Basic Reading English 60 4 units

Ruben Delgado, instructor Office: HUM 52 Fall Session, 1999

Office Hours: Fri

10:00-10:50; 11:00-11:50

Tues

12:00-12:50

Class days, time, & locations:

9:00-9:50 MTWF: PHS-352, Th: INC-1

1:00-1:50 MWTh: FRM-10, T: INC-2, F: INC-1

Important dates & holidays:

August 16 (M) Instruction begins.

August 27 (F) Last day to drop an 18 week class and be eligible for refund.

September 3 (F) Last day to drop an 18 week class to avoid a "W".

September 6 (M) Labor Day

September 17 (F) Last day to change a class to or from a CR-NC grading basis

October 15 (F) Mid-term report period

Nine-week drop date for full-term length course

November 11 (Th) Veterans' Day

November 25-26 (Th,F) Thanksgiving Holidays

November 29 (M) Classes reconvene

December 13 (M) Finals begin

December 17 (F) Fall semester ends

Break December 20 - January 7

Final Exam Date & Times: 9:00-9:50 class: FRIDAY, December 17,

1999 @8:00-10:00

1:00-1:50 class: FRIDAY, December 17,

1999 @1:00-3:00

III. Materials:

A. Textbook: Smith, Lorraine C. & Mare, Nancy N. Topics for

Today. Second edition. Boston: Heinle & Heinle

Publishers, 1997.

B. Dictionary: Any good, modern **English** dictionary.

Ex:Webster's New World Dictionary.

C. Thesaurus: Recommended: Rogete's Thesaurus - paperback

D. Other: *Three-ring loose-leaf notebook (dividers

recommended) for handouts and materials.

*Highlighter(s).

*3"x3" post-it note pad.

IV. Grading and Credit:

English 60 is a <u>four-unit</u> course offered on a CR/NC basis. A "credit" grade is the equivalent of an A, B, or C grade. A grade equivalent of D or F will result in a "No Credit" grade.

The grades earned from your work will be averaged within five categories to determine your final course grade. A percentage point system will be used for all assignments enabling each student to track his/her progress in fulfilling the course requirements. Each student should keep a record of his/her grades on the "Student Grade Record Sheet" provided by the instructor.

Midterm Grade: I will hand out individual grade reports listing all scores earned before the final drop date of October 15 so you will know your status in my class.

V. Attendance:

Each student must be prepared to attend class every day of the semester.

*Absences reduce your contributions to the class and slow your

progress in reading improvement.

*Absences lower your grade through missed Daily Work (class/group work). Each missed class work assignment will be graded as a zero.

*Daily work may not be made up. If you miss a graded daily

activity, you will receive a zero grade.

*If absent, it is your responsibility to return to class prepared. You should find out what homework was assigned during your absence and complete the work before you return to class. If your homework is completed when you return to class, you will receive full credit. If not, you will have 3 days to complete the assignment with **ten (10) points deducted each day**. After the third day, a zero will be entered for an unfinished assignment.

It is also your responsibility to acquire a copy of each handouts distributed during your absence. You should ask for leftover copies of handouts upon your return to class. If I have none left you may have to borrow another student's handouts to make your own copies. Either way, you are responsible for the information in the materials I hand out to the class.

*If you miss a test you will have three class days to make it up. Your make-up test will be different from the one given in class.

*This document is subject to change at instructor's discretion.