3-147)
* 3-ring binder, loose-leaf notebook paper, blue or black pens (not felt tip), #2 pencils with erasers
* Flash drive (required for saving your lab work in the Communications Center)
* Print card - available for $1.00 in the Library (Bld. 6) or Math Center (7-240)
* *Valencia Community College Student Handbook/Planner* (available for FREE from Student Development in 3-147)

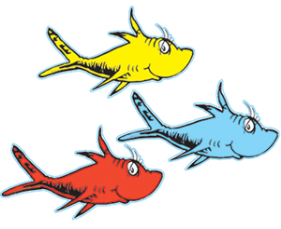
**Required Lab Component: Lab is required for all Developmental Reading II courses**. Lab is held in the Communications Center in 5-155. You may work independently on your lab assignments any time the Communications Center is open. The West Campus Communications Center is open Monday – Thursday 8AM – 8PM, Friday 8AM – 5PM, and Saturday 9AM – 2PM. The West Campus Communications Center is the best place to get help with this course. It is staffed by certified college instructors, many of whom are teaching or have taught this course (including me), student assistants, and a peer reading tutor, Pedro Pelaez. Please do not hesitate to ask us for help! That’s what we’re here for. The Communications Center’s phone number is (407) 582-1812. Please visit our website at: [www.valenciacollege.edu/west/LSS/communications](http://www.valenciacollege.edu/west/LSS/communications)

“You have brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose.” ― [Dr. Seuss](http://www.goodreads.com/author/show/61105.Dr_Seuss)

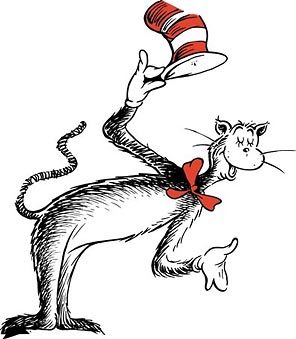
“THINK left and THINK right and THINK low and THINK high. Oh, the things you can THINK Up if only you try!” – Dr. Seuss

” – Dr. Seuss

**Valencia Core Competencies:** The faculty of Valencia Community College has established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are: THINK, VALUE, COMMUNICATE, ACT. These general competencies include the complex skills and abilities every student needs to learn in order to succeed in college and in life. They can be applied in many contexts and must be developed over a lifetime. They enable students and faculty to set learning goals and assess learning within and across the disciplines. You will be required to **think, value, communicate** and **act** during this course. To learn more about the Core Competencies, visit http://www.valenciacc.edu/competencies/

* ***Think*** clearly, critically and creatively. Analyze, synthesize, and evaluate written texts that deal with varied domains of human inquiry
* ***Communicate*** with different audiences using varied and appropriate methods
* Make reasoned ***value*** judgments and responsible commitments
* ***Act*** purposefully, reflectively, and responsibly in the context of adult life

**This course will enable you to:**

* Determine the meaning of new vocabulary words from context
* Recognize the main idea of a paragraph or passage
* Identify supporting details
* Recognize the relationship of ideas within and between sentences
* Identify patterns of organization

“The more that you read, the more you will know. The more that you learn, the more places you’ll go.” – Dr. Seuss

* Distinguish between facts and opinions
* Develop successful student behaviors
* Effectively manage your time
* Efficiently read textbooks
* Improve test taking skills
* Increase your vocabulary
* Become a critical thinker and reader
* Recognize the author’s purpose, tone, and bias

**No Show Status:** Class attendance is required beginning the first class of the term. If you do not attend class during the first week, you will be withdrawn from the class as a "no show.” In this event, you will be billed for the class and a "W" will appear on your transcript for the course.

**Tardiness Policy:** You are expected to be in class at 5:30 PM. If you are not in your seat by 5:30 PM, you will be marked tardy and will receive an attendance grade of 50% for the day. If you are not seated by 5:35PM, you will be marked absent. Two tardies equal one absence.

**Attendance Policy:** Regular class attendance and active class participation are required and count towards 5% of your grade in this course. You will receive an attendance/participation grade of zero each day that you are absent. If you leave class early or if I must ask you to leave class, you will be marked absent and receive a grade of zero for attendance/participation that day.After two absences, you will receive an e-mail via Atlas warning you that you have excessive absences. Your third absence will result in withdrawal from the course. 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! Your classmates are the best source for this information, so keep their numbers/e-mails handy. The course calendar also lists what was reviewed any given day and what will be due the next class period.

**Late Work:** All assignments may be submitted early and must be turned in to me “in person.” I do not accept assignments via e-mail or fax. Late assignments will be penalized 10 points per day that they are late. Late assignments may be turned in to the Communications Department Office (5-231) during normal operating hours (M-F 8:00-4:30). I will not accept assignments that are not submitted in this manner.

**Make-Up Tests:** There are 4 Unit Tests, a final exam, and a diagnostic test. Test dates are listed on your course schedule. If you arrive late on the day of a test, you will not be admitted into the classroom and will not be able to take the test. If you leave the classroom during a test, your test will immediately be collected and graded “as-is,” and you will not be allowed to re-enter the classroom or to complete or re-take the test. If I have excused you being absent on a test date (excluding the final exam) due to jury duty or military service because you have spoken with me and provided me with appropriate written documentation prior to the absence, you may take that test in the Testing Center (11-142) prior to the next class. If you are late or absent for the diagnostic test, you will be responsible for earning full points from the Review and Mastery portions of each lab. There is no make-up test available for the diagnostic test. Since one of the primary functions of a pop quiz is to encourage good attendance, pop quizzes missed due to tardiness or unexcused absences cannot be made up.

