

Reading 017- CLASSROOM Welcome Packet

Important update: this is a hybrid course. It is a classroom course with a companion online component. The assignments you see here are a tentative plan depending upon our class pace. This means you will have some of the assignments shown here to do as normal homework but they will be due in person in class.

The exams may all be given in class, face to face, with my option to have them taken online in Blackboard. . You must come to class with all materials and ready to work. Make sure you have a couple of number two pencils for the pretest in class and for all tests, I do not supply them.

IN ADDITION: Please look at all the DRTA Reading Articles listed in the weekly schedule. They are all in Blackboard. Print all the listed ones the **FIRST WEEK** and place them in a section in your binder. They are **NOT TO BE READ IN ADVANCE**. Binders will be checked at our 3rd class meeting. If you do not have the articles printed to show me it will be a grade of zero. Make sure they are ALWAYS with you in class so you do not receive further zeroes when I ask you to take them out for the day's lesson.

Where it refers to discussion you will in most cases be discussing the reading article in class. Coming to class not having read it and unable to discuss it will be a grade of zero. A few will be online group discussions.

If your looseleaf binder is all setup as described on page 6 of this syllabus-schedule then I will award you a grade of 100 to start the course off on the right foot. This must be shown to me at the very start of Class 2 when I take attendance. If you do not have it ready then you can show me at Class 3 for a grade of 50%. After that it will be a zero grade.

LAST- MAKE SURE YOU READ THE NO SHOW POLICY ON THE NEXT PAGE. That is why this is being emailed to you in advance as well as other emails sent before the first day of classes.

See you in class...
Professor Rich Gair

Attendance

NO SHOW Policy

Dear Student,

The official college policy states:

Hybrid Course-“No Show” Policy: Students who do not attend class during the first week and/or submit ANY work online, and/or do not respond to the instructor's e-mail regarding their participation in the course will be dropped from the course and listed as a "no show".

It is a college policy that “Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course” (see Valencia College policy). Therefore, please be advised that if you have not attended the class for which you are registered by the deadline, and you have not withdrawn yourself, you will be withdrawn by your instructor on the day that starts the official NO SHOW period on the college calendar and held responsible for the financial obligation. It is your responsibility to check the Valencia College calendar to be sure you know the deadline for the current semester.

Thank you,

Professor Richard A. Gair

COLLEGE READING PREP 017-HYBRID-FALL 2015 H1 SESSION

Instructor: PROFESSOR RICHARD A. GAIR, MA
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Course CRN # 18204, 3 credits

Meeting Days, Times, Location:

**Face to Face Days: Tues. & Thurs. Time: 10:00 to 11:15, East
Campus Building 8 Room 247**

A comparable number of hours should be devoted to doing the related online work in Blackboard. Grades will be a combination of online work as well as work physically handed in during class.

The information enclosed here is intended to make sure you know what your role is and what is expected of you. It is also to let you know what you can expect from the Professor and the course itself. If you have any questions, just ask.

Set Goals and Evaluate Them

Ask yourself, Why am I here in college? What do I want to do? Where do I see myself in two years? What are my long-term goals?" Do I have a clear understanding of where I am now? Do I have a reasonable plan involving realistic goals and a realistic time frame?" (LIFE MAP)

My Pledge to You: As your Professor I pledge to do everything in my power to assist you in furthering your reading and thinking ability and reach your academic and life goals. My goal is to help you develop strategies to monitor your own thinking and reading so that in the future you are able to break through those barriers that have confronted you in the past when you did not comprehend something. My goal is to teach you to think about thinking, we call that "metacognition." I want to see each and every single student in this class leave here feeling confident and ready to tackle all the college courses that await him or her in the semesters and years ahead. My goal is for you to become lifelong learners and lifelong lovers of learning. Work with me, do your part, work hard and I will bend over backwards to help you move towards your goal, but it takes two people, both teacher and learner...are you ready for the challenge? I am! If so, then let's go!!!!

Research has shown that there are three vital skills that should be developed and linked to all college courses. These skills have been shown to be essential for learning and mastery in all college courses. We will try to further develop all three throughout this course. They are:

- **Critical Thinking** (You will be asked to think and discuss critically about issues.)
- **Reflective Writing** (You will be required to write reflectively about what you read.) This

application of reading skills will begin to prepare you for the writing demands your future courses will place upon you.

Critical Reading (You will be asked to respond critically and evaluatively about what you read.) This will include issues found in written text, literature and other sorts of communication such as the Internet, advertising, television and film, news, politics, and current events. The field of communication has many faces and a critical reader can view them through the various lenses of critical thinking-reading.

Be prepared...IF YOU DO NOT HAVE THE REQUIRED BOOKS WITH YOU THEN YOU WILL RECEIVE A ZERO FOR THE DAY FOR BEING UNPREPARED.

Students are expected to have all materials for the course in all classroom sessions, This includes the required text, the portfolio loose-leaf packet, mini-hole puncher, mini-stapler filled with staples,. Out of class assignments (homework) will require between 3 and 5 hours of work every week. Make time in your schedule for this if you plan on being successful in this course!!!! What you put into the course directly relates to what you get out of it. That's just plain old common sense!!!!

Assignments are due on the due date...no late assignments accepted. If you are absent you must find out from Professor Gair or a classmate what you missed. The missed class work and assigned homework is due immediately at the start of the period when you return to class. Get a study buddy, someone in the class you can exchange phone numbers with, as well as email so you can find out what you miss as soon as you miss class.

