

**RDG039, COLLEGE PREPARATORY READING II, SECTION D, CRN 22012  
SPRING 2011 COURSE SYLLABUS**

**Time** MWF 9:05 – 10:00  
**Location** Building 6, Room 12  
**Instructor** Sue Wickham  
**Phone** 965-7000 (Office)  
965-7004 (Academic Achievement Center)  
**E-mail** smwickham@dmacc.edu  
**Web site** <http://www.dmacc.edu/instructors/smwickham/welcome.htm>

**Academic Achievement Center Hours (Building 6, Room 19, Writing Lab Desk)**

Monday-Wednesday 12:00 – 3:00  
Tuesday-Thursday 8:00 – 10:00, 11:00 – 12:00  
Friday 11:00 – 1:00

**Office Hours (Building 6, Room 25 B)**

Monday-Wednesday-Friday 8:00 – 9:00  
Tuesday-Thursday 2:15 – 3:15

Please feel free to come in during my office or AAC hours for a conference or for extra help.

**COURSE GOALS**

College Preparatory Reading II is a course designed to help you learn how to deal successfully with college-level reading assignments: to become active, thoughtful, and efficient readers. The following topics will form the framework of the course: reading and literacy, work and careers, mass media, and the family. By working with a variety of readings on these topics, you will have the opportunity to improve your reading skills in several areas:

1. Building vocabulary
2. Improving concentration
3. Recognizing and summarizing main ideas
4. Relating details to main ideas
5. Understanding the pattern of organization of a passage
6. Developing marking and note-taking strategies
7. Drawing logical inferences
8. Making reliable judgments about persuasive writing
9. Making connections among articles and relating them to your own experiences and opinions

## TEXTS

Alexander and Lombardi, *A Community of Readers*, Fifth Edition  
*American Heritage Dictionary*

## COURSE PLACEMENT

During the first two classes, you will take a reading survey, the Stanford Diagnostic Reading Test, to check your present reading level. On the basis of your score, I'll be able to advise you on your choice of course. I'll suggest one of the following options:

- a. Take this course; you're exactly where you belong.
- b. Take this course, but attend the Academic Achievement Center regularly for additional help from me or another reading instructor.
- c. Drop this course and take College Preparatory Reading I or enroll in the Academic Achievement Center for a non-credit reading course to build your reading skills.
- d. Drop this course and take Speed Reading; your vocabulary and comprehension levels are already very good.

## CLASS ACTIVITIES AND ASSIGNMENTS

Class activities will include individual and small group work, class discussion, and lectures. As in most college courses, assignments will require an average of **two hours** out of class for each hour in class. In this case you can expect to spend **six hours per week** on reading homework.

## GRADING POLICY

### **Homework and class activities—approximately 350 points**

Like typing or playing basketball, reading is a skill which requires frequent practice for improvement. If you want to succeed in this class, you must make and maintain the commitment to attend class faithfully and to complete all out-of-class assignments carefully and promptly.

Much of your in-class time will be devoted to small group work; your success in accomplishing your group projects depends on each of you having prepared adequately prior to class. Daily work is due at the **beginning** of each class. **With two exceptions, late work will not be accepted. If you are ill, e-mail your work, send it with a friend or mail it to me, postmarked no later than the due date. Contact me or a classmate to find out what was assigned for the next class meeting.**

## Major written assignments—approximately 200 points

Through various kinds of written work—article summaries, chapter notes, Internet research, and critical analyses—you will demonstrate your mastery of the reading skills practiced in class. These assignments will also help you prepare for similar tasks in your regular college courses. **The grading penalty for late work on a major written assignment is one full grade per class day.**

## Tests and quizzes—600 points

You will take four tests, including a comprehensive final, which counts double, and ten quizzes, which are equivalent to a fifth test. **Quizzes may not be made up. If you must miss a test, contact me on or before the date of the test so that we can reschedule it. If you do not meet this requirement, a make-up test will be given only at my discretion. (Translation: have an airtight excuse, with proof!)**

## Grading Standards:

Final grades will be figured on the percentage you have earned of the total points possible in the course.

