

SYLLABUS FOR DEVELOPMENTAL COMMUNICATIONS 35 - SECTION 0800

Reading Fundamentals (3 Units CR/NCR)

Fall 2008: September 1st – December 21st, 2008 (16 Weeks)

Instructor: Ms. Armstrong

Course Information:

Lecture:

Days: Monday and Wednesday
Time of Lecture: 8:00 a.m.-10:05 a.m.
Room Number: C-106

Laboratory (“Lab”)

Notes: One (1) hour per week in the Instructional Resources Lab (IRL) is required

* TBA is a commonly-used abbreviation used when details of a class are different for each student. In this case, the student will choose days that are convenient to his or her schedule.

Instructor’s Information:

Instructor: Ms. Armstrong
Telephone Number: (213) 763-3698
E-mail: armstrmc@lattc.edu
Office Hours:

Course Description:

This course is designed to improve reading comprehension level, reading speed, and vocabulary recognition. It is an open entry/open exit course utilizing audio/visual and computer programs as well as lecture and homework. Students will utilize word-attack skills, increase sight and speaking vocabularies, and develop dictionary skills to improve reading fluency and comprehension.

Student Learning Objectives:

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to identify and pronounce consonant sounds
2. Demonstrate the ability to pronounce and identify basic vowel sounds
3. Pronounce vocabulary words appropriate to their level
4. Identify the definitions of level appropriate words
5. Use effective learning and organizational strategies to improve reading skills

Textbooks Required for the Course:

1. Standard English Dictionary
2. No other text required
3. Additional websites and online readings (You will need Internet access)

Supplies Required for the Course:

1. Yellow Highlighter (for emphasizing important rules, notes, and/or information during reading)
2. 3 ring binder with pockets in the cover
3. Dividers
4. Paper
5. Pencils and Colored Ink Pens (in addition to blue and/or black, for correcting your work)
6. 3 x 5 cards

Class Format:

This course that has two parts. The first part is the *lecture* that meets regularly, in a classroom. The second part is the *laboratory* (also known as the “lab”), where useful learning and demonstration take place.

Note: Cell phones (including “Sidekicks”) and pagers are to be silent during class time. Students are not allowed to use cell phones, sidekicks and/or pagers during class. If a cell phone, sidekick, or pager make any sounds or if a student is using a cell phone, sidekick and/or pager during class, the student(s) with the cell phone, sidekick and/or pager will be asked to step outside of the class. If the cell phone, sidekick, and/or pager continues to make sounds during class or is used after the first warning, the student(s) possessing/using the cell phone, sidekick, or pager will be asked to leave the class for the duration of the semester.

A laboratory is the hands-on, practical component of the course that will accompany the lecture and course material. During the lab, students will be provided with individual tasks designed for additional practice and the mastery of concepts and strategies presented in class. The lab assignments may include work from computer-assisted instruction (also known as CAI), books, tapes, and/or workbooks that may cover a variety of skills and levels. A lab assignment may be completed on campus (Learning Skills Computer Lab or Instructional Resources Lab (IRL)), online, or off-campus). If the lab you are completing does not automatically provide a report of hours, you must manually log the hours you complete.

Attendance:

The student is expected to attend every meeting of all classes for which they are registered. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Though students may be absent from a class, an absence does not relieve the student of the responsibilities of the class.

Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

If a student stops attending classes or withdraws from school, proper notification must be given to the admissions office and instructor. Students are responsible for dropping a class that they stop attending. If the class is not dropped, the student may receive a grade of “No Credit” for the class. Excessive unexcused absences or tardies may result in exclusion from the class.

Procedures and Etiquette for all Learning Skills Labs:

1. Keep your voices low while working in the lab. It is a classroom environment.
2. Refrain from eating or drinking in the lab.
3. Silence or place your cell phones and pagers on vibrate. If asked by an instructor or staff member to turn off your cell phone or use it outside, please follow the given instructions.
4. Do not bring visitors (of any age) to the lab.
5. Put the help cone on top of your computer if you need technical or computer assistance.
6. Go to an instructor for help if you have questions or need assistance with your work.
7. Refer to the Computer Lab User Agreement for additional information.

Learning Skills Computer Lab Hours:

Fall & Spring:

Monday – Thursday: 8:00 a.m.-8:00 p.m.
 Friday 8:00 a.m.-2:00 p.m.
 Saturday 9:00 a.m.-1:00 p.m.