ATTENDANCE AND LATENESS TO CLASS

Students are required to attend all class sessions and complete all assigned work. In addition students are required to arrive in class before it starts, not after the designated start time. It is very disruptive to the learning process for students to barge in to a classroom after class has started.

You are expected to be in class ready to work when class begins!

I take attendance at the start of the period. If you arrive late then it is your job to see me after class to change the absence to a late in my roll book. Do not just leave class at the end of the period without seeing me! If you forget to see me the Absence in my roll book will remain an ABS.

If you arrive LATE FOR ANY EXAM, a sign will be on the door...you are NOT TO ENTER AND DISTURB THE OTHERS. Remain outside, you will be marked absent for the entire period and then will have to email me to arrange to take a makeup during my office hours and lose 10 points for late arrival. Test makeups are entirely at the discretion of the professor and at times a makeup will not be possible at all. There are no makeups for the Final Exam. Your grade will be a zero and averaged in with your other grades. Remember the Final Exam is 20 % of the overall grade.

IF YOU ARE LATE, 3 LATENESSES WILL BECOME AN ABSENCE!

At the start of the semester, the student has 100% for attendance (10%of the grade.) As the student misses beyond the allowed amount (2 absences), the grade will drop by 10 points for each absence. The grade weight distribution will be as follows:

DEVELOPMENTAL READING GRADE WEIGHTS:

10% Attendance

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40 % Blackboard Discussions, Assignments & Quizzes
10% -In Class Activities and Participation

20% Unit Exams

20% Final Exam

ATTENDANCE

Example; Student at the end of the semester has been absent 1 or 2 times. They receive an Attendance grade of 100% (which is 10% of the overall grade for the class). If a student is absent 4 times then their Attendance grade will be an 80% (which is 10% of the overall grade). Do not use up the two free absences on non-emergencies. You never know when a REAL emergency will arise.

ATTENDANCE: an absence reminder report will be emailed to you at least once a week as part of your current grade report

For on campus classes: If you are not present when I call your name taking roll you are counted as ABSENT. If you walk in after that you will have to see me after class to change it to a Tardy.

If you arrive late or leave early in excess of 10 minutes then you are marked absent for the entire class period.

If I give a surprise quiz at the start of the class and you are late you will receive a zero and not be allowed to makeup the quiz.

Classes that meet Monday and Wednesday or Tuesday and Thursday (2 times a week):

2 Absences

At the start of the semester, the student has 100% for attendance (10%of the grade.) As the student misses beyond the allowed amount, the grade will drop by 10 points for each absence and late work will be graded at the discretion of the instructor.

Arriving late to class is unacceptable. You are expected to arrive on time to every class session.

This attendance policy will be strictly enforced

When an emergency does occur then it will be handled on an individual basis and be determined by the reason, promptness of communication with the professor, the evidence to support it. A regular doctor appointment does not serve as an excuse. Make those appointments during non-class time. Hospitalization will require a copy of entry and discharge paperwork from the hospital. Jury duty will require the notification letter and the letter attesting to the fact that you did in fact serve as requested. The court will give you this if you ask before you leave. Military duty requires an official order from a commander on official stationary. Funerals must be for members of your immediate family with documentation. The documentation must be presented at the time of the absence, on the day you return to class. It cannot be brought in weeks later. All missed and due work are due the day you return to class. Stay in contact with Professor Gair and classmates as suggested.

My pet peeve...cell phones in class!!!

It is really a matter of respect and courtesy. I would never think of using my cell phone for personal reasons in class. It would be rude and insulting to you as a student. You are there to learn and

there is no reason to be using the phone. Actually, my generation was able to go through all of college before cell phones were invented! Does that make me ancient?

Cell phones- texting devices...are to be turned off and kept off and out of sight at all times in class. Surfing the web or doing email or texting during class is not permitted. If you are doing one of those things I will ask you to stop immediately and assess a zero grade for that class period. If one goes off in class you will lose 5 points from your next major exam. If one goes off during a test, you will be asked to leave, and you will receive a zero for a test grade.

Does that mean I hate cell phones? NO. I want you to download a few APPS that I think you will enjoy using with me in class. They are: Socrative (student version), Handouts, Tools 4 Students.

Also go to the web site www.educreations.com and sign up with your own personal account. There will be some video lessons I have made that you will view on that site. You must have an account to see them. I will give you the teacher code to enter my class to see them.

No food and drink is to be consumed during class.

Course description:

This course is designed for students who score within the college designated range on the placement test or an equivalent score on another state approved test. Course content includes:

- Review and reinforcement of reading comprehension strategies.
- Emphasis on critical reading, thinking, and writing skills.
- Strategies for vocabulary development
- Utilization of computer skills for written assignments
- Effective study skills for college success

Your books will be in the East Campus bookstore in a large white 3-ring binder.

Textbook: *Reading Across the Disciplines by McWhorter 5th Edition (Special Valencia edition) A My Reading Lab signup packet might be included in the book package, Save it and bring it to the first class. DO NOT DISCARD THIS PACKET.*

Thinking Through The Test: *Study Guide for the Florida Basic Skills Exit Test, 4th Edition, D.J Paperback Book- Night by Elie Wiesel*

Basic Supplies - a thick 3-ring notebook, lined paper, 2 color pen highlighters, and 15 tab dividers, mini-stapler, 3-hole puncher

Setup your 3 ring binder with the tabs labeled as follows.

Label the tabs as follows:

Tab 1- Syllabus & Schedule

Tab 2- NOTES (fill this section with lined looseleaf paper.)

