

**READING 0002 SYLLABUS**  
**COLLEGE READING PREP 0002**

**Caution:**

DO NOT read this syllabus while operating a motor vehicle or dangerous machinery.

This syllabus is Dolphin, Porpoise and caffeine Free

Prerequisites: One semester of Reading Underwater 001, Reading While Swimming 002, and warm blood (or suitable substitute running through your veins.)

**Instructor:**

**PROFESSOR RICHARD A. GAIR, BA, MA, CBW, ESPN, CSPAN, MSNBC, and All-Around Humorous Guy**  
**OFFICE- 8-132**  
**407-582-2641**

[rgair@atlas.valenciac.edu](mailto:rgair@atlas.valenciac.edu)

<http://home.cfl.rr.com/rgair>

Warning: Reading this entire syllabus is very important. If it causes drowsiness then have a cup of coffee as you read it.

**Set Goals and Evaluate Them**

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

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

**Course Syllabus**

**Instructor:** \_\_\_\_\_

**Term** \_\_\_\_\_ **Year** \_\_\_\_\_

**COURSE DESCRIPTION:**

This course is designed for students who score above 60 and below 80 on the CPT or an equivalent

score on another state approved test. Course content includes:

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

## REQUIRED MATERIALS:

**Textbook:** *Ten Steps to Advanced Reading*, By John Langan, Copyright 2007

**Paperback Book- Night by Elie Wiesel (available on Amazon or in any bookstore)**

**Basic Supplies** - a 3-ring notebook, paper, 2 color pen highlighters, and tab dividers, mini-stapler, 3-hole puncher, 1 pack of 4 by 6 index cards, Florida State Study Guide (laminated reading skills summary), **LAB ACCESS CODE**

**Supplementary Reading:** “The Art of Reading Comprehension and Word Analysis During a Category 5 Hurricane” Author- I.M. Windy, Published 2010, Orlando Beach Press, Tarp City, Florida 112233. (If you really do find a copy of such a book I will give you 5 extra points on your final average...LOL.)

**OKAY...Let’s get serious here.**

**Research has shown that there are three vital skills that should be developed and linked to all college courses. These skills have been shown to be essential for learning and mastery in all college courses.**

**We will try to further develop all three throughout this course. They are:**

- **Critical Thinking (You will be asked to think and discuss critically about issues.)**
- **Reflective Writing (You will be required to write reflectively about what you read.)**
- **Critical Reading (You will be asked to respond critically and evaluatively about what you read.)**

Students are expected to have all materials for the course in all classroom sessions, This includes the required text, the portfolio loose-leaf packet, mini-hole puncher, mini-stapler filled with staples, 4 by 6 lined index cards and a college-level dictionary. Out of class assignments (homework) will require between 3 and 5 hours of work every week. Make time in your schedule for this if you plan on being successful in this course!!!! What you put into the course directly relates to what you get out of it. That’s just plain old common sense!!!!

## **ATTENDANCE AND LATENESS TO CLASS**

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

**BEGINS! IF YOU ARE LATE, 3 LATENESSES WILL BECOME AN ABSENCE!**

**ABSENCE POLICY- SINCE THIS IS A 3 CREDIT HOUR CLASS IF YOU ARE ABSENT 150 MINUTES. ANY ABSENCES AFTER THE 150 MINUTES WILL RESULT IN WITHDRAWAL FROM THE CLASS.**

**NOTE TO SUMMER SCHOOL CLASSES:**

**FOUR DAY SUMMER CLASSES ARE ALLOWED ONLY ONE AND A HALF ABSENCES.**

**DO NOT USE YOUR ALLOWED ABSENCES FOOLISHLY. YOU NEVER KNOW WHEN LIFE DEALS YOU A "REAL" EMERGENCY!!**

**NO MAKEUPS FOR MISSED TESTS DURING SUMMER SESSION**

**THIS ATTENDANCE POLICY WILL  
BE STRICTLY ENFORCED.**

**\*\* *Exceptions:* IF YOU DIE AND MISS A CLASS KINDLY BRING IN A NOTE FROM YOUR UNDERTAKER UPON YOUR RETURN TO CLASS. (Are you laughing or at least smiling yet?)**

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

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

**NO FOOD AND DRINK IS TO BE CONSUMED DURING CLASS.**

**COURSE OBJECTIVES:**

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

**I. Comprehension Improvement:**

Reading is the process of receiving and assimilating ideas and information from written material. Effective reading includes both literal and critical comprehension of sentences, paragraphs and longer passages. Since literal comprehension is a requirement for critical comprehension, students' highest priority will be to develop literal comprehension skills. Numbers in parentheses indicate level reading competencies that correspond to objectives.