**Academic Honesty: Policy Number 6Hx28: 8-11** 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. The first incident of academic dishonesty will result in a zero on that assignment and a conference with me and possibly the dean. Any further instances will result in a disciplinary

hearing and an “F” in the course.

**Lab Assignments:**

In order to receive credit for lab assignments, you must:

* Show evidence that you have checked your work by placing a check mark next to all correct answers and an X next to all incorrect answers along with the correct answer in parentheses and accurately compute your score on each exercise or test.
* Arrive in class on time on the day the lab unit is due with your items in the order that they are listed on the lab plan sheet and with the packet stapled in the upper left-hand corner. You may not assemble your lab during class time. I do not bring a stapler to class for this reason; however, staplers are available in the lab on the wooden credenza next to the entrance.
* Fill out the lab plan sheet completely and accurately!
* Earn *at least* the minimum total number of points required for each lab.

**I will not grade a lab assignment if I see that these things have not been done.** The first time you turn in an incomplete lab, it will be returned to you ungraded so that you may make the necessary corrections and turn it back in. If it is not corrected and turned back in on or before the next class meeting, you will receive a zero on that assignment. Any additional incomplete or incorrectly completed labs will automatically receive a grade of zero and may not be resubmitted for credit.

**Homework Assignments:**

Neatness counts! All homework assignments must be completed neatly in blue or black ink on lined, loose-leaf notebook paper (not paper torn out of a spiral notebook) or they may be typed or word-processed and printed on clean white paper. You must place a heading in the upper right corner of the first page of the assignment. It must include your name, your VID, the date, the course (REA0017), my name (Prof. Rayborn). Centered on the top line of the page you must write the title and page number of the assignment, for example, “10 Success Strategies” p. 1-20. When responding to questions following the readings in our textbook, be sure to include the letter of each section along with the number, for example, A1, A2, etc. When completing exercises in chapters 1-10, be sure to title each exercise and include the page number(s), for example, 1-1 p. 27-28. Please see the illustration below for details I will not accept homework assignments that are not properly formatted.

Valencia Student

V0172012

1/1/12

REA0017

Prof. Rayborn

Ch. 1 Homework

Ex. 1-1 p. 2-3

1. A

2. B

3. C

"Today you are You, that is truer than true. There is no one alive who is Youer than You.”

– Dr. Seuss

**A Final Note on Homework:**

Homework assignments are an opportunity for you to practice and master the skills we review in class. I require you that complete ALL of your homework assignment (answer all questions to the best of your ability) to receive credit for it. Please do not leave any answers blank! Leaving an answer blank on a multiple choice tests guarantees you will get that question wrong. It’s ok not to immediately know the right answer. It’s ok to feel uncomfortable and to struggle with a question. The point is to work through your discomfort and frustration and think through the problem. If you do that during homework, it will be easier for you if you get stuck on a test question. Failing to try is the same as trying to fail! If you give up before you even try, you have failed yourself, so don’t give up! Give it your best shot!

**FAIR WARNING: REA0017 is a *very* work-intensive course! A minimum of 6 hours (3 credits x 2hrs. per credit per week) a week should be allotted to study for Developmental Reading II.** Aristotle said, “We learn by doing.” We learn to read by reading, thinking about what we read, discussing it with others, and writing about what we read. I cannot teach you to read by telling you how to do it; you **must** practice and master these skills yourself. If you do not have a quiet work area at home, you might consider scheduling study time in the West Campus library, the Communications Center (5-155), a public library or some other safe and fairly quiet 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. Manage your time well and make your education a high priority! Write assignment and lab due dates and test dates along with personal study appointments in your weekly planner just as you would any other appointment and make sure to keep them.

**Valencia I.D. Cards** are required for the West Campus Communications Center, Library, Math Center, Tutoring Center, and Testing Center usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services. Valencia I.D. Cards are available for FREE from Student Development in 3-147.

**Student Assistance Program:** Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Students with Special Needs:** Any student with special needs that may affect his or her progress in this course should notify the instructor as early in the semester as possible, preferably during the first two weeks of class. 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, again preferably during the first two weeks of class. Please feel free to speak with me privately after class or in my office. Our discussion will remain confidential. The Office for Students with Disabilities determines accommodations based on appropriate

documentation of disabilities. The West Campus Office for Students with Disabilities is located in SSB-102.

**Withdrawal Policy:** Students will receive a “W” withdrawal from the class if the student request is processed by the deadline, **November 2, 2012.** Please refer to the Student Handbook for more information. To withdraw from a course(s) you must access registration on Atlas. Each term you are required to withdraw prior to the Withdrawal Deadline. The Withdrawal Deadlines for each term are published in the Academic Calendar in the online official catalog. All requests for withdrawals must be submitted by 11:59 p.m. on November 2nd.



“Only YOU can control your future.” – Dr. Seuss

**Notice to Students Seeking to Withdraw from a Course(s)**

**Before you withdraw from a course, you should be aware that course withdrawals:**

• Will increase the cost of your education • May affect your financial aid status • May affect your transfer grade point average • May result in your having to pay the full cost of instruction fee to retake the course • May affect your anticipated graduation date • May result in your being denied access to limited access programs • May affect your eligibility for the Honors Program • May affect your immigration status if you are attending Valencia on a nonimmigrant visa • Will result in your required repayment of course fees paid by a Bright Futures scholarship.

**Before you withdraw:** • Talk with your professor to discuss your progress in the course • See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

**Conditions That Apply to a First or Second Attempt in a Course** **On or Before the Withdrawal Deadline:** During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

**After the Withdrawal Deadline:** A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy in which case you will receive a grade of “W.” If the professor does not withdraw you, your grade will be what you had earned.

