

Developmental Communications 36B—Spring 2013

Course Information and Requirements

Instructor: Susan Polk **Office Hours:** M 12:05 – 1:05
T 12:05 – 3:05 W 12:05 – 1:40
Phone: (818) 364-7753 **Email:** polks@lamission.edu
Office: LRC 217 **Section:** 0215 TTh 8:55 – 10:20 a.m.

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
- Know how to 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: Attendance is critical to your success. 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 late, leaving early, and walking outside during class; these are unacceptable behaviors that distract others. Also, you must turn off all electronic devices during class. Students whose phones ring or who are seen using their phones or texting will be marked absent for the day. A second occurrence will result in the student's being dismissed for the remainder of that class period.*

V. Important Dates

- **February 15** **Deadline to add full-term classes**
- **February 18** **Last day to drop classes without receiving a "W" AND with a refund (in person or Internet)**
- **May 3** **Last day to drop with a "W" (in person)**
- **May 5** **Last day to drop with a "W" (Internet)**
- **Final Exams** **May 27 – June 3**

VI. Some important notes

- If you stop attending a class (or you wish to drop a class), **you must drop the class yourself—OFFICIALLY—on or before May 5 (Internet).** 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.
- Cheating: I will not tolerate any form of academic dishonesty. If you are caught cheating, you will be given a zero for that particular exam or quiz, even if the failing grade makes it impossible for the student to pass the course. At my discretion, the event may also be reported to the Department Chair, who may forward the report to the Vice President of Student Services for disciplinary action, which may include suspension or expulsion.
- *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 or feedback while you are working on your assignments, visit **The Learning Center**, located on the first floor of the Library/Learning Resource Center. Tutors there will assist you in many areas: writing, math, reading, research, and homework assignments.

In the new 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 Reading Lab offers free assessments of your reading skills using **Reading Plus**, interactive software that provides individualized learning modules to enhance your reading skills. **This online program can also be accessed from home.** Make a Reading Lab appointment to learn how to access Reading Plus.

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.

OTHER COLLEGE RESOURCES FOR LAMC STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department: For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: <http://www.lamission.edu/stem>

Course Schedule

| Date | | Class Activity | Homework Assignment |
|---------------------|----|-------------------------------------|----------------------------|
| Feb. 5 | T | Introduction to course | |
| Feb. 7 | Th | Assessment | |
| Feb. 12 | T | How to use Reading Plus | |
| Feb. 14 | Th | Chapter 1 | |
| Feb. 19 | T | Quiz, Chapter 1 Chapter 2 | |
| Feb. 21 | Th | Quiz, Chapter 2 Chapter 3 | |
| Feb. 26 | T | Quiz, Chapter 3 Chapter 4 | |
| Feb. 28 | Th | Quiz, Chapter 4 Chapter 5 | |
| Mar. 5 | T | Quiz, Chapter 5 Chapter 6 | |
| Mar. 7 | Th | Quiz, Chapter 6 Chapter 7 | |
| Mar. 12 | T | Quiz, Chapter 7 Chapter 8 | |
| Mar. 14 | Th | Chapter 8 continued | |
| Mar. 19 | T | Quiz, Chapter 8 Chapter 15 | |
| Mar. 21 | Th | Quiz, Chapter 15 Chapter 16 | |
| Mar. 26 | T | Midterm Exam | |
| Mar. 28 | Th | Non-Instruction Day—no class | |
| Mar. 29 – Apr. 5 | | Spring Break | |
| Apr. 9 | T | Chapter 18 | |
| Apr. 11 | Th | Quiz, Chapter 18 Chapter 19/20 | |
| Apr. 16 | T | Chapter 19/20 continued | |
| Apr. 18 | Th | Quiz, Chapter 19/20 Chapter 9/10 | |

| Date | | Class Activity | Homework Assignment |
|-------------|----|--|------------------------------------|
| Apr. 23 | T | Chapter 9/10 | |
| Apr. 25 | Th | Quiz, Chapter 9/10 Introduction to Research | |
| Apr. 30 | T | Introduction to Research | |
| May 2 | Th | Introduction to Research | |
| May 7 | T | Introduction to Research | |
| May 9 | Th | Introduction to Research | Research Project-- first draft due |
| May 14 | T | Chapter 11/12 | |
| May 16 | Th | Chapter 11/12 continued | |
| May 21 | T | Chapter 11/12 continued | Research Project-- final draft due |
| May 23 | Th | Review for final exam | |
| May 28 | T | Final Exam 10 a.m - 12 p.m. | |