Tab 3- Reading-Discussion Articles (You will place 7 articles you print from Blackboard in this FALL 2015-H1 (1st 8 WEEKS)

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section during Week 1.)

Tabs- 4 to 13- Label for each tab for each of the textbook's 10 chapters. As you complete each chapter you will place the graded pages in the appropriate section by chapter.

Tab 14- Readings (In this section place the stories in the back of the book starting with the section in the book labeled PART TWO- READINGS FOR ACADEMIC DISCIPLINES (This starts after the last page of Chapter 10.)

Tab 15- Label this HANDOUTS & ASSORTED

Sample Learning Objective: Students will take a sample paragraph and create an appropriate concept map for it, labeling the topic, Main Idea, linking Words, Major and Minor Supporting Details and Pattern of Organization.

Student Assessment: After specific instruction throughout the semester in mapping text students will be given a sample reading selection on a regular unit exam and be required to create and fill in a concept map for it on the back of the ScanTron sheet for that test. It will be worth 5 points on the exam.

REWARD: Any student who walks in to the first class with the entire 3 ring binder setup with every tab labeled and the Tab 1 and 2 (this syllabus-schedule & lined note paper) with the required material will be given a 100% first assignment grade. If you miss even one of these steps you will not get a 100%.

COURSE OBJECTIVES:

This course has been designed to offer opportunities to improve those reading skills essential to meaningful, effective textbook study. The following course objectives are also CLASP competencies. They are indicated by the numbers in parentheses following each skill.

The following skills are essential for effective communication. Reading is but one mode of communication and we will develop these skills in areas beyond the written page. Being able to read the message and meaning of spoken words, advertising, entertainment and informational media all contribute to your development as an effective communicator and reader.

I. Comprehension Improvement:

Reading (and thinking) is the process of receiving and assimilating ideas and information from written and spoken material. Effective reading includes both literal and critical comprehension of sentences, paragraphs and longer passages as well as in other forms of media such as the Web, television, film, news media, current events, and literature.. Since literal comprehension is a requirement for critical comprehension, students' highest priority will be to develop literal comprehension skills. Numbers in parentheses indicate level reading competencies that correspond to objectives.

A. Literal Comprehension Skills

1. Recognizing main ideas in a given passage (a. 1)
2. Identifying supporting details (a.2)
3. Determining the meanings of words on the basis of context (a.3)

B. Critical Comprehension Skills

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1. Recognizing the author's purpose (b. 1)
2. Identifying the author's overall organizational pattern (b.2)
3. Distinguishing between statement of fact and statement of opinion (b.3)
4. Detecting media bias (positive & negative) (b.4)
5. Recognizing author's tone (b.5)
6. Recognizing explicit and implicit relationships within sentences (b.6)
7. Recognizing explicit and implicit relationships between sentences (b.7)
8. Recognizing valid arguments (b.8)
9. Drawing logical inferences and conclusions (b.9)

II. Vocabulary Development

- A. Using the context to understand the meaning of a new or unfamiliar word (a. 3)
- B. Learning and using common word parts to determine the meaning of new words
- C. Recognizing that every word represents a concept and serves as a graphic symbol of that concept
- D. Recognize the connotation of words
- E. Recognize the multiple meanings of words.

COURSE REQUIREMENTS:

COURSE REQUIREMENTS:

Students are expected to read and complete all assignments by the specified deadlines. Students must bring all course materials (textbooks, folders, etc.) to EVERY class. Students are expected to maintain an up-to-date folder of assignments. Students are also expected to check Blackboard daily.

Introduction : Each student is expected to read and complete all the assignments and supplementary exercises prescribed by the instructor each week. Students should expect to spend **at least 3-5 hours per week** completing weekly assignments and activities for this class in addition to the required on-campus meetings.

MAKE UP AND LATE WORK POLICIES:

Late work will not be accepted unless the student has provided written documentation of a medical emergency or ongoing medical condition on the first day of the student's return to class. The instructor will authorize a deadline extension at that time.

All work and tests must be completed and submitted online through Blackboard by the specified deadlines.

ONLINE POLICIES

1. It is the student's responsibility to complete all required course activities and assignments.
2. Attendance will be checked as assignments are completed by the weekly deadline EACH SUNDAY at 11:59.
3. All ONLINE assignments must be COMPLETED by the due dates (Sunday nights at 11:59 pm), and NO LATE ASSIGNMENTS OR TESTS WILL BE ACCEPTED BY BLACKBOARD! This means that if you do not submit your assignments or complete your tests within the allotted time period, then you will receive a zero as your grade. Online modules will close at 11:59 each Sunday night and will not be reopened after that. The answer key to the text assignments will be available online for you to check from midnight Sunday night until midnight Monday night. When you arrive in class at our first class for that week you must have your work graded as per the answer key. Each answer key will say how many questions it has. For example, it might say 40

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answers on the top of the answer key. As you grade it just mark a very clear X on only the ones you had incorrect. When you are done count up the X's. On the top page of the text chapter write your name (no name is a zero) and the number wrong out of the total like the following example. Name: John Jones, Score 15X/40 and circle the score. That means he had 15 incorrect answers out of the 40 possible answers. I will check this and collect this in class Tuesday. If it is not graded and labeled then 10 points will be taken off the grade when I determine it myself.