**Student Code of Classroom Conduct:** <http://www.valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=180>

“Activities which disrupt the desired classroom setting and which are violative of this Student Code of Classroom Conduct are those which, with or without intent to do so, are disruptive of the essence of the educational process. Examples include, but are not limited to:

1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: tardiness, leaving and returning during class, and early departure when not previously authorized;
2. Activities which violate previously described classroom guidelines or constitute an unreasonable interruption of the learning process;
3. Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation;
4. Utterances of “fighting words” or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence.

Violations of this Student Code of Classroom Conduct shall constitute grounds for student

disciplinary action as provided in Policy 6Hx28:10-04.” -- Valencia College District Board of Trustees

**Expected Student Conduct:** Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**Our Classroom Policies:**

* You may not use your personal electronic devices (phones, MP3 players, laptops, iPads, etc.) in class. Please set your phone to silent or vibrate. You may not talk or text on your phone in class. You may not wear headphones or earpieces in class. You may not take pictures or make audio or video recordings during class without my prior approval. The first time I see or hear your phone, etc., I will ask you to turn it off and put it away. If I must ask you a second time, you will receive a grade of zero for attendance/participation that day! If it happens again, I will ask you to please excuse yourself from class until you have taken care of your personal business and are once again able to give this class your full and undivided attention. Being asked to leave class counts as an absence.
* Please use the restroom before class. You may excuse yourself *quietly* if you are ill or urgently need to use the restroom. There are no other acceptable reasons to leave class. If you need to leave to the classroom 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 every day. 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. This class will be most useful and interesting when everyone participates. However, your participation will be hampered if you are not fully prepared for class. 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. I cannot supply you with pens, pencils, paper, staplers, Scan-Trons, or a textbook. You may not sleep in my class. If you put your head down during class, I will ask if you are unwell or need medical assistance. If you are too sick or sleepy to actively participate in class, you will be asked to excuse yourself until you are well enough to fully participate. This would count as an absence.
* Respect yourself and others by keeping your hands and feet 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.
* College is an opportunity to challenge your current beliefs and expand your horizons. We will have many discussions in this class. You will have the opportunity to politely and respectfully express your opinion on the topic of discussion, provided that you have completed the assigned reading and are prepared for class. Only one person may speak at a time. If you have a comment you would like to share, please raise your hand and I will call on you. Repeated outbursts will result in ejection from the class.
* If your state of dress (or undress) disrupts the learning environment in my classroom, you will be asked to leave and to cover up or change your clothing before returning to class. Examples of such distractions include, but are not limited to, visible underwear (or lack thereof), violent/graphic images, hate speech or images, and profanity. All sunglasses, hats, and hoods are to be removed during class.
* You are welcome to bring food to class as long as you bring enough to share with the whole class and you clean up after yourselves. You may have a lidded non-alcoholic beverage provided you accept responsibility for cleaning up after yourself (including any spills) and for any damages that may result from a spill. The first time I have to clean up a mess or pick up trash, there will be a no eating or drinking policy instituted in this class. Food and drink are prohibited in the lab (5-155)!
* 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.

**How We Treat Each Other**

***Our Practice of Respect and Nonviolence***

from Valencia College’s Peace and Justice Initiative

**1.** **Create a hospitable and accountable community.** We all arrive in isolation and need the generosity of friendly welcomes. Bring all of yourself to the work in this community. Welcome others to this place and this work, and presume that you are welcomed as well. Hospitality is the essence of restoring community.

**2.** **Listen deeply.** Listen intently to what is said; listen to the feelings beneath the words. Strive to achieve a balance between listening and reflecting, speaking and acting.

**3. Create an advice free zone.** Replace advice with curiosity as we work together for peace and justice. Each of us is here to discover our own truths. We are not here to set someone else straight, to “fix” what we perceive as broken in another member of the group.

**4. Practice asking honest and open questions.** A great question is ambiguous, personal and provokes anxiety.

**5. Give space for unpopular answers.** Answer questions honestly even if the answer seems unpopular. Be present to listen not debate, correct or interpret.

**6. Respect silence.** Silence is a rare gift in our busy world. After someone has spoken, take time to reflect without immediately filling the space with words. This applies to the speaker as well – be comfortable leaving your words to resound in the silence, without refining or elaborating on what you have said.

**7. Suspend judgment.** Set aside your judgments. By creating a space between judgments and reactions, we can listen to the other, and to ourselves, more fully.

**8. Identify assumptions.** Our assumptions are usually invisible to us, yet they undergrid our worldview. By identifying our assumptions, we can then set them aside and open our viewpoints to greater possibilities.

**9. Speak your truth.** You are invited to say what is in your heart, trusting that your voice will be heard and your contribution respected. Own your truth by remembering to speak only for yourself. Using the first person “I” rather than “you” or “everyone” clearly communicates the personal nature of your expression.

**10. When things get difficult, turn to wonder.** If you find yourself disagreeing with another, becoming judgmental, or shutting down in defense, try turning to wonder: “I wonder what brought her to this place?” “I wonder what my reaction teaches me?” “I wonder what he’s feeling right now?”

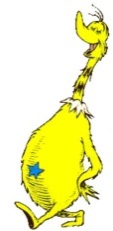
**11. Practice slowing down.** Simply the speed of modern life can cause violent damage to the soul. By intentionally practicing slowing down we strengthen our ability to extend non-violence to others – and to ourselves.

**12. All voices have value.** Hold these moments when a person speaks as precious because these are the moments when a person is willing to stand for something, trust the group, and offer something he or she sees as valuable.

**13. Maintain confidentiality.** Create a safe space by respecting the confidential nature and content of discussions held in the group. Allow what is said in the group to remain there.



