

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 four-unit 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.**