4. Plan ahead, you never know when the computer will freeze up and you have to log back in or come to campus to use a computer to complete the work. Waiting until Sunday night is not advised.
5. Since some assignments will be handed in during our face to face sessions you are safe to assume that they are always due at the next face to face meeting we have after the assignment has been given.
6. **Requirement** : In order to receive credit for passing **REA0017C**, you must meet have a 70 % or greater average.
7. **BLACKBOARD ASSIGNMENTS OVERVIEW**
8. There will be both graded and non-graded assignments through Blackboard. Blackboard non-graded assignments are necessary to complete in order to fully comprehend and practice the skills for each chapter. They include: reading assigned chapters, completing text assignments, PowerPoint presentations, completing online tutorials, and accessing additional practice through Web links. You do not need to submit the results of the additional practice activities.
9. Each week you should complete the learning module for the week, completing all assignments as listed in the module table of contents. I will always open the module one week before so you can work ahead one week if you are ready. Assignments are due Sundays at 11:59 p.m. **No late submissions will be accepted by the computer after that time..** At the end of each week I will close that module. It will not be reopened for individuals who have not completed it.
10. **This course meets twice a week on campus.** Each student is expected to read and complete all the assignments enumerated on the course syllabus. In addition, all supplementary exercises prescribed by the instructor must be completed successfully and turned in at a specified time. Each student is expected to maintain an accurate, up-to-date folder of assignments.
11. **You will receive a tentative weekly schedule of chapters and topics for the semester.** This is subject to change as the needs and pace of each class determine as decided by Professor Gair.
12. **Some assignments will not receive a formal grade because they are practice exercises leading up to an assessment of some sort that will be graded.** Some extra practice exercises will be required before the software will permit you to take the final assessment. Even though only the final assessment will be graded into your average, it will not be given credit if the practice prerequisite exercises have not been completed as per the Professor's directions. There will be times when you will get credit for just completing the practice, regardless of the errors, and zero if you have not done it at all. It is considered an "effort" grade at that moment. In education we call the two types of grades "formative assessment" and "summative assessment." I will explain these terms in class.

ATTENDANCE & SUCCESS ARE RELATED

Students are expected to attend all class sessions and complete all online assignments for which they have registered. Class attendance and participation are significant factors that promote college success.

OFFICE HOURS: They are also on the home page of my web site. (www.professorgair.com)

Office Hours-Fall 2015: Building 8 Room 132

Monday & Wednesday- 10 to 11:15 am AND 2:30 to 4:00

Tuesday & Thursday- 8:45 to 9:45 am

Friday- Cell Phone- 9:00 to 11:30- Cell Number: 609-744-6516

MAKE UP POLICY:

It is your responsibility to know what was covered and assigned when you were not in class and have it all completed on the day of your return. You will receive full credit if they are submitted upon your return. Stay in close contact with either Professor Gair by email and / or office phone or a classmate who is reliable. Get a study buddy!

Make up work is only at the discretion of the instructor.

"I was absent" is not an excuse for returning to class unprepared.

Assignments: all assignments collected at the start of the period after I take attendance. If you arrive late and I have already gone over and scored and possibly collected the homework you will have to wait until the end of the class to give it to me. IF I accept it, it will then receive a 10 point penalty.

CAMPUS INFORMATION:

Instructional Media Center (IMC)	Building 4, Room 101, Phone: ext. 2337
Learning Resources Center (LRC)	Building 4, Room 201 (2nd floor), Phone: ext. 2459
Microcomputer Learning Center	Building 4, Room 122, Phone; ext. 2430
Reading English Computer Lab	Building 4, Room 101
Testing Center	Building 4, Room 120

TESTING:

All tests are to be taken during the designated time identified by the instructor. **Any exceptions are at the discretion of the instructor.** It is the students' responsibility to contact the instructor concerning a missed test or quiz. If no contact is made BEFORE the next class meeting, a "0" will automatically be recorded. You must email me with a request to makeup the missed test. You must send the email before our next class. Missed tests may not be the same test as the rest of the class took. In addition, you will lose 10 points for having to take a make-up test after the date the class takes it.

TESTS:

The chapter / unit exams are designed to assess how well you can perform the various reading skills in an independent situation. The questions will refer to what is in the course text, what is taught in the classroom, what is taught in the online tutorials and screencasts I post on my web site or BlackBoard. You will be responsible for whatever class notes you are taking during my instruction. It is therefore very important to listen well, take thorough notes and review those notes that very night while they are fresh in your mind. Each test I give will have at least one essay question. Essay questions are worth at least 5 points each and are a regular part of the exam. Only a correct answer to an essay question will get credit and a poor answer will mean a loss of points as well. They are questions designed to make

you think deeply, understand a concept or procedure taught and then explain it clearly in your own words in paragraph form on the back of the ScanTron answer sheet. It is just a different form of question than you may be used to.

STUDENT ETHICS:

Students are expected to abide by the college's honesty policy and code of conduct as stated in the catalog. Students caught cheating on assignments or tests will receive a "0" which cannot be made up. Any additional action deemed necessary will be taken at the discretion of the instructor.

CLASSROOM CONDUCT

The culture of the college classroom requires individual responsibility and accountability for learning and classroom participation. Achievement in the reading process is grounded in a positive attitude and mastery of various reading strategies in order to ensure success. All students are expected to engage in classroom and out-of-class learning activities in order to show proficiency in such skills at the college level. It is therefore necessary and expected that all students will have a positive attitude toward and participate in all classroom activities in a manner that is conducive to the learning process for themselves and others. Your presence, participation, and success in this class will be viewed as a partnership in the learning process. If, for any reason, a student's classroom conduct interferes with the teaching process or the learning of others, the student will be requested to leave the classroom and an absence for the day will be recorded. Any subsequent disruption will be processed according to Valencia College Code of Student Conduct procedures.