“Unless someone like you cares a whole awful lot, nothing is going to get better. It’s not.” – Dr. Seuss



“Be who you are and say what you feel because those who mind don’t matter and those who matter don’t mind.” – Dr. Seuss

**An academic environment such as a college classroom or laboratory is similar to a professional work environment.** One of the primary purposes of college is to prepare you to be successful in your life and future career. Following the **four Toltec agreements**, taken from *The Four Agreements* by Don Miguel Ruiz,below may help us:

**Agreement 1: Be impeccable with your word—**Speak with integrity. Say only what you mean. Avoid using words to speak against yourself, or to gossip about others. Use the power of your words in the direction of truth and love.*Imagine the impact this has on personal and business relationships. Speaking with integrity creates relationships based on trust and confidence. Being impeccable means taking responsibility for yourself, your words, and your actions. People will know they can rely on your word and have confidence that actions will follow.*

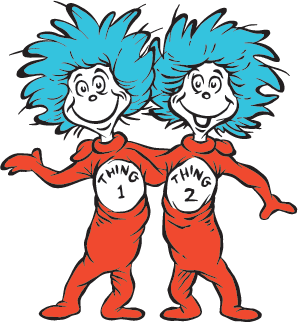
**Agreement 2: Don’t take everything personally—**Not everything others say or do is about you.What others say and do is often a projection of they own reality, their own interior dream. When you are immune to the opinions and actions of others, you won’t be a victim.*In the business world, sales is a numbers game and salespeople will hear many “no’s” before they hear a “yes.” They are not being rejected, the product they are trying to market is being rejected. When you take things personally, you feel offended, you become defensive, and you miss the opportunity to learn something that has bigger potential. Be open to others’ ideas, principles, and dreams.*

**Agreement 3: Don’t make assumptions—**Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness, and drama. *In business, listen to your customer. It is their reality you are attempting to understand so you can provide the best product or service to fit their needs. Don’t try to impose your point of view, learn by listening.*

**Agreement 4: Always do your best—**Your best will change from day to day. It will be different when you are healthy than when you are sick or tired. Under any circumstance, simply do your best, and you will avoid self-judgment, self-abuse, and regret. *By doing your best, you will be productive. You take action because you choose it, not because you expect a reward. Students and employees excel and the level of engagement in the classroom or workplace flourishes. The result increases customer, employee, and self satisfaction.*

You need a strong will in order to adopt the Four Agreements, but your life, communication, and relationships will be forever changed when you make this choice. Have patience with yourself, it is the awakening of your mind that allows an opportunity for transformation. Remember to do your best!

“You're on your own. And you know what you know. And YOU are the one who'll decide where to go...” –Dr. Seuss



**The West Campus Communications Center Computer Use Policy:** Use of computers in West Campus Communications Center is restricted to those students currently enrolled in Developmental Reading, Developmental English, or EAP classes for activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

* Use of computer to send E-mail or access Internet sites not specifically assigned in class.
* Use of computer for job, internship, homework, social or other activities not assigned in class.
* Modifying any hardware or software system configuration or setting.
* Activities not in accordance with the Valencia Student Code of Conduct

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offenses may be sent to the campus administration for further disciplinary action.

**A Special Note Technical Difficulties:** Even though computers are amazing tools, they can and do cause problems with the production of your documents. Please be aware that technical issues such as a broken computer or the inability to produce or submit your assignment from a computer (including those in the lab) will not be accepted as a valid excuse for assignments that are submitted late. I advise you to save all your work to a flash drive and to e-mail yourself a back-up copy as an attachment. Please be advised that the computers in the Communications Center will not save your work to the hard drive. You must save all work in the Communications Center to a flash drive. **Important Notice:** Your instructor and the Communications Center staff cannot provide technical support. If you are experiencing problems with Atlas or Blackboard, you will need to contact the appropriate department: Blackboard (407) 582-5600 (available 24/7) or [webcthelp@valenciacollege.edu](mailto:webcthelp@valenciacollege.edu)  The ATLAS help desk phone is (407) 582-5444.

**Evaluation and Grading Scale:** Developmental Reading courses use a ten-point scale, with C (70%) as the minimum passing and advancement grade for each course.

**Grades that satisfy the course requirement: Grades that don’t:**

A 90-100% D 60-69%

B 80-89% F 0-59%

C 70-79%

**Determination of final course grade:**

“Oh the places you'll go! There is fun to be done! There are points to be scored. There are games to be won...” – Dr. Seuss

Final Exam 20%

Tests and Quizzes 30%

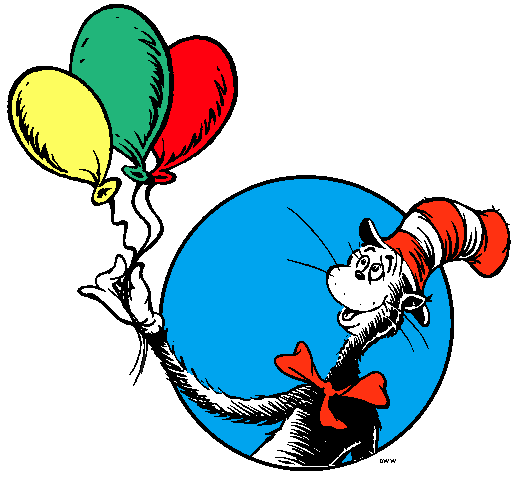
Assignments 25%

Lab 20%

Attendance and Class Participation 5%

**Total 100%**

**Extra Credit Policy:** “Extra” credit implies you have already successfully completed all of the “for credit” work. If that is so, you should have no need for extra credit; thus, none is available.



“Will you succeed? Yes, you will indeed! (98 and three-quarters percent guaranteed.) Kid, you’ll move mountains!” – Dr. Seuss

**How to Email a Professor**

1) Use your college Atlas email account rather than a personal account like gmail. I won’t open mail from [Bubbilicious692@pmail.com](mailto:Bubbilicious692@pmail.com) , for example, because I won’t know who it’s from. I will regard it as spam.

