

Developmental Communications 36B—Fall 2012

Course Information and Requirements

Instructor: Susan Polk **Office Hours:** MW 2 – 3 and T 12:10 - 3:40
Phone: (818) 364-7753 **Email:** polks@lamission.edu
Office: LRC 217 **Section:** 0201 9:05 – 10:30 TTH

Course Description and Objectives: This course presents strategies to improve success in college coursework, including academic reading, critical reading/thinking skills, vocabulary development, academic study skills, and introduction to research.

Student Learning Outcomes: Upon successful completion of this course, a student will be able to

- Select and use strategies to develop college vocabulary skills
- Identify stated and unstated main ideas and supporting details in a variety of materials
- Make critical evaluations and draw conclusions when analyzing persuasive writing
- Employ strategies for effective study, review, and test preparation
- Find information in the library and on the Internet for academic purposes

I. Required Text: College Reading & Study Skills, Eleventh Edition, by Kathleen T. McWhorter
Recommended: Up-to-date collegiate dictionary

II. Homework Assignments

- A. Read all materials and do all exercises as assigned
- B. One hour per week working independently on reading lab assignments

III. Grading

- A. In-class participation, attendance, and completion of homework assignments will be considered during grading.
- B. There will be a follow-up quiz for each chapter we cover.
 - All quizzes will be given at the beginning of class
 - There will be no make-ups given for quizzes
- C. There will be a midterm covering the material presented during the first half of the semester and a final covering the material presented during the second half of the semester. In addition, a research project will be assigned during the last weeks of the semester. Any student who does not complete **any one** of these three major projects will not pass the course. To pass this course, you must achieve at least 70 percent of the possible points listed below.

Lab—39 points (3 pts/hr)

Midterm--200 points

Final--200 points

Quizzes--10 points each

Research Project--100 points

- D. Basis of Grading: Pass/No Pass

IV. Attendance: You may be dropped after three unexcused absences; it is your responsibility to call me if you cannot attend class. You are responsible for everything that occurred during your absence. It is up to you to contact a classmate or me for missed material. Please avoid arriving at class late, leaving early, and walking outside during class; these are unacceptable behaviors that distract other students. *Also, turn off all electronic devices during class.*

V. Important Dates

- **September 7** **Deadline to add classes**
- **September 7** **Last day to drop classes without receiving a "W" and with a refund (in person)**
- **September 9** **Last day to drop classes without receiving a "W" and with a refund (Internet)**
- **November 16** **Last day to drop with a "W" (in person)**
- **November 18** **Last day to drop with a "W" (Internet)**
- **Final Exams** **December 10 - 15**

VI. Some important notes

- If you stop attending a class (or you wish to drop a class), **you must drop the class yourself** on or before November 18. Failure to do so may result in a grade of NO PASS in this class.
- Please make sure that the email address on file with the college is accurate; if you change your address, please update your email address by using the student portal.
- Please keep graded papers such as quizzes and tests in a safe place. You should keep them at least until final grades have been posted.
- *If you are a student with a disability and require classroom accommodations, please see me immediately to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the more quickly I will be able to provide them. If you have not done so already, you may also wish to contact the Disabled Students Programs & Services Office in Instructional Building 1018. Phone (818) 364-7732/TTD (818) 364-7861 and bring a letter and/or documentation stating the accommodations that are needed. This syllabus can be made available in alternate format upon request from DSPS at (818) 364-7732.*

About the Learning Center...

If you need help while you are working on your assignments, visit **The Learning Center**, located on the first floor of the Library/Learning Resource Center. Tutors can assist you in many areas: writing, math, reading, research, and homework assignments.

In the Title V HSI-ISSA **Academic Success Center**, the writing and reading specialists are excited about helping you to succeed. In the Writing Lab, tutors can assist you with MLA or APA styles and in developing writing assignments, lab reports, book reports, essays, and research papers.

The Learning Center is FREE for all students. Call 818-364-7754 to make AN APPOINTMENT or visit the Information Desk. Visit the Learning Center early each semester and use the FREE assistance throughout the term.

Course Schedule

Date		Class Activity	Homework Assignment
Aug. 28	T	Introduction to course	Buy <u>College Reading & Study Skills</u>
Aug. 30	Th	Assessment	
Sept. 4	T	How to use lab materials	
Sept. 6	Th	Chapter 1	
Sept. 11	T	Quiz, Chapter 1 Chapter 2	
Sept. 13	Th	Quiz, Chapter 2 Chapter 3	
Sept. 18	T	Quiz, Chapter 3 Chapter 4	
Sept. 20	Th	Quiz, Chapter 4 Chapter 5	
Sept. 25	T	Quiz, Chapter 5 Chapter 6	
Sept. 27	Th	Quiz, Chapter 6 Chapter 7	
Oct. 2	T	Quiz, Chapter 7 Chapter 8	
Oct. 4	Th	Chapter 8 continued	
Oct. 9	T	Quiz, Chapter 8 Chapter 15	
Oct. 11	Th	Quiz, Chapter 15 Chapter 16	
Oct. 16	T	Chapter 16 continued	
Oct. 18	Th	Midterm Exam	
Oct. 23	T	Chapter 18	

Date		Class Activity	Homework Assignment
Oct. 25	Th	Quiz, Chapter 18 Chapter 19/20	
Oct. 30	T	Chapter 19/20 continued	
Nov. 1	Th	Quiz, Chapter 19/20 Chapter 9/10	
Nov. 6	T	Chapter 9/10	
Nov. 8	Th	Quiz, Chapter 9/10 Introduction to Research	
Nov. 13	T	Introduction to Research	
Nov. 15	Th	Introduction to Research	
Nov. 20	T	Introduction to Research	
Nov. 22	Th	Holiday	
Nov. 27	T	Introduction to Research	Research Project-- first draft due
Nov. 29	Th	Chapter 11/12	
Dec. 4	T	Chapter 11/12 continued	
Dec. 6	Th	Chapter 11/12 continued, review for Final Exam	Research Project-- final draft due
Dec. 11	T	Final Exam 10 a.m. - 12 p.m.	