GRADING:

NOTE: In Developmental Reading II (REA0017), you must have an overall grade of 70% or higher in the class to be considered having successfully completed the course.

Grades in REA 017C are based on successful completion of all assignments enumerated in Grade Weight Distribution. Final grades in Prep courses are either A, B, C. A grade of D or F... will not earn credit for taking the course.

Grades

90 - 100	=	A
80 - 90	=	B
70 - 80	=	C
60 - 69	=	D
Below 60	=	F

Grade Weight Distribution:

10% Class Activities & Participation: (Answering loudly and clearly in class, actively participating in group activities, homework ready to go over upon arrival to class, staying on task when working in small groups.) Any time your cell phone is in use or rings it will be a zero in this category. If you are using a laptop or tablet to take notes you will be assessed with a zero in this category if you are doing work from another course, email, online chatting or instant messaging or surfing the web rather than taking notes on what is being instructed.)

Night weekly questions.

10%- Attendance & Tardiness (See policy)

20% Unit Tests (Tentative Dates in Schedule)

40% Blackboard Assignments- MRL (Pearson calls this My Reading Lab).....Based upon the results of the first week diagnostic test. Face to face discussions, textbook assignments, articles. Also the Career Life Map Project is part of this grade.

20% FINAL EXAM- This is a computerized, timed test. You will take it in Blackboard on the last day we meet. Location will be announced in advance.

ATTENDANCE (10% of total grade):

An attendance report will be sent as part of the regular weekly grade-progress reports which are emailed.

TWO ALLOWED ABSENCES- Each additional absence is a 10 point deduction on your final attendance average on the last day of class. At the start of the semester, the student has 100% for attendance (10%of the grade.) As the student misses beyond the allowed amount (2 absence), the ATTENDANCE grade will drop by 10 points for each absence and in-class work will be graded at the discretion of the instructor. **Students that consecutively miss 6 class sessions without contacting the instructor will be withdrawn.**

There are NO "excused" or "unexcused" absences in this course. If you miss class, regardless of the reason, it is simply an absence. You should save your absences and only miss class if absolutely necessary. Use your absence time wisely! Arriving late to class is unacceptable. A late arrival of more than 15 minutes or leaving class early will be considered a full absence. If you are absent due to conditions related to other medical conditions then you must provide medical documentation upon return to class. You personally should know the consequences of missed classes. For example, an International Student who is WITHDRAWN from a course is automatically deported. This is not a Valencia rule it is the Immigration Laws.

Students missing class for a religious holiday or jury duty must meet with the instructor before absences related to those situations. Documentation prior to and after completion will be required for military and jury duty absences.

BLACKBOARD DISCUSSIONS

- Completing discussion posts as assigned in weekly learning modules and according to the "Discussion Post Guidelines & Rubric"

- **UNIT TESTS (20% of total grade)**

Students will complete unit tests in class. Tests will not be given early or late; if you miss the opportunity to take the test you will receive a zero for that test. Unit Tests make up 20% of your overall grade.

FINAL EXAMINATION (20% of total grade):

Final Exam Date:

Failure to attend class on final exam day (on time) will result in a 0%. The final exam grade counts as 20% of the overall course grade.

FINAL EXAMINATION: The policy on the final currently states that a student missing the final receives a 0% for the final exam. That zero will be averaged in to the other grades. No makeups or retests will be offered. The final exam for the course will be given during the scheduled college-wide exam period in a designated campus computer lab (TBA). You will be given a specific day and time and location when the time approaches.

DISCLAIMER:

Changes in syllabus and/or schedule may be made at any time during the term by announcement of the instructor. A revised syllabus may be issued at the discretion of the instructor. If an addendum is needed for the syllabus I will send it by email with instructions to print and attach to this copy.

THREE ATTEMPT RULE:

The State of Florida has mandated that all students placed into a college preparatory course be allowed three tries to complete the given discipline. Thus, if you were placed in REA 0007, you would have one semester in REA 0007, one semester in REA 017C, and one semester to repeat either of two courses. After the third attempt, if unsuccessful in passing that discipline, students will work with counseling staff to determine where they should go to complete the course.

A "W" is counted as an attempt unless you withdraw prior to the midpoint of the course.

CORE COMPETENCIES:

Core Competencies: Valencia faculty has defined four interrelated competencies that prepare students to succeed in the world community. In this course, through classroom lecture and discussion, group work and other learning activities, you will further develop your mastery of these core competencies.

VALUE: make reasoned value judgments and reasonable commitments

- A) Recognize values as expressed in attitudes, choices and commitments.
- B) Distinguish among personal, ethical, cultural and scientific values.
- C) Employ values and standards of judgment from different disciplines.
- D) Evaluate your own and others' values from individual, cultural and global perspectives.
- E) Articulate a considered and self-determined set of values with empathy and fair-mindedness, individually and in groups.

THINK clearly, critically, and creatively. Analyze, synthesize, integrate and evaluate in many domains of human inquiry

- H) Analyze data, ideas patterns, principles, perspectives
- I) Employ the facts, formulas, procedures of the discipline
- J) Integrate ideas and values from different discipline
- K) Draw well-supported conclusions
- L) Revise conclusions consistent with new observations, interpretation, or reasons with curiosity and consistency, individually and in groups

COMMUNICATE with varied audiences using varied means

- A) Identify your own strengths and need for improvement as communicator
 - B) Employ methods of communication appropriate to your audience and purpose
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- C) Evaluate the effectiveness of your own and others' communication by speaking, listening, reading and writing, verbally, non-verbally and visually with honesty and civility in different disciplines and settings.