2) Include the course number in the subject line, e.g. "Question about REA 0017 homework"

3) Choose an appropriate greeting, e.g. "Dr. Jones" or "Professor Dumbledore"

4) End your email with your full name, course number, and meeting time:

Hermione Granger

DAD 1101, TR 11:40-1:20pm

5) Proofread what you have written. Use your best spelling, grammar and punctuation. I do not “speak” text messaging lingo and cannot decipher your abbreviations. If an email to your professor is not worth writing correctly, it is probably not worth writing.

6) It is important to understand that a teacher (or potential employer) will judge you not only by your work but also by how you *communicate* with him or her. Below is an example of what a proper e-mail to your professor should look like:

---------------------------------------------------------------------------------------------------------------------

**Subject: A Question about Potions**

**Professor Snape,**

**I have been trying to locate the book you recommended to help me study for the quiz on Wednesday. Could you please send the title and author to me at your earliest convenience?**

**Thank you!**

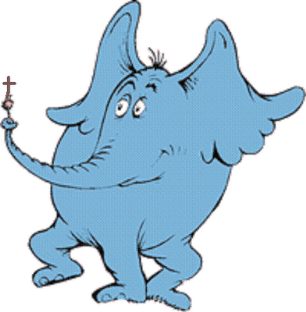
**Sincerely,**

**Harry Potter**

**Potions 1101, MW 10:00-11:15 am**

**Additional Information**

* We ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs. Please note that children are not permitted in the Communications Center or any other Learning Support Services area (Math, Testing, Tutoring, or Writing Centers).
* Please make note of the evacuation route from your classroom in case of emergency. Interpret all audible alarms as valid and act accordingly.
* ***Disclaimer: Changes in the syllabus may be made at any time during the term by announcement by the instructor. A revised syllabus may be issued at the discretion of the instructor. It is the responsibility of the student to make any adjustments as announced.***

“I meant what I said and I said what I meant. An elephant’s faithful 100 percent.”- Dr. Seuss

**Course Calendar Fall 2012**

“I meant what I said and I said what I meant. An elephant’s faithful 100 percent.” – Dr. Seuss