**A. Literal Comprehension Skills**

1. Recognizing main ideas in a given passage (a. 1)

- 2. Identifying supporting details (a.2)
- 3. Determining the meanings of words on the basis of context (a.3)

**B. Critical Comprehension Skills**

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

**II. Vocabulary Development**

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

**COURSE REQUIREMENTS:**

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

**ATTENDANCE:**

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

**OFFICE HOURS:**

Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

**Saturday & Sunday- NO OFFICE HOURS THESE DAYS. CLOSED FOR MENTAL REPAIRS.**

**MAKE UP POLICY:**

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

#### **ASSIGNMENTS:**

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

**LATE ASSIGNMENTS WILL NOT BE ACCEPTED AND WILL BE GIVEN A GRADE OF ZERO IF THEY ARE NOT TURNED IN THE DAY THEY ARE DUE.**

#### **CAMPUS INFORMATION:**

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

#### **TESTING:**

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

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

#### **STUDENT ETHICS:**

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

#### **CLASSROOM CONDUCT**

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

leave the classroom and an absence for the day will be recorded. Any subsequent disruption will be processed according to Valencia Community College Code of Student Conduct procedures.

**GRADING:**

Grades in REA 0002 are based on successful completion of all assignments enumerated in Grade Weight Distribution.

**Grades**

- 90 - 100 = A
- 80 – 90 = B
- 70 – 80 = C
- 60 – 69 = D
- Below 60 = F

**Grade Weight Distribution**

<b>Text Assignments:</b> Chapters 1- 10, Read-Discuss-Practice Exercises, Chapter Review Tests, End of Chapter Mastery Tests, Combined Skills Mastery Tests, Loose leaf Portfolio, Supplemental Readings (to be assigned), Class Participation (includes attendance), Other Course Assignments	<b>40%</b>
<b>Unit Tests</b>	<b>40%</b>
<b>**** Lab ( MUST pass Lab with 70% or greater to pass REA 0002) ****</b> Online lab average.	<b>20%</b>

**READING EXIT EXAMINATION:**

Students enrolled in REA 0002 will take an approved competency reading test. In order to take the test students must have an overall average of 70% or better. Students must also pass the competency exam with a scale score of 70% in order to exit College Reading Prep II.

**FINAL EXAMINATION:**

The final exam for the course will be given during the scheduled college-wide exam period. You must also pass the final exam for the course. There will be a vocabulary final that will cover all 100 words studied in the 10 vocabulary chapters.

**DISCLAIMER:**

Changes in syllabus and/or schedule may be made at any time during the term by announcement of the instructor. A revised syllabus may be issued at the discretion of the instructor.

**THREE ATTEMPT RULE:**

The State of Florida has mandated that all students placed into a college preparatory course be allowed three tries to complete the given discipline. Thus, if you were placed in REA 0001, you would have one semester in REA 0001, one semester in REA 0002, and one semester to repeat either of two courses. After the third attempt, if unsuccessful in passing that discipline, students will work with counseling staff to determine where they should go to complete the course.

**A "W" is counted as an attempt unless you withdraw prior to the midpoint of the course.**

This semester's midpoint is \_\_\_\_\_. If, just prior to the midpoint, you find yourself not passing having completed half the course, withdraw before midpoint. If you have any questions about your average, see your professor.

### **CORE COMPETENCIES:**

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

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

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

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

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

#### **COMMUNICATE with varied audiences using varied means**

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

#### **ACT purposefully, reflectively and responsibly**

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

## SPECIAL NOTES:

Typewritten work must be done in Times New Roman, 12 point , double spaced font. In the upper right corner should be the student name, CRN number, and date and the name of the Professor.

