

MODEL SYLLABUS

READ 80 – Developing Reading Comprehension Mt. San Antonio College – Fall 2010 Building 6, Room _____

★ NOTE TO INSTRUCTORS – ALL ITEMS MARKED WITH A STAR ★ MUST BE INCLUDED IN YOUR COURSE SYLLABUS. PLEASE REMOVE STARS AND THIS STATEMENT BEFORE PRINTING SYLLABUS.

Instructor:

Contact Information

Office Hours:

Office Phone: (909) 594-5611 ext. _____

E-mail : _____

★ Course Description

This course is designed to develop reading comprehension and vocabulary strategies. We will review strategic approaches to narrative texts and then begin the exploration of the structure of expository texts. We will practice a variety of strategies for gaining meaning from a variety of texts. The focus will be on the process of reading and what the reader brings to the reading event. Students will develop self-awareness of their reading capabilities.

★ Outcomes: Through this course, you will be able to

1. Identify, create, and monitor your own understanding of what you read.
2. Know structural organization of expository texts.
3. Develop your vocabulary.
4. Recognize how ideas are connected.
5. Identify and analyze the meaning of expository texts.
6. Demonstrate your own understanding of your ability to read expository texts.

★ Lab

Homework assignments in this class include assignments which are expected to be completed in the Learning/Skills Lab. Students should expect to complete an average of twelve hours in the Learning Lab and/or Skills Lab.

Materials

3-ringed binder 1-1/2" minimum

5 different colored highlighters

Colored pencils or gel pens

USB saving device

Post-it Notes

Texts

Note to Instructor: Please assign a department approved text, provide information on author and title.

POLICIES

★ Grading/Grading Scale

READ 80 is taken for Pass/No Pass. You must maintain an A, B, or C, in the class to receive a Pass grade. Grades are based on your demonstrated achievement in each of the Outcomes, measured through assessments and projects.

Points are given for every assignment/assessment. You must earn at least 70 percent for each outcome to receive credit. The scale is as follows: **(Note: This is only an example, please see grading rational for further examples.)**

A - 90 -100 % in every outcome (credit)

B – 80 – 89 % in every outcome (credit)

C – 70 – 79 % in every outcome (credit)

D – 60 - 69 % in any outcome (no credit)

F - 59 % or less in any outcome (no credit)

Note to INSTRUCTOR: Outcome points are NOT averaged. The grade you receive will be based on your lowest outcome and all outcomes must be successfully passed in order to pass the course. You will be allowed to resubmit assessments submitted on the due date that does not meet the outcomes measured by that assessment.

The assessments and projects are designed to measure your knowledge. These measures give students the chance to show what they have learned. There will be criteria given for each assessment and project well before the due date. You may resubmit sections of projects as approved by the instructor. You are required to attempt all assessments for the semester.

Late/Incomplete Assignments

Late and incomplete assignments will not be accepted. Please contact the instructor if you have a situation that keeps you from completing an assignment.

Projects/Quizzes

Students will be given the criteria for each project when it is assigned. Projects submitted on time, may be re-submitted to earn a higher score. Quizzes will be given with and without notice.

★ Attendance/Participation/Drop Policies

Absences are not to exceed 9 class hours. Absences beyond this limit may place you in jeopardy of receive a failing grade. It is the student's responsibility to inquire about information missed due to absence.

You may also be dropped at **any time** for the following reasons:

- Falling below 70% completion of class work at any time during the session
- 3 absences in a row
- Being unprepared to participate or you do not participate
- Inappropriate classroom behavior

Note* Please show courtesy and respect to each other at all times. Mt.SAC's student code of conduct applies to **all** students and states that disruptive behavior can lead to the **removal, suspension, or expulsion** of a student. Disruptions in the classroom will not be tolerated. Appropriate behaviors and language are expected at all times in this class from **all** students.

★ **Cancelled Classes**

If the instructor has cancelled class, an official sign-in sheet will be posted on the classroom door. Students are to sign the form in order to receive attendance credit for the day. **ONLY signatures on this form will be accepted.** If this form is not posted, please wait for your instructor or check with the front desk of the Learning Assistance Center. The class is not cancelled without an official notice.

★ **Academic Honesty**

All students are expected to follow the Academic Honesty Policy of this campus: "Honesty is primarily the responsibility of each student. The college considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse..."(MtSAC catalogue)

★ **Evacuation Procedures**

In case of emergency, always REMAIN CALM. Evacuate the building to the nearest Assembly Area. Due to limited hall space, exit the building through the East exit (this is the door next to the restrooms), and meet in the grassy area in front of the main entrance. Please do not leave the campus as there may be safety issues involved.

CELL PHONES/DIGITAL MUSIC PLAYERS

Cell phones must remain on vibrate and unseen at all times. You will be asked to leave class and receive an absence for the day if text messaging during class time. If cell phone use becomes a problem, you may be dropped from the class.

NO FOOD OR DRINK MAY BE BROUGHT INTO THE CLASSROOM OR LABS.

★ **DATES TO REMEMBER:**

Include: Holidays, last day to withdraw with a "W", grade change options.

Note to Instructors – Dates to remember for current semester may be found on the MtSAC website.

FINAL EXAM DATE: _____