ACT purposefully, reflectively and responsibly

- A) Apply disciplinary knowledge, skills and values to educational and career goals
- B) Implement effective problem-solving, decision-making, and goal-setting strategies
- C) Act effectively and appropriately in various personal and professional settings
- D) Respond to changing circumstances with courage and perseverance, individually and in groups in your personal, professional and community life
- E) Assess the effectiveness of personal behavior and choices

WRITTEN ASSIGNMENTS

Typewritten work must be done in Times New Roman, 12 point , double spaced font, with 1” inch margins.. Use Microsoft WORD. In the upper left corner should be the student name, CRN number, and date and the name of the Professor. Valencia has made available to all students free copies of Microsoft Office. It can be installed on up to five devices per student. Directions are in Atlas on the Valencia web site.

Smarthinking Tutor: Valencia has provided an online tutoring service for many subjects, especially writing. You are entitled to five online sessions to have a tutor help you with your work. There is a link to it in Blackboard.

- All required reading assignments may be answered on the pages in the textbook and removed for submission. However, all **written assignments** from “Discussion Questions” or longer assignments **must be typed and submitted separately**. Please include your name, the due date, the page number and title of the selection on the cover sheet. **Handwritten work is not acceptable**. Please check your spelling. Use well constructed clear sentences. Attach the completed writing to the rest of the assignment before you submit it for credit. There are printers all over the campus for your use. Do not tell me you have no printer, the ink is dry, the printer died, etc...use a college printer before arriving to class.

- **Special Needs – Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216. If you do have documentation then give it to me as soon as possible. In that case, whenever I announce an upcoming test it is your responsibility to come to me and indicate if you would like to take it untimed in the testing center, if that is what the accommodation sheet indicates for you. I need time to send an authorization and copy of the test to the testing center in time. Failure to notify me will result in you taking the exam in class with the rest of the students in a timed situation.

BlackBoard- Many activities will be online. This is called BlackBoard and will be demonstrated in class. There is a direct link to BlackBoard and the My Reading Lab on the first page of my web site.

Sample Heading (Times New Roman, 12 pt. font, Double Space, 1 “margins)

Name of Assignment

First Name Last Name

CRN # _____

Date: _____

Professor Gair

WITHDRAWAL POLICY: Check the master calendar to fill in the dates in these blanks. That is a homework assignment.

Valencia has a withdrawal policy (effective Session 1-97/98) that may affect cost of classes. Through **September 8** students will be able to drop/withdraw from any class without attempt penalty and receive a refund (They will receive a W). After that date, if students withdraw, it will count as an attempt which will affect the cost of repeat classes. The Florida Legislature passed a bill which states that for the third attempt of a college-level class, the cost will be the same as out of state tuition. The Withdrawal Deadline is **October 9** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **October 9** will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member will withdraw a student up to the beginning of the final exam period **October 22** for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." For a complete policy and procedure overview on Valencia Policy 4-07 please go to:
<http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>.

Student Assistance Program

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.

BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Important Links

College Catalog - <http://www.valenciacollege.edu/catalog/>

Student Handbook - <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

Policy Manual - <http://www.valenciacollege.edu/generalcounsel/>

Student Code of Conduct -

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

Smoke Free Campuses

http://valenciacollege.edu/generalcounsel/documents/Valencia_Smoke_Free_Policy_and_Procedure.pdf

REA0017 WEEKLY TENTATIVE AGENDA FOR FALL 2015-H1

NOTE: The schedule is a tentative schedule. I will adjust it as we go along in response to the level of understanding the class demonstrates on each chapter. If you are experiencing trouble do not hesitate to get to the Media Center and request a tutor.

FOLLOWING DIRECTIONS:

I am including a section on following directions because I consider it a skill that is just as important as all the reading skills I will be teaching you. The research on this topic tells us that if I keep repeating directions over and over every time you ask then what I am in effect doing is training you not to listen carefully. Eventually your mind figures that when the professor gives directions and you don't listen all you need to do is raise your hand and he or she will repeat it every time. Eventually you stop listening carefully because of this. On the other hand, when a person's mind is trained to listen carefully because he or she knows that the directions will not be repeated they tend to listen more attentively and get them the first time they are said. I have seen this in class so many times. So, in this class one of the ways I will help you avoid that situation is by telling you that I will not repeat my directions in class over and over. I will call your attention to the fact that I am about to give directions. I will possibly even say "listen carefully, I am not going to repeat them". That means you must be paying full attention, not talking or doing something else that distracts you from the directions. It may be frustrating to some of you at first but you will soon find yourself listening better once your mind thinks...

"Gee, Professor Gair won't repeat these directions so I better pay close attention". Sometimes the directions are written on the board and yet students ask me. I will simply point to the board. So be alert and pay attention and you will not miss anything that is important.

**READING ACROSS THE DISCIPLINES (TTTT) THINKING THROUGH THE TEST
(BRING BOTH TO CLASS ON A DAILY BASIS)**

AGENDA

THE WEEKLY ANSWERS TO THE QUESTIONS FOR THE BOOK NIGHT ARE DUE ON THE SECOND FACE TO FACE CLASS EACH WEEK STARTING WEEK 3.

In the agenda you will see a column labeled FLIPPED LESSON. This refers to a video-screencast tutorial lesson that I have recorded. Each one has an activity embedded in it that you must do as you watch the video and pause it. That must be word processed on the computer (you can do a handwritten rough copy first, but hand in the word processed one.) THEN you must take a 4 in by 6 in LINED index card and on it summarize the entire lesson. Tell what you learned in your own words. Write neatly or you will not receive credit. Staple the card to the written assignment and turn it in on the assigned day.