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Class** | **Lab** | **Homework** |
| **T 8/28** | * Welcome! * Breaking the ice * Introduction to the course * Reviewing the syllabus * Previewing and annotating | * Visit the West Campus Communications Center homepage * <http://valenciacollege.edu/>   west/lss/communications/   * View the Lab Orientation powerpoint * Click on the link for “Reading” and watch the videos:   + Communications Center Overview,   + Reading Lab Review Skill Sheet Overview,   + Reading Lab Mastery Sheet Overview,   + MyReadingLab Overview | * Read 8b Annotating on p. 199 and review the annotation chart on p. 200. * Finish annotating your syllabus. Study for the syllabus quiz on Thursday. * PRA (Preview, Read, and Annotate) “10 Success Strategies” p. 1-32 and complete exercises: 2, 3 and 9 – due next class. * \*PRA “Introduction: Reading Across the Disciplines” p. 234-236.   **\* Remember that class will meet in 5-155 on Thursday for lab orientation!** |
| **R 8/30** | * **Class will meet in 5-155 (the Communications Center) for lab orientation!** * Collect homework, * Quiz on the syllabus, “10 Success Strategies” and “Introduction to RAD.” * Complete scavenger hunt | * Register for MyReadingLab.com. Make sure to record your username and password in your lab notebook. | * PRA Ch. 5 p. 136-158. Complete exercises: 5-1, 5-3, 5-4, 5-5, 5-6, 5-7, 5-8. * PRA Ch. 8 p. 190-215. Complete exercises: 8-1, 8-2, 8-3, 8-5, 8-6, 8-7, 8-9, 8-11, 8-13, 8-14, 8-15, 8-16, due Tuesday! * PRA Ch. 9 p. 216-219 and complete exercise 9-1, due Tuesday!   **\* Remember to bring a green scan-tron, a number 2 pencil, and an eraser to class on Tuesday to take the lab Diagnostic Test!** |
| **T 9/4** | * Collect homework * Quiz on Ch. 8 and 9 * **Take Lab Diagnostic Test!** | * Still have questions about how to use the lab manual? Get help now. Re-watch the reading videos, visit the Communications Center and speak with Pedro, a student assistant, or a lab instructor, make an appointment in the Writing Center, or attend Pedro’s “How to Use the Lab Manual” workshops W 9/5 or M 9/10 at 3:00 in the Communications Center. Call (407) 582-1812 to reserve your seat today! | * PRA Ch. 1A and 1B p.34-36 and complete exercise 1-1. PRA Ch. 1 C, D, and E p. 43-47 and complete exercise 1-5. * PRA “Coming Into My Own” p. 260-262 and answer Previewing the Reading and Making Connections p. 260 and Questions: A1&3, B1-5, D, H 1-4, Word Parts 1-3, Unusual Words 1&2, H1&2, K. |
| **R 9/6** | * Collect homework. * Quiz on Ch.1 * Team activity: Annotating a Break-up | * Log in Atlas. Visit our course homepage. * Click on Links. Review the resources on Cornell Notes and Annotating. Click on Files. Print the Cornell Notes on “Treating Wounded Soldiers.” | * Finish annotating a “Breakup” if not completed in class. * PRA “Combat High” p. 342-346. Answer “Previewing the Reading” and “Making Connections” p. 342 and Questions: A3,B 1-8, D, E 1&2, F 1-6, G2,G4-6,G 8-10, H 1-5, Word Parts 1-4, Unusual Words 1 &2, J 1-4, K. |
| **T 9/11** | * Collect homework. * Quiz on “Combat Hight.” * Discuss Cornell Notes. * Team Activity: Preview, read, annotate, and complete Cornell Notes on “Treating Wounded Soldiers.” | * Start working on **vocabulary lab due R 9/20!** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 2 and “A Step Beyond Human” | * Finish annotating and taking Cornell Notes on “Treating Wounded Soldiers” if not completed in class. * PRAN (**P**review, **R**ead, **A**nnotate, take Cornell **N**otes) Ch. 2 p. 48-57 and complete Exercises: 2-1, 2-2, 2-3, 2-4, 2-5, 2-6, 2-7, 2-8. * PRAN “A Step Beyond Human” p. 470-473 and answer Previewing the Reading 1 &2 and Making Connections p. 470 and questions: A1&3, B 1-4, D, E 1&2, F 1-5, G 2&4, H 1-5, Word Parts 1-5, Unusual Words 1&2, j 1-3, K. |
| **R 9/13** | * Collect homework. * Quiz on “A Step Beyond” and Ch.2. * Discuss Vocabulary: Using Context Clues. | * Continue working on **vocabulary lab due R 9/20** at the beginning of class! * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 2 and “Medical Technology and Ethical Issues” and the Unit 1 Study Guide. | * PRAN Ch. 2 p.57-69 and complete exercises 2-9, 2-10, 2-11, 2-12, 2-13, 2-14. * PRAN “Medical Technology and Ethical Issues” p. 450-453 and answer Previewing the Reading 1&2 and Making Connections p. 450 and questions: B1-3, D, E 1-3, G1, G4&5, H1-6, Word Parts 1-8, Unusual Words 1&2, J 1-3. |
| **T 9/18** | * Collect homework. * Quiz on “Medical Technology and Ethical Issues” and Ch. 2. * Discuss word parts: roots, prefixes, and suffixes * Team Activity: Study Guide | * Finish working on **vocabulary lab due R 9/20!** * Make sure you have completed both sides of your lab plan, double-check your math to make sure you earned enough points, make sure you showed you checked your work, organize your work, staple in upper left-hand corner, and make sure your name is on the top of the front page of your lab plan! * Seek assistance from a Learning Assistant in the Lab if you have questions about completing or compiling your lab! * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “When Living Is a Fate Worse than Death.” | * PRAN “When Living Is a Fate Worse than Death” p. 461-463 and answer Previewing the Reading 1&2 and Making Connections on p. 461 and questions: A3, B1-7, D, E, F 1-5, H 1-4, Word Parts 1-3, J 1-3, K. * **Study Hard** for your Unit 1 Skills Test on Thursday! * Remember to bring a pencil and a green scan-tron to class on Thursday! |
| **R 9/20** | * Peer review and collect vocabulary labs and homework. * **Take Unit 1 Skills Test.** | * Start working on **Main Idea lab due T 10/2** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 3 and “Surveillance Society.” | * PRAN Ch. 3 Main Idea p.70-83 and complete exercises: 3-1, 3-2, 3-3, 3-4, 3-5, 3-6, * PRAN “A Surveillance Society” p. 238-241 and answer Previewing the Reading 1&2 and Making Connections p. 238 and questions: A2-5, B1-5, D, E 1&2, F 1-5, G4, H 1-5, Word Parts 1-5, J 1-3. K. |