93% - 100% = A	83% - 86.9%=B	73% - 76.9%=C	63% - 66.9%=D
90% - 92.9% = A-	80% - 82.9%=B-	70% - 72.9%=C-	60% - 62.9%=D-
87% - 89.9% = B+	77% - 79.9%=C+	67% - 69.9%=D+	0% - 59.9%=F

I will calculate your grade on a regular basis and keep you updated.

## EXTRA CREDIT

As a college student, you have the opportunity to become part of a campus community. By attending lectures and workshops, you can expand your learning beyond the classroom. You may earn extra credit by attending any study skills workshop sponsored by the Academic Achievement Center, any workshop sponsored by the counseling office, or any lecture related to our international focus for 2010-2011. For up to 10 points extra credit, type a one-page summary of the activity. Add your reaction: What did you find useful? interesting? surprising? confusing?

## ACADEMIC HONESTY

Academic honesty is a fundamental value of this class. Cheating of any kind—such as using an instructor's edition of the textbook, using crib notes on a test, plagiarizing from a published source on words lists or book reviews, submitting someone else's work as your own, or allowing someone else to copy yours—will not be tolerated. Academic sanctions will include, but are not limited to, a 0 on the assignment in question. A record of your violation will be placed on file with the Judicial Affairs officer. Please see the Academic Misconduct policy (Education Services Procedure 4670) on pp. 55-56 of the *2010-11 Student Handbook* for a full explanation of the consequences of academic misconduct at DMACC.

## FORMAT FOR WRITTEN WORK

Your textbook has perforated pages, which can be removed from the book when you turn in annotated articles. Please use dark blue or black ink for all handwritten work.

All other assignments should be typed double-spaced, using one side of the page only. Use complete sentences and standard English. Paper should be standard size: 8 1/2 by 11 inches. Please staple your pages in the upper left-hand corner, and be sure to put your name, the name of the assignment, and the date on your work.

## WITHDRAWAL POLICY

I want to help you succeed in this class. If you have a legitimate reason to be absent for an extended time, such as illness requiring hospitalization or a family emergency, please contact me in order to arrange to make up missed work. I'll be happy to assign an "Incomplete" grade **if you request it and if, in my opinion, there is a reasonable probability that you will complete the missing assignments.**

By college policy, if you choose to drop the class, you **must** withdraw by using DMACC's Web Info System or by completing an official drop slip and returning it to Student Records in Building 1. Without this drop slip, you will receive an F for the course; that grade will appear on your transcript. The last day to drop a class this semester is **March 29, 2011.**

## CLASSROOM BEHAVIOR

Respect for the learning process and for the people engaged in teaching and learning is central to this class.

1. Please be considerate of both your instructor and your classmates. Arrive early and have reading materials ready when class begins. If you must walk in late, do so quietly.
2. Turn off cell phones, pagers, I-Pods, laptops, etc., before entering the classroom and put them away. You'll be better able to concentrate on class activities.
3. Respect both your instructor and your classmates by listening attentively during lectures and class discussions. During class activities, avoid side conversations and other distracting behaviors.
4. Recognize that you and your classmates can disagree on controversial issues without engaging in personal attacks.

## SUGGESTIONS FOR SURVIVAL AND SUCCESS

Ultimately, your progress in this class depends on the time and attention you choose to devote to it. Here are some specific strategies by which you can take responsibility for your learning:

1. **Attend every class regularly and on time.** Don't plan to take a vacation while classes are in session. Schedule medical appointments around your class schedule. Try to anticipate problems such as car trouble, icy roads, and kids with minor illnesses. When Plan A fails, have Plans B and C ready to go.
2. Complete assignments on time.
3. Listen carefully and take good notes. Follow directions carefully.
4. Ask questions.
5. Get extra help when you need it.
6. Apply what you've learned here in your other classes.

## ACCOMMODATIONS

It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation should contact Hollie Coon, the disability services coordinator, at (515) 964-6850 voice or (515) 964-6810 TTY. Her office is located in Building 6, Room 10.