

COURSE OUTLINE AND POLICIES

I. GOAL

All of the instruction, assignments, and tasks of this course have been designed to help you develop the specific reading skills and abilities that will enable you to deal with college-level reading material more effectively, efficiently, and independently.

II. CONTENT

This class will cover a variety of areas that will strengthen your reading skills. The course materials include: morphology, vocabulary in context, main ideas, supporting details, transitions, patterns of organization, purpose and tone, fact and opinion, and study skills. You will receive a calendar of the semester at a later date.

Page 2 - English 26

III. MATERIALS

- A. Basic Text: Langan, John. Ten Steps to Advancing College Reading Skills. Townsend Press. 1999.
(3rd edition)
- B. Dictionary: Any good, comprehensive modern English dictionary, such as Webster's New World Dictionary.
- C. Other: Three-ring, loose-leaf notebook with dividers. (see handout on notebook requirements).

Test materials as announced.

IV. GRADING AND CREDIT

English 26 is a three-unit course required for graduation. The class is offered on a graded basis with a credit / no credit option. The grades earned on all course work will be combined in a weighted average to determine the final course grade. It is every student's responsibility to collect all graded, returned work and maintain an accurate account of all grades on the "Student Grade Record" page of the required notebook. The weighted average will include grades on all work in the following areas. Each of the four areas will constitute 25% of the final course grade.

A. Unit tests and quizzes

Approximately 3-5 unit tests will be given throughout the semester. Announced and unannounced quizzes will be given throughout the semester.

B. Book Reports

Two are required of all students. More detailed information about the book reports will be provided at a later date.

C. Daily work

This includes four types of assignments: book report progress deadlines, notebook checks, homework, and class preparation and participation. Late assignments will not be accepted.

D. Final examination

The final examination will be cumulative. All students must take the final examination to receive credit in the course. Except in unusual cases of illness or family distress, final examinations will be administered only according to the "Finals Schedule" in the current Schedule of Courses. The time and date of the final examination will not be changed to accommodate holiday or travel arrangements or employment schedules.

Final ex

E. Grading Scale

100% - 90%	= A
89% - 80%	= B
79% - 70%	= C
69% - 60%	= D
59% - below	= F

V. ATTENDANCE

Each student is responsible for his/her own attendance and his/her own work. Absences from class make progress in reading improvement difficult. It is always your responsibility to come to class prepared, even after absence. This means you will need to find out what was assigned during your absence before you return to class. (Get someone's phone number and create a "buddy system" for this class). Two tardies (arrivals in class after instruction has begun - 15 min) are the equivalent to one absence. If you have five absences by the end of the ninth week, you will be dropped from this course. Except by pre-arrangement or unusual cases of illness or family distress, late assignments are not accepted. You must be present for all tests.

VI. MISCELLANEOUS

Holidays:

**Martin Luther King, JR.
Presidents' Day**

**Monday, Jan. 17
Monday, Feb. 21**

**Last day to drop a semester length course
and qualify for a refund**

January 21st

**Last day to drop a class and not have
it appear on transcript**

January 28th

**Last day to change a class to or from
credit/no credit grading option**

February 11th

**Last day to drop a semester-length course
(Letter grades assigned after this date)**

March 16th