| **T 9/25** | * Collect homework. * Quiz on Ch. 3 and “Surveillance.” * Review Unit 1 Test * Discuss Stated Main Ideas. | * Continue working on **Main Idea lab due T 10/2** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “DNA Fingerprinting” | * PRAN “DNA Fingerprinting” p. 439-441. Answer Previewing the Reading 1&2 and Making Connections p.439 and questions: A1, A3-8, B 1-5, D, E 1&2, F 1-7, G4, H 1-5, Word Parts 1-3, Unusual Words 1 &2, J 1-4, K. |
| **R 9/27** | * Collect homework. * Quiz on Main Idea and “DNA Fingerprinting.” * Continue discussing Stated Main Ideas. * Team Activity: Main Idea | * **Complete Main Idea lab due T 10/2** at the start of class. * If you need help completing or compiling your lab, ask a Learning Assistant in the Communications Center (5-155) for help! * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “CSI Effect” | * PRAN Ch. 3 p. 84-95 and exercises: 3-7, 3-8, 3-9, 3-10, 3-11, 3-12. * PRAN “The CSI Effect” p. 575-578 and answer Previewing 1&2 and Connections p. 575 and questions: A1 and 3-6, B 1-6, D, E 1-3, F 1-7, H1-5, Word Parts 1-3, Unusual Words 1&2, J 1-4, K. |
| **T 10/2** | * **Collect labs** and homework. * Quiz on “CSI Effect” and Implied Main Idea. * Discuss Implied Main Ideas * Team Activity: Implied Main Idea | * Start working on **Supporting Details lab due R 10/11** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “House Arrest.” | * PRAN Ch. 3 p. 95-104 and complete ex.: 3-13, 3-14, 3-16, 3-17, 3-18, 3-19. * Log in Atlas. Visit our course homepage. Click on Files. Print “House Arrest and Electronic Monitoring” PRAN and answer questions: A1 and 3-8, B 1-5, D, F1, G 1-5, Word Parts 1-3, Unusual Words 1&2, I 1-3. |
| **R 10/4** | * Collect homework. * Quiz on Ch. 3 and “House Arrest.” * Discuss supporting details. * Team Activity: Supporting Details | * Complete **Details lab due R 10/9** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Profile of a Terrorist” and the Unit 2 Study Guide | * Log in Atlas. Visit our course homepage. Click on Files. Print “Profile of a Terrorist” p. 415-418. PRAN and answer questions: A1 & 5, B 1-5, D, F1, G 1-7, Word Parts 1 & 2, Unusual Words 1 &2, I 1-3. * Remember to make your Transition Bingo board and bring it to class on Tuesday! |
| **T 10/9** | * Collect labs and homework. * Quiz on Ch. 3 and “Terrorist” * Discuss transitions * Activity: Transition BINGO * Team Activity: Study Guide | * Start working on **Patterns lab due T 10/23** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Camping.” | * PRAN “Camping for Their Lives” p. 356-361 and answer Previewing and Making Connections p. 356 and questions: A2-5, B1-5, C3, D, E 1&2, G1-4, H1-10, Word Parts 1-5, Unusual Words 1&2, J1-4, K. * **STUDY HARD for UNIT 2 SKILLS TEST ON TUESDAY!** |
| **R 10/11**  **West Campus**  **College Night**  **C:\Users\mrayborn\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\I5382YCS\MC900056794[1].wmf** | **COLLEGE NIGHT – Class does NOT meet!** | * Continue work on **Patterns Lab due T 10/23** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “E-Waste” | * PRAN “E-Waste” p. 419-22 and answer Previewing and Making Connections p. 419 and questions: A1 and 3-5, B 1-10, C 1&2, D, E 1&2, F 1-5, G 1-4, H 1-6, Word Parts 1-4, J 1-3, K. * Remember to bring a pencil, eraser, and green scan-tron to take the test on Tuesday! |
| **T 10/16** | * **Collect LABS** and homework * **Take Unit 2 Skills Test** | * Continue work on **Patterns Lab due T 10/23** * Print the Cornell Notes on Ch. 4 | * PRAN Ch. 4 p. 105-135 complete ex: 4-1, 4-2, 4-3, 4-4, 4-5, 4-6, 4-7, 4-8, 4-9, 4-10, 4-11, 4-12, 4-13 |
| **R 10/18**  **Happy**  **Spirit Day!**  **C:\Users\mrayborn\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7MK0SQ8Y\MC900240463[1].wmf** | * Collect homework and labs. * Quiz on Ch. 4 and “Volunteer Army” * Discuss Patterns * Team Activity: A Trip to Scotland | * Complete Patterns Lab due T 10/23 * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Species Extinction” * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Species Extinction” | * PRAN “Species Extinction” p. 494-498 and answer Previewing and Making Connections p. 494 and questions: A1 and 3-7, B 1-6, C 1-4, D, E 1-4, F 1-9, G 3-7, H 1-6, Word Parts 1&2, J 1-3, K. |
| **T 10/23** | * **Collect labs** and homework * Quiz on Ch. 4 and “Extinction” * Discuss Patterns * Team Activity: Scotland Wrap-Up | * Start working on **Inference Lab due T 10/30 !** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 6 and “Cultural Ecology” | * PRAN Ch. 6 p. 159-169 and complete exercises 6-2, 6-3, 6-4, 6-5, 6-6, and 6-7. * PRAN “The Cultural Ecology of the City” p. 536-539 and answer Previewing and Making Connections p. 536 and questions: A1 and 3-6, B 1-7, C 1-4, D, E 1&2, F 1-7, G 2-6, H 1-8, Word Parts 1-4, J 1&2, K. |
| **R 10/25** | * Collecthomework * Quiz on Ch. 6 and Cultural Ecology * Discuss Inferences * Team Activity: CSI VCC murder mystery | * Complete Inference lab due **T 10/30!** * Start working on **Fact and Opinion Lab due R 11/1!** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Additional Renewable-Energy Options” and “Ch. 7” and Unit 3 Study Guide | * PRAN “Additional Renewable-Energy Options” p. 548-552 and answer Previewing and Making Connections p. 548 and questions: A 2&3, B 1-10, C 1-4, D, E 1-4. F 1-6, G 2&3, H 1-8, Word Parts 1-8, J 1-3, K. * PRAN Ch. 7a p. 170-174 and complete exercises 7-1 and 7-2 |
| **T 10/30 C:\Users\mrayborn\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8IJEEWM1\MC900436223[1].png** | * Collect labs and homework * Discuss Facts and Opinions * Team Activity: Unit 3 Study Guide | * Complete **Fact & Opinion Lab due R 11/1!** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Volunteer Army” | * PRAN “Volunteer Army” p. 481-484 and answer Previewing and Making Connections p. 481 and A1-3 and 5&6, b 1-7, C 1-4, D, E 1&2, F 1-6, G 2&3, H 1-5, Word Parts 1&2, Unusual Words 1&2, J 1-3, K. * **STUDY HARD for UNIT 3 SKILLS TEST on Tuesday!** * Remember to bring a pencil, eraser, and green scan-tron to class on Tuesday! |