Winter & Summer:

Monday – Thursday: 8:00 a.m.-4:00 p.m.
 Friday 8:00 a.m.-2:00 p.m.
 Saturday Closed

Holidays:

The college will be closed on the following holidays:

Labor Day: September 1st, 2008
 Veteran’s Day: November 10th, 2008
 Thanksgiving: November 27th – 30th, 2008

Grading:

This class is graded on a Credit (CR) or No Credit (NCR) system. In order to pass the class with a grade of Credit, you must satisfy the following requirements:

1. Complete all assignments with a grade of "C" or better. Grades are calculated as follows:
 - A = 100%–90%
 - B = 89%–80%
 - C = 79%–70%
 - D = 69%–60%
 - F = 59% and under
2. Finish supplemental (computer lab, instructional resources lab, and/or online) assignments and satisfy required lab hours.
3. Increase your reading level by at least one (1) level to be determined by the informal pre- and post-tests.

Americans with Disabilities Act:

Students with disabilities who need any assistance or accommodations should contact the instructor within the first two weeks of class.

If you believe that you may need accommodations in this class, you are encouraged to contact Disabled Student Services at (213) 763-3773 or go to E-110 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Weekly Schedule of Topics:

The topics covered, calendar, and grading are subject to change to meet the needs of students in the course. Announcements will be made in class and students will be advised of changes as they occur. Students are responsible for adjusting the calendar. It is strongly recommended that students get the phone numbers of two other students in the class in case of absences. *To help you keep track of your work, check the box as you complete a topic or assignment.*

- Week 1: September 1st -5th, 2008 **Note:** Sept. 1st, 2008 is a holiday – no class
 Topic — Introduction to the Class
- Computer lab orientation and introduction to computer basics and CAI software
 - Overview of class, syllabus, and lab schedule
 - Reading tests (see page 4 of this syllabus)
 - Introduction to reading, writing, and study strategies (used throughout the semester in this class)
- Week 2: September 8th – 12th, 2008
 Topic — Introduction to Words and weekly vocabulary cards
- Sounds
 - Consonant Sounds and consonant blends
 - Software: Reading Horizons**
- Week 3: September 15th – 19th, 2008 – vocabulary card due
 Topic — Consonant Sounds
- Finish consonant blends
 - Vowel sounds
 - Software: Reading Horizons**
- Week 4: September 22nd – 26th, 2008
 Topic — Vowel sounds cont.
- Vowel sounds
 - Vowel combinations
 - Software: Reading Horizons**

- Week 5: September 29th – October 3rd, 2008
 Topic — Building vocabulary/begin parts of speech
- Dictionary skills
 - Words and definitions
 - Words as parts of speech - nouns
 - Software: Rosetta Stone and Plato**

- Week 6: October 6th -10th, 2008
 Topic — Cont. building vocabulary and parts of speech
- Dictionary skills
 - Words and definitions
 - Words as parts of speech – nouns and adjectives
 - Software: Rosetta Stone and Plato**

- Week 7: October 13th -17th, 2008
 Topic — Cont. building vocabulary and parts of speech
- Dictionary skills
 - Words, definitions, and sentences
 - Words as part of speech – verbs and adverbs
 - Software: Rosetta Stone and Plato**

- Week 8 October 20th – 24, 2008
 Topic —
- Dictionary skills
 - Words, definitions, and sentences
 - Words as part of speech – synonyms, antonyms, homophones and homonyms
 - Software: Rosetta Stone and Plato**

- Week 9 October 13th -17th, 2008
 Topic —
- Dictionary skills
 - Words, definitions, and sentences
 - Words as part of speech – homophones and homonyms
 - Software: Rosetta Stone and Plato**

- Week 10: April 9-13
 Topic — Word Functions/Parts of Speech
- Verbs and verb tense
 - adjectives

- Week 11: April 16-20
 Topic — Basic sentence elements
- capitalization
 - punctuation

- Week 12: April 23-27
 Topic — Basic sentence elements cont.
- Capitalization, punctuation
 - Verb tense

- Week 13: April 30-May 4, 2007
 Topic — Short readings – level appropriate

- Voice and tone
- Main idea and details
- Read On, Plato if appropriate

Week 14: May 7-11, 2007
 Topic — Reading Strategies

- Before reading
- While reading
- After reading

Week 15 May 14-18,2007
 Topic — Reading Strategies cont.