- a. All required reading assignments may be answered on the pages in the textbook and removed for submission. However, all **written assignments** from “Discussion Questions” **must be typed and submitted separately**. For example, the reading beginning on page 573 entitled "One Person’s Path to Literacy" by Richard Wanderman has multiple choice questions following it. Please answer these questions in the book. However, the **written assignment** on page 579 must be completed on a word processor or typewriter. Please include your name, the due date, the page number and title of the selection on the cover sheet. **Handwritten work is not acceptable**. Please check your spelling. Use well constructed clear sentences. Attach the completed writing to the rest of the assignment before you submit it for credit.

## LAB ACTIVITIES

Lab activities, *completed outside of class*, are two-fold. Two hours of lab activity is mandated for this course.

- Some lab activities are “**Independent**” and are done on the students own computer at home or in one of the computer centers on campus. The **Independent** hour activities come from the **Lab Manual Online** found in the “The Master Reader.” Examples include from Chapter 1, Vocabulary Skills, Lab Activity #1, Context Clues, page 745.
- Some lab activities can be completed *only* in the **Student Support Center (SSC)**, Building 4, Room 101. These activities must be completed with a score of 70% or above. Examples include (1) Lab Activity #5, Textbook Skills for Vocabulary Skills, (2) Reading Road Trip, “Library of Congress, Washington, D. C.” or other activities/practices available in the SSC and/or as directed by SSC personnel. **If a score on a Unit Exam falls below 80%, the student will be required to complete additional activities in the SSC and/or as directed by SSC personnel.**

### 4 by 6 Index Cards Will Be Used For The Following Activities:

#### ONE MINUTE PAPER

On an index card answer both of these questions:

- What did you learn in today’s class that was most useful or meaningful?
- What questions do you still have at the end of today’s class?

#### MUDDIEST POINT

On an index card answer this question:

- What was the muddiest point in this class session? (In other words, what was least clear to you?)

#### SPECIAL NEEDS- STUDENTS WITH DISABILITIES

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216."



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

**YOUR PLEDGE TO PROFESSOR GAIR AND YOURSELF  
PLEASE READ, SIGN BOTH COPIES AND RETURN ONE TO  
PROFESSOR GAIR.**

I have read and fully understand the syllabus for the Reading course with Professor Richard Gair. I understand my conduct is expected to be of a college nature and not in any way interfere with the teaching-learning process and will be in line with the Student Code of Classroom Conduct in the Valencia catalog. **I further understand the requirements for success in this course as far as attendance, needed supplies, completion of assignments in a timely fashion and commitment necessary to be successful.** I have read and understand the grading system and how the grades are weighted. I pledge to put forth my very best effort at all times to achieve the best possible learning in this course.

I understand that success in this course greatly depends upon my **regular attendance, completion of all assignments on time**, participation in class, regularly scheduled study time outside of class, application of study skills, seeking help when needed from the teacher, lab instructor, tutoring center, counselors or advisors or any other support system Valencia has in place to insure my success.

Student Name (PRINT)\_\_\_\_\_

Student Signature\_\_\_\_\_

Course Section: CRN #\_\_\_\_\_

Course Name: Prep. Reading 002

Date\_\_\_\_\_

**YOUR PLEDGE TO PROFESSOR GAIR AND YOURSELF**  
**PLEASE READ, SIGN BOTH COPIES AND RETURN ONE TO**  
**PROFESSOR GAIR.**

I have read and fully understand the syllabus for the Reading course with Professor Richard Gair. I understand my conduct is expected to be of a college nature and not in any way interfere with the teaching-learning process and will be in line with the Student Code of Classroom Conduct in the Valencia catalog. **I further understand the requirements for success in this course as far as attendance, needed supplies, completion of assignments in a timely fashion and commitment necessary to be successful.** I have read and understand the grading system and how the grades are weighted. I pledge to put forth my very best effort at all times to achieve the best possible learning in this course.

I understand that success in this course greatly depends upon my **regular attendance, completion of all assignments on time**, participation in class, regularly scheduled study time outside of class, application of study skills, seeking help when needed from the teacher, lab instructor, tutoring center, counselors or advisors or any other support system Valencia has in place to insure my success.

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_

Course Section: CRN # \_\_\_\_\_

Course Name: Prep. Reading 002

Date \_\_\_\_\_