| **R 11/1** | * Collect homework and labs * **Take Unit 4 Test** | * Start working on **Purpose and Tone lab due 11/13** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 7b and “Whether to Vote” | * PRAN Ch. 7b p. 174-176 and complete exercises 7-3 and 7-4 * PRAN “Whether to Vote” p. 369-373 and answer Previewing and Making Connections p. 369 and questions: A1-6, B1-8, C1&2, D, E1&2, F1-5, G1 and 3-6, H 1-6, Word Parts 1-3, Unusual Words 1&2, J1&2, K. |
| **T 11/6**  **C:\Users\mrayborn\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\RVJK7D9Z\MC910217054[1].png**  **Election**  **Day!** | * Collect homework. * Discuss Author’s Purpose * Team Activity: Don’t Judge a Book by Its Cover | * Continue working on **Purpose and Tone lab due 11/13** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 7c and “McDonald’s” | * PRAN Ch. 7c p.177-180 and complete exercises 7-5 and 7-6. * PRAN “McDonald’s Makes People Angry” p. 393-396 and answer Previewing and Making Connections p. 393 and questions: A1 and 2-7, B 1-5, C 1-3, D, E 1&2, F 1-5, G 2-4, h 1-6, Word Parts 1-5, Unusual Words 1&2, J 1-3, and K. |
| **R 11/8** | * Collect homework * Discuss tone * Team Activity: Don’t Take That Tone with Me! | * Complete **Purpose and Tone Labs due 11/13** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 7c and “Lift the Cell Phone Ban” and “Teen Slang” | * PRAN Ch. 7d p. 181-182 and complete exercises 7-7 and 7-8 * PRAN “Lift the Cell Phone Ban” p. 562-565 and answer Previewing and Making Connections p. 562 and questions A1-5, b1-6, C 1&2, D, E 1&2, F1-7, G1-7, H1-4, Word Parts 1&2, Unusual Words 1-3, J 1&2. * PRAN “Teen Slang” p. 270-274 and answer Previewing and Making Connections p. 270 and questions: A1-1-5, B 1-5, C1-3, D, E 1-3, F1-6, G1-5, H1-6, Word Parts 1&2, Unusual Words 1-4. |
| **T 11/13** | * Collect labs and homework. * Discuss Bias and Tone | * Start **Bias and Support Lab due T 11/20** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 7e, Ch. 10, and “Lost in Electronica” | * PRAN Ch.7 e p. 182-183. * PRAN Ch. 10 p. 220-232 and complete ex.: 10-3, 10-4, 10-7. * PRAN “Lost in Electronica” p. 429-431 answer Previewing and Making Connections p. 429 and A1-5, B 1-5, C1-3, D, E1, F 1-6, G1-6, H1-5, Word Parts 1&2, Unusual Words 1&2 |
| **R 11/15** | * Collect homework * Discuss Argument and Support | * Complete **Bias/Support Lab due T 11/20** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 7 f&g and “Relationships and Technology.” Print Unit 4 Study Guide | * PRAN Ch. 7 f and g p. 183-189 and complete exercises: 7-10, 7-11, 7-12, 7-13. * PRAN “Relationships and Technology” p. 294-298 and answer Previewing and Making a Connection p. 294 and questions: A1-6, B1-6, C, D, E 1&2, F 1-4, G1-5, H 1-6, Word Parts 1-4, J1-4. |
| **T 11/20** | * Collect homework and labs * Discuss Denotation & Connotation * Team Activity: Geek Squad! * Team Activity: Unit 4 Study Guide | * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 22 Selection 1 | * PRAN Ch 22 Selection 1p. 640-646 and answer Previewing and Making Connections p. 657 and questions A1-3, B1-5, C 1&2, D, E 1&2, F 1-5, G 1-3, H 1-5, Word Parts 1-8, J1-3. * **Study Hard for Unit 4 Skills Test on T 11/27!** |
| **R 11/22C:\Users\mrayborn\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S6NEAMPG\MC900151715[1].wmf** | **Class does NOT meet!**  ***Happy Thanksgiving!*** | * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on Ch. 22 Selection 2 | * PRAN Ch 22 Selection 2 p. 646-656 and answer Previewing and Making Connections p. 665 and questions A1-6, B1-4, C 1-4, D, E 1&2, F 1-4, G 1-4, H 1-8, Word Parts 1-5, J1-3. * Remember to bring a pencil, eraser, and green scan-tron to class on Thursday to take the exam! |
| **T 11/27** | * Collect labs and homework * **Take Unit 4 Skills Test!** | * Start working on Combined Skills Lab due 12/4 * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Interviewing” | * PRAN “Interviewing for Success” p. 602-606 and answer Previewing and Making Connections p. 602 and questions: A1-5, B1-10, C1-4, D, E1-3, F1-10, G1-5, H1-6, Word Parts 1-4, Unusual Words 1&2, J1&2. |
| **R 11/29** | * Collect homework * Quiz on Interviewing * Review for Final Exam | * Continue working on **Combined Skills Lab due 12/4!** * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Rx for Anger” | * PRAN “Rx for Anger at Work” p. 614-618 and answer Previewing and Making Connections p. 614 and questions: A1-5, B1-5, C1&2, D, E1&2, F1-6, G1-5, H1-7, Word Parts 1-8, Unusual Words 1-5, J1-3 |
| **T 12/4** | * Collect labs and homework * Review for Final Exam | * Log in Atlas. Visit our course homepage. Click on Files. Print the Cornell Notes on “Rx for Anger” | * PRAN “What Will Be the Hot Jobs of 2018?” p. 626-629 and answer Previewing and Making Connections p. 626 and questions:A1-10, B1-7, C1-4, D, E1&2, F1-7, G1-7, H 1-5, Word Parts 1-5, Unusual Words 1-3, J 1&2, K. |
| **R 12/6** | * Collect homework * Review for Final Exam | None | * **STUDY HARD for FINAL EXAM R 12/13 at 5:00 PM in the Communications Center 5-155. Don’t be late!!!!** * Notify your boss you may need to leave a little early on Thursday to be on time for the exam! |
| **T 12/11** | FINALS WEEK  Class does NOT meet! | None | * Make sure you are EARLY for the final. **If you are late, you will NOT be allowed to take the final exam!** * Remember to bring your Valencia Student ID card to the final exam! |
| **R 12/13** | **Take the FINAL EXAM at 5:00 PM in the Communications Center 5-155!** | None | ***HAPPY HOLIDAYS!!!!***  http://www.philnel.com/wp-content/uploads/2010/12/Grinch.jpeg |