This agenda is a general guide and may change based on the pace of the class. As stated in the course syllabus, students are expected to check the Blackboard daily for specific homework assignments and announcements.

The NIGHT textbook must be brought to each class. We may do some in-class reading of parts of the book. Always have the study guide as well.

EXTRA CREDIT TO RAISE YOUR AVERAGE:

The Flipped online lessons listed here are instructional video lessons I have recorded. They are very helpful in learning the various skills. The ones listed can be done for EXTRA CREDIT. Each one will have a lecture, demonstration on screen and activities you must complete as you watch it. To get credit (100%) you must do the assigned activity in the video on paper and attach a lined 4 by 6 index card to it with a complete summary of what you learned in the video. On the back of the same index card describe any parts of the lesson or skill you feel you did not quite understand. A grade of 100% will be earned only if you do ALL the above (activity and both sides of the index card). Write neatly!

Extra Credit: That term is often misunderstood by students. It will not replace any zeroes you have from assignments you never completed. They will however help offset the negative effect of those zeroes and improve your average if you are doing your assignments but struggling.

Do not let the time slip by quickly without doing something to improve your chances of passing. Talking about how hard you will work, how much extra effort you will be putting in to a course is only talk if it does not get accomplished through actions. It's just hot air. Dreams and goals in life do not fall out of the sky because we wish them to. Your success in the rest of your college education as well as life will greatly depend upon your reading skills. This is a lifelong and everyday skill that you **MUST have to become successful. We need to **MAKE GOALS AND DREAMS HAPPEN** and that takes commitment on a person's part.**

Weekly Schedule FALL 2015-REA H1 (subject to change as needed)

The week starts and ends Sunday night at 11:59 pm. At that time the weekly module will close and the new one will open.

The weekly chapters are listed here. Exact assignment pages will be given as homework as determined by how much we cover in class. Just fill in the homework section when I give it in class. TTTT stands for the book Thinking Through the Test

Week 1 – August 31 to September 6

Overview, Diagnostic Test, Chapters 1 –Active Reading and Chapter 8 (Organizational Skills). These chapters are to be done independently and will be graded and collected.

Article: *Sleep and Memory*, Sign up My Reading Lab

Sign Up for My Reading Lab and Educreations

HOMEWORK:

Sign up for My Reading Lab and take the 40 question diagnostic test this week. Use the packet that came with your books.

TEXT PAGES:

BLACKBOARD & ONLINE:

MY READING LAB SIGNUP CODE- gair89385

Use this is code to register in the MY READING LAB online practice. Use the code on the packet you received to register and my class is **gair87909** in the lab system. The link to it is in the Blackboard menu on the left side of the screen. BRING THE MY READING LAB PACKET with the textbooks and loose-leaf binder, pencils, etc on the FIRST DAY OF CLASS.

EDUCREATIONS SIGNUP CODE- ZATFTED

Use the above code when you sign up and register on the Educreations site. The link to it is in the Blackboard menu on the left side of the screen. There are a series of video lessons and tutorials I recorded which will be assigned from to time.

OR

Go to the following web link:

<https://www.educreations.com/sr/TZHLSKA>

Real Life Reading Articles

Print up the following 6 articles from Blackboard by Class 2.

Place them all in one section of your binder so they are handy when I ask you to take them out in class. They will be introduced in class and read outside of class. You will be directed to the new vocabulary in each and will word process the definitions and original sentences with each one used in the proper context. Use Times New Roman, 12 point font, double space, one inch margins or you will lose 10 points. Where each vocabulary word appears in your sentence double click it and **boldface** it. Grammar, punctuation, capitalization, sentence sense will all be graded. Carefully proofread the work before handing it in. On return I will collect and grade the sentences and we will discuss the article, possibly have a quiz and a follow-up writing assignment related to the article.

-Sleep and Memory

- Decline of Reading

-Buying a Tablet

-Martin Luther King's Early Life

-Microsoft After Bill Gates

-Why Steve Job Was No Thomas Edison

Week 2 – September 6 to 13

Finish Chapter 8, Introduce

“Night” with video of author. Start Chapter 2- Vocabulary. Coin Theory of Communication, Article: *Decline of Reading, Overview of Career Project*

HOMEWORK:

TTTT Pretest Pages: 3-10

TTTT Vocabulary Pages: 77-86

TEXT PAGES:

BLACKBOARD & ONLINE:

Week 3- September 13 to September 20

Chapter 2- Vocabulary, Start Chapter 3 – Topic, Thesis, Main Idea, Supporting Details, Transitions

Article: *Buying a Tablet, Overview of*

Career project, Gair Medical Building Model

UNIT 1 EXAM

Night- Section 1 Due Wed.

HOMEWORK:

TTTT Main Idea Pages: 11-17

TEXT PAGES:

BLACKBOARD & ONLINE:

Week 4- September 20 to September 27

Continue Chapter 3, Unit 1 Exam. Article: *Martin Luther*

King's Early Life

Night: Section 2 Due Wed.

UNIT 2 EXAM

HOMEWORK:

TTTT Supporting Details Pages: 20-27

TEXT PAGES:

BLACKBOARD & ONLINE:

Week 5- September 27 to October 4

Chapter 4- Organizational Patterns, Article- *Microsoft*

After Bill Gates, Brick in the Building Model

Night: Section 3 Due Wed.