- Focus on “while reading”

Week 16 May 21-25,2007
 Topic — Reading Strategies for Other Reading Materials

- passages
- tests

Lab Assignments:

Based on your individualized needs, you will need to complete the lab assignments listed below. These assignments may come from computer-aided software (GED 21st Century, Learning 100, PLATO, Reading Horizons, Read On!, or Rosetta Stone), websites, and/or workbooks from the Reading Lab located in the Mastery Center (C-107). *Your instructor has checked off the assignments that you are required to complete. You may keep up with the date you completed the assignment and document your grade or score.*

Computer-Assisted Instruction Reading Software and Additional Lab Work	Assignment	Date	Grade/ Score
<input type="checkbox"/> Informal Reading Pretest	_____	_____	_____
<input type="checkbox"/> GED 21 st Century Reading Tests	_____	_____	_____
<input type="checkbox"/> GED Official Practice Test	_____	_____	_____
<input type="checkbox"/> Key Train (www.keytrain.com)	_____	_____	_____
<input type="checkbox"/> PLATO Fastrack	_____	_____	_____
<input type="checkbox"/> PLATO Lessons	_____	_____	_____
<input type="checkbox"/> Read On!—Placement Test	_____	_____	_____
<input type="checkbox"/> Read On!—Lessons	_____	_____	_____
<input type="checkbox"/> Reading Horizons—Pretest	_____	_____	_____
<input type="checkbox"/> Reading Horizons—Lessons	_____	_____	_____
<input type="checkbox"/> Reading Horizons—Posttest	_____	_____	_____
<input type="checkbox"/> Reading for Understanding (SMC’s Web site)	_____	_____	_____
<input type="checkbox"/> <i>Timed Readings Plus in Science</i>	_____	_____	_____
<input type="checkbox"/> Other (Description: _____)	_____	_____	_____
<input type="checkbox"/> Other (Description: _____)	_____	_____	_____
<input type="checkbox"/> Informal Reading Posttest	_____	_____	_____

LEARNING SKILLS COMPUTER LAB DAILY SCHEDULE

Learning Skills Computer Lab Hours:

Fall & Spring: Monday -Thursday 8:00 a.m.-8 p.m., Friday 8:00 a.m.-2 p.m., Saturday 9:00 a.m.-1:30 p.m.
 Winter & Summer: Monday – Thursday 8:00 a.m.-2 p.m., Friday 8:00 a.m.-2 p.m.

Directions:

Write the following abbreviations in the block of time that you will dedicate to each component of your Learning Skills class. You may also use this schedule to manage your other classes, travel and study time.

- “LS Class” and the section number for the lecture component of your class.
- “LS Lab” and the section number for the computer lab component of your class.
- “IRL” and the section number for the time you will spend in the Instructional Resources Lab.
- “MI” and your instructor’s name in the block of time that you will meet with your instructor (at least once a week).
- After you and your instructor sign this schedule, make a copy to give to your instructor.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 a.m. to 9 a.m.						
9 a.m. to 10 a.m.						
10 a.m. to 11 a.m.						
11 a.m. to 12 p.m.						
12 p.m. to 1 p.m.						
1 p.m. to 2 p.m.						
2 p.m. to 3 p.m.						
3 p.m. to 4 p.m.						
4 p.m. to 5 p.m.						
5 p.m. to 6 p.m.						
6 p.m. to 7 p.m.						
7 p.m. to 8 p.m.						

Your Commitment:

I make a commitment to spend time working on my supplemental assignments in the computer lab, instructional resources lab (IRL), and/or online. I will also meet with my instructor(s) and turn in a progress report (if applicable) on a weekly basis. I have completed the schedule above to demonstrate my dedication to completing all of the requirements, including attendance, to pass this course.

Signed by (Your Name)	Date	Course Names & Section Numbers: _____ _____ _____
Witnessed by (Instructor’s Name)	Date	

LEARNING SKILLS CONTACT LIST

Peer Contact List:

Get a “study buddy.” Find someone in the class who cares as much about doing well in the class as you do. Make a habit of getting together to do your homework, or talking about the homework on the phone. School can be so much more interesting when you have a friend with whom you can work together. When you are absent, call your study buddy to find out what you missed. Keep this top portion for your own records.

Study Buddy #1: _____

Course Name & Section Number: _____

Phone Number: _____

E-mail: _____

Study Buddy #2: _____

Course Name & Section Number: _____

Phone Number: _____

E-mail: _____

Study Buddy #3: _____

Course Name & Section Number: _____

Phone Number: _____

E-mail: _____

Student's Contact Information:

Sometimes your contact information changes and is different from what is on record in the Registrar's office. In order to have your most updated information, fill out the form below, cut along the dotted lines and return to your instructor by the end of the first week of classes.

Your Name: _____

Course Name & Section Number: _____

Home Phone Number: _____ Cell Phone Number: _____

Home Address: _____

E-mail Address: _____