



## Course Outline and Policies

### **I. Goal:**

This course is designed to improve your reading skills through reading practice, application of the reading process, and the development of strategies which will help you to read a variety of materials more effectively and efficiently. Besides improved reading skills for learning, a major goal of this course is to help you develop more confidence as a reader and to cultivate a stronger interest in reading.

### **II. Course Content:**

- A. The reading process - what is it?
  - 1. What makes a good reader?
    - a. Efficient reading
    - b. Effective reading/ monitoring what you read
  - 2. Reader/ writer connection
  - 3. Using your background knowledge
  - 4. Four types of text/ reading for enjoyment and learning
- B. Vocabulary/ Spelling - ways to improve
  - 1. Context clues
  - 2. Dictionary
  - 3. Thesaurus/ synonyms
- C. Comprehension/ understanding what you read
  - 1. Subject/ topic
  - 2. Main idea
  - 3. Major/ minor details
  - 4. Summarizing
  - 5. Reading
- D. Reading experiences
  - 1. Fiction
    - a. Imaginative & expressive texts
      - 1. Poetry
      - 2. Short stories
      - 3. Books
  - 2. Non-fiction reading & how to get meaning from texts
    - a. Newspapers, periodicals
    - b. Textbooks

### 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 March 10 so you will know your status in my class.

**Final Grade:** Your final grade will be averaged from your scores on all course work in the following four areas:

**A. Tests and quizzes (25% of your final course grade)**

A number of tests and quizzes will be given throughout the semester. Tests will be in-class; quizzes will be in-class & take-home. Most quizzes will be based on readings.

**B. Book reports/book summaries (25% of your final course grade)**

You will complete two group book reports. Detailed information and formats of reports will be provided by the third week of class.

**C. Daily work (25% of your final course grade)**

Daily work includes a variety of assignments:

\*Free writing

\*Homework

\*Summary/Response papers (articles)

\*Group work/interaction

\*Internet research reports and inquiries

Several assignments will be counted towards the **Daily work** portion of your final grade. Some missed assignments may not be made up (see attendance).

**D. Final Exam (25% of your final course grade)**

All students **must** take the final examination to receive credit in this 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 final examinations will not be changed to accommodate holiday or travel arrangements or employment schedules.

**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.**