UNIT 3 EXAM

HOMEWORK:

TTTT Patterns Pages:40- 76 (There are a lot of exercises here. Some will be done as in class practice since there are many patterns.)

TEXT PAGES:

BLACKBOARD & ONLINE:

Week 6- October 4 to October 11

Chapter 6- Making Inferences

Night: Section 4 Due Wed.

Career Exploration Project Due Monday

HOMEWORK:

TTTT Inferences Pages: 113-128

TEXT PAGES:

BLACKBOARD & ONLINE:

Week 7- October 11 to October 18

Chapter- 7 Critical Reading- Purpose, Tone, Fact, Opinion, Bias

Career Project Due Monday April 27

Night: Section 5 Due Wed.

DVD- Elie Wiesel- First Person

UNIT 4 EXAM

HOMEWORK:

TTTT Fact-Opinion Purpose & Tone, Bias Pages: F/O 107-112, Purpose-27-38, Tone 96-106, Bias-87-96

TEXT PAGES:

BLACKBOARD & ONLINE:

Recommended Practice for the Final Exam:

TTTT Practice Exit Exams Pages: These three exams are as close to the final exam as you can take for practice. Use the charts on pages 169-173 to determine exactly which skills are your weakest. The answers will be gone over in class.

Exam 1-143-151

Exam 2- 151-159

Exam 3-159-167

Week 8- Week of October 21 & 22- The exact date and time should be filled in here. Class will meet only once this week and will be during our regular class time in the computer lab that is designated at the time. That will be our FINAL EXAM AND LAST CLASS MEETING.

DATE: _____

TIME: _____ **PLACE** _____

ADDENDUM TO SYLLABUS: FLIPPING THE CLASSROOM

There is a new instructional technique that researchers are finding results in higher student satisfaction, better understanding, greater comprehension, more opportunity to review and study and greater one on one interaction between the teacher and the student. All this often translates to higher grades as well. The technique is known as the FLIPPED CLASSROOM. Sounds pretty exotic doesn't it? Actually it is very simple and I have experimented with it during the past few semesters. My students liked it a great deal and felt they were learning much better. In light of those findings I will be expanding my use of the technique this semester to use it more often. The way it works is that the classwork becomes the homework and the homework becomes the classwork. The traditional way is to teach you something and then send you home to do a bunch of exercises to do at home for practice. That is why we call it homework. The next day the teacher goes over it and goes on. In other words, when the students are trying to do the exercise at home they have no help, nobody to ask a question of, nobody to guide them and tell them if they are getting it right. In this model I will be using special software called screencasting software. It may be a program called Camtasia MAC or Educreations. You will also be asked to setup an account on the Educreations site so that you can view the lessons. You may even be asked to use Educreations to record a lesson in which you teach the skill back to me in order to show complete understanding. I will actually conduct the initial instructional lesson for the chapter skill in front of a web camera and have the computer capture my voice, my face at times and my voice as well as all the writing I do on the screen, which will be a sort of whiteboard. I guess it is a virtual chalkboard. The recorded lesson will be online either in a special channel I created for that purpose or within BlackBoard or on my very own web site. You will be assigned to go home and watch the video, that is to attend the class online from wherever you can. You will follow the on-screen directions I give, do all the written tasks I ask you to do during the lesson and to take good notes.

The notes and exercise you are asked to do during the at-home lesson will be graded the next day in class. You will get credit for attending the class online through the notes taken and other things you are told to do during the lesson. After verifying that you have attended the class and have the required notes, etc. I will then assign the practice pages in your textbook to show me how much you understood of the instructional lesson. You may be asked to work alone or with a partner on some days. I will circulate the room, stopping, looking over your shoulder, seeing how you are doing, if you are having difficulty and assisting you when you need help. I will be monitoring your progress and you may ask for help. As long as I have evidence you have "attended" the online lesson I will help you. I will not be able to help you however, if you have not viewed the lesson and shown me the evidence you did watch it. The notes from the night before viewing of the lesson can be out on your desk to refer to as well as show me you attended the lesson. The online lesson will always remain online to be reviewed as many times as you want to. This is great if you are not sure of a certain skill or have an exam coming up. If you give this technique a chance I am sure you will see the positive benefits to be gained from it.

YOUR PLEDGE TO PROFESSOR GAIR AND YOURSELF

PLEASE READ, SIGN BOTH COPIES AND RETURN ONE TO PROFESSOR GAIR.

I have read and fully understand the syllabus for the Reading course with Professor Richard Gair. I understand my conduct is expected to be of a college nature and not in any way interfere with the teaching-learning process and will be in line with the Student Code of Classroom Conduct in the Valencia catalog. **I further understand the requirements for success in this course as far as attendance, needed supplies, completion of assignments in a timely fashion and commitment necessary to be successful.** I have read and understand the grading system and how the grades are weighted. I pledge to put forth my very best effort at all times to achieve the best possible learning in this course.

I understand that success in this course greatly depends upon my **regular attendance, completion of all assignments on time**, participation in class, regularly scheduled study time outside of class, application of study skills, seeking help when needed from the teacher, lab instructor, tutoring center, counselors or advisors or any other support system Valencia has in place to insure my success.

Student Name (PRINT)_____Student

Signature_____

REA 017- Course Section: CRN_____Date_____

Print this last page, sign it and hand it in at the first or second class meeting. Failure to turn it in will result in a zero grade.

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Student Name (PRINT)_____

Student Signature_____

REA 017- Course Section: CRN #_____ Date_____