

Course Number/Title: EN014 Reading & Study Skills **Year:** Fall 2012

Department: English

Credit Hours: 3

Required Text: *Ten Steps to Improving College Reading Skills* by John Langan
5th Edition

Days/Time: MW 9:25-10:40 AM

Instructor: Diana Holladay

Room #: Library Room 252

Office Hours: See schedule

Phone: (785) 460-5425

Course Placement: Freshman/Sophomore

Pre-requisite: none

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Course Rationale

The purpose of this course is to help students improve reading comprehension and study skills. The course is developed around lessons/lectures which teach strategies to help you use your textbooks more effectively and to learn how to improve your study/test taking skills. You will learn practical information to help you become more successful in other courses.

Course Description

This course is designed to improve reading and study skills to help students be successful in their college classes. The core of this class will be spent improving vocabulary, literal and critical levels of comprehension with the goal of reading on grade level at the end of the semester. Students will also learn how to read a college textbook. Effective study habits and test taking skills will also be presented throughout the course.

Course Learning Objectives Assessed

The following objective and skills will be assessed throughout the course.

- Demonstrate application of reading strategies to improve reading comprehension including previewing, highlighting, annotating, activating prior knowledge and chunking.
- Demonstrate the ability to use inference and inferential thinking while reading textbooks.
- Develop and apply critical thinking skills while reading.
- Recognize text organization patterns used in textbooks to gain information and improve comprehension.

Course Competencies

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Competency Project for this course.

Method of Instruction

Lecture, in class activities with reading, writing and discussion based on the textbook, supplemental materials and websites will also be incorporated to enhance student learning and application of strategies. Various whole class and small group or individual activities will also be used as instructional methods for this course. These are “hands on” activities designed to help you apply the information/techniques you are learning.

Method of Evaluation

The method of evaluation for this course: tests: multiple choice and essay questions, weekly quizzes and vocabulary lists, as well as participation in class during activities and lectures.

The grading scale for the course

90-100 A
80-89 B
70-79 C
60-69 D
0-59 F

****IF A STUDENT FAILS THIS COURSE, HE/SHE WILL BE REQUIRED TO RETAKE IT FOR A PASSING GRADE. FAILING THIS COURSE ALSO PREVENTS MOVING ON TO COMP I IN THE FOLLOWING SEMESTER.***

Course/Equipment Requirements

Equipment- computer with access to internet
Textbook

Assignment Policy

Assignments are due on the stated date on the course calendar or the date discussed in class. Assignments, which are more than one week late, will NOT be accepted.

The assignments presented in class are designed for practical, hands on application of the techniques and strategies taught throughout the course. They are designed to assist with improving skills for academic success in other courses you will take throughout your academic career. With that mindset, I expect students to complete assignments in a timely manner.

Test Policy

After mastery of a concept, the student will be given a test for a grade. Tests may be made up at the instructor's discretion. Tests will be made up only if prior arrangements have been made **before** the test date. (*Calling or emailing me on the test day, before class, does not constitute prior arrangements.*) If you choose to not show up on test dates, you will not be allowed to make up the test. So please make sure you're in class. Special consideration will be given if a student has a legitimate conflict or a true emergency that can be legitimately verified by the instructor.

*Students will have one week to make up tests, after that date, a grade of 0 will be entered into the grade book for that exam.

Attendance Policy

Notify me either by emailing or a voice mail, if you will not be in class. It is also your responsibility to find out what you missed and to make up the assignments from that class. The premise of this class is acquiring information, techniques, and strategies that are presented in hands on activities, discussion/lecture and interactive activities taking place during class. As a result, it is difficult for you to improve these areas if you do not attend class. I cannot help you improve your skills if you are not in class.

Classroom Etiquette

You are expected to behave in a professional manner. Use appropriate and respectful language during class discussions and all interactions with the instructor and fellow students. Do not make offensive, intimidating or malicious comments or engage in disruptive behavior. You may be asked to leave the classroom if you do any of the following behaviors:

- Answer your cell phone or use text messaging or similar cell phone apps.
- Work on assignments for other classes or areas.
- Use insulting or verbally intimidating language or behavior.
- Intentionally sleep.

Cell Phone Policy

We need a comfortable, safe classroom environment for successful learning. It is your choice to be in this class. When you come to class, the instructor and fellow students demand your attention and respect. Cell phone usage, including text messaging, iPod usage, or usage of any other electronic device is not allowed in class. Any student who cannot meet these expectations will be asked to leave the classroom and will be counted absent for that day. Please turn off all cell phones prior to entering the classroom.

Mandatory Placement

You must follow the sequence of developmental courses and pass with at least a C to move on to the next level of courses. You may retake the COMPASS at a cost of \$5 per any section for any of the following reasons:

- You feel placement results do not accurately reflect your abilities.
- You feel you have improved your skills through refresher work or another developmental course.
- You feel the grade you received does not reflect your abilities and/or you desire to advance in the course sequence.

Course Policy Overview

- *Attendance* is mandatory for a passing grade. Please notify me by voice mail or email if you will be absent. Your success depends on attending class regularly. I cannot help you improve your skills if you are not in class.
- *Assignment due* dates must be met for full credit for the assignment.
- *Email* is the best way to contact me and you *must* give me a way to contact you.
- *Class participation* includes discussion, in class activities, reading assignments. Coming to class without participating will not guarantee a good class participation grade. You will receive points for your class participation.

- **Drop/Add Information**-*New this year*, students have FIVE days to drop and add classes at no penalty. Students who drop classes after the five days, will receive a W on their transcript and will still be responsible for covering the cost of the class.
***The deadline is August 27, 2012**
- **Withdrawal for Non-Attendance**-An instructor may withdraw a student for nonattendance if: 1-the student has attended the class during the certification period and 2-the student has missed the following number of classes without any attempt by the student to make arrangements with the instructor:

	<u>16 Week Classes</u>	<u>8 Week Classes</u>
Certification Day (20 th class day)	6 absences	3 absences
Midterm	11 absences	No withdrawal (F)

The withdrawal will be recorded as a W. A student who is withdrawn for non-attendance may appeal to the Dean of Academic Affairs. This appeal must be filed within two weeks of the withdrawal notification. *Withdrawal from classes may impact a student's eligibility to live in the residence halls, receive financial aid, participate in athletic events and/or satisfy graduation requirements.*

Academic Integrity Policy

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Colby's institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure will be used for students who violate the policy:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second Offense – The student will be reported to the Dean of Academic Affairs and removed from the class.
- Third Offense – The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

Assessment

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not

affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

Syllabus Information Disclaimer

I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to stay current with any changes, modifications, adjustments or amendments that are made to this document.

Accommodations for Students with Disabilities

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and needs special accommodations, he/she should contact Student Support Services, which is located in the Student Union.