         Online

        Reading Techniques I Syllabus and Assignments

**REA 0007**

**Session I 2014**

**Co-requisite:** REA 0007 lab online at same site

**Instructor:** Dr. Laura Smith **Phone:** 712-5795

**E-mail:** prefer youuse MyCourses e-mail  or smith.laura@spcollege.edu                                   **Office Hours:** 9:30-4:00 M-R

**Office:** Tarpon Campus**,** Lyceum 203

**Required Texts:**

Langan, J. (2014) *Ten Steps to Improving Reading Skills, 6th ed  ISBN 978-1-59194-423-2  ( you can purchase at any SPC bookstore or go online at publisher web site* [*www.townsendpress.com*](http://www.townsendpress.com/)*)*

**Welcome to Reading Techniques I – Online!**

During the session, I’ll work diligently to ensure you gain the most knowledge possible to improve your reading skills. The reading class and the lab are both at this site. Please read the syllabus, so you understand the policies for the course, especially the grading policy.

**Common Course Description:**

Prerequisite: Score on the SPC Placement Test. A reading course designed to improve basic reading comprehension and vocabulary skills. The student will attend five class and laboratory hours weekly. (Note: A student cannot earn credit in REA 0007 after receiving credit for REA 0017. Credit for REA 0007 cannot be used for graduation requirements)

**Course Objectives:**

Upon successful completion of this course, the student will:

A. Demonstrate improvement of literal comprehension skills which include:

      1)   recognizing main ideas in a given passage

      2)   identifying major and minor details

      3)   determining meaning of words on the basis of context clues and structural

           analysis

B. Demonstrate improvement of critical comprehension skills which include

      1)   recognizing the author's purpose

      2)   distinguishing between statement of fact and statement of opinion

      3)   drawing logical inference and conclusions

      4)   recognizing relationships between words, ideas, and sentences

      5)   recognizing the author's tone

   6)identifying the author's overall organizational pattern

**Attendance Policy**

SPC requires online instructors to monitor student attendance/participation in educational activities on a weekly basis. Students are required to participate in their online course each week as verified by activity within the ANGEL Learning Management System. **For this course, Dr. Smith will take attendance based on your completion of quizzes and/or tests during the week they are due.** Students may be withdrawn automatically at the beginning of the term for non-payment of course fees. You may withdraw yourself with a grade of “W” only if you withdraw yourself on or before October 23. During the week following October 23. if you are not actively participating in a class, you will be withdrawn with a “WF.”   When you exceed two weeks of unexcused or otherwise undocumented absence, you will either be administratively withdrawn with a “W” if this occurs before October 23. in the term, or be given a grade of “WF” if it occurs after October 23. Excused absences will not count against you. Students who abandon the course or do not withdraw themselves by October 23. will receive a "WF.” Students can drop a course during the first week of class and receive a full refund. If this is your third time taking the course, you cannot withdraw, so if you do not complete the requirements of the course, you will receive an “F.”

I understand travel and personal problems; however, an online class provides the opportunity to work around these obstacles. If you travel, take a portable computer and modem with you. After all, that is one of the benefits of taking an online class.

Some universities interpret Ws, Xs, and Is as F's when calculating grade point averages (GPAs).

**Grading Policy**

Reading Quizzes\*      24 points

In Class Reading Tests              36 points

Vocabulary Tests                       10 points

Lab assignments                        30 points (there are actually more points to be earned in this category if you do all of the exercises)

                                                 100 points

\* You can drop two reading quizzes, either a quiz missed or the lowest mark.  Also, the other category which lists optional activities is not part of  your final grade.

**Tests and Quizzes:**  
When you decide to take a test or a quiz, the program is designed to let you take a test or quiz only once (making future use unavailable for a grade) and it is also graded immediately following completion. When you open the quiz, the timer begins, so do not leave and come back the next day, you will not be able to access the quiz unless it states unlimited time. The lab exercises can be done twice with the highest grade being recorded in the grade book.

**The following grading scale will be used**:

**A**  90 - 100  points   and successful completion of the final exam

**B**  80 - 89   points    and successful completion of the final exam

**C** 70 - 79    points     and successful completion of the final exam

**F**69           points    and below and successful completion of the final exam

**N**      If a student has a passing mark in the course but does not pass the final after two attempts\*, a final grade of “N” will be given. This is a non-punitive grade and means the student has progressed in the course but not attained the level required for passing the course. The student needs to re-register for the course, or extenuating circumstances can be discussed with Dr. Smith.

**In order to pass the course, a student must pass the course and pass the final exam.**

**\*Final Reading Exit Exam Policy:** Students who do not pass the final reading exam and have a “C” average in the course may take a second attempt on the final exam. Failure to pass the final exam on the second attempt means a student must re-register for the course.

**Assignments:**

Because of the nature of an online course, do not leave homework for the weekends; plan on doing some work every day. In fact, schedule a time to "meet" your class. The reading for this course is plentiful; a lot is required in a session, so I suggest you read ahead whenever possible. The online environment will necessitate your responsibility to respond to all tests and quizzes in the allotted time-frame.

**Participation:**   You will have the opportunity to enter into meaningful dialog by responding to exercises from your textbook as well as assignments from web sites which relate to the course objectives. Each week I will post a lecture and/or lectures followed by assignments. You are not in competition with each other for grades.

**Instructor Availability:**  
Feedback and comments from me will generally be provided to each of you through the online e-mail. If you have any questions, need clarification, or would just like to talk, I will check my online e-mail every evening between 6-9 p.m. EST and during weekends.

**Final Reading Exam Policy:**  
There is a final reading exam which is taken online, just like the rest of your assignments. You do not need to make a campus visit for this test.

**COURSE REPEAT POLICY:**  
New state policy requires that students in college preparatory courses who repeat a course for the third time must pay the full cost of instruction. This means that tuition will be charged at the out-of-state rate for the third and any subsequent attempts in any college preparatory course.

**Attention Students: The Special Notes are an important part of the syllabus and can be easily accessed by this link, so do take the time to read this very important information:** <http://www.spcollege.edu/addendum/index.php>

**Student Resources:**  
Students attending an online class are required to have the following:  
1. personal computer and modem

2. Internet service provider  
3. Internet browser - FireFox or Chrome are the best choices  ( Internet Explorer is not recommended)  
4. e-mail address

**Student Survey of Instruction**

Every student is expected to complete the Student Survey of Instruction survey which will be available online about three quarters of the way through the class.  The survey is used to determine the strengths and weakness of the course material and instruction.  It is anonymous, and students will be able to check NA (not applicable) to every question if they wish to do so.  We hope that all students will take the time and provide us with the evaluation feedback which is so helpful in improving our courses and College.

Again the textbook: *Ten Steps to Improving College Reading Skills* by Langan (6th ed.)

The reading course and the lab are both presented on this web site. Please read the syllabus so you understand the policies for the course, especially the grading policy. *The MyCourses site provides the weekly assignments.*