

Supplement for the Regents' Reading Skills 0198 Syllabus

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Objectives

Students will develop proficiency in the following skills:

- Vocabulary
- Literal Comprehension
- Inferential Comprehension
- Analysis Skills/Critical Comprehension
- Test Taking

Required Materials

- Required Textbook: *Ten Steps to Improving College Reading Skills, 5th ed.*, by John Langan
- Recommended Textbook: *Strategies for Passing the Georgia Regents' Exam* (on reserve in library)
- A computer
- A CSU e-mail address
- A good paperback dictionary
- A notebook to which paper can be added (No spiral notebooks)
- Pens for all work which is handed in that is not typed or word-processed

Academic Honesty: Plagiarism is the copying, paraphrasing, or other use of original information from other writers or sources--including Internet sources--without proper acknowledgment or citation. While group work is sometimes encouraged, and, in some cases the work of the group may be graded rather than the work of individual members, in most circumstances individuals are responsible for their own work and for the results. Any instance of plagiarism or other academic dishonesty is subject to referral to the Office of the Vice-President of Student and Enrollment Services. While the typical penalty for plagiarism is an F (zero, no credit) on the assignment, other penalties are possible, depending on the circumstances.

Assignments

1. **Appearance of Written Work:** All written work must be typed or word-processed. There should be no misspelled words. Messy or illegible assignments will not be graded. Your name should appear in the upper left-hand corner on each page.
3. **Missed Assignments:** All missed classwork, homework, and tests must be made up at the next class meeting you attend. There will be no exceptions to this. Therefore, if you miss an assignment in class on Tuesday, then you will be expected to make it up on Thursday of the same week.
4. **Notebook:** You must maintain an organized notebook in which you place all assignments, both in-class and out of class. The notebook must be neat and well maintained. You are responsible for putting all assignments in order in the notebook. The notebook will be collected prior to the end of the semester. Notebooks turned in will not be returned to you. You are required to turn in a notebook if you want to be authorized to take the Regents' Test. The notebook must be brought to each and every class meeting.
5. **Textbook Assignments:** Text assignments will be given for most class periods, and this material must be completed prior to the beginning of class. Occasionally, there will be in-class tests; some of these will be announced in advance, and some may not. If you are tardy and a quiz is in progress, you may begin when

Attendance

1. **Roll Policy:** Roll will be taken at the beginning of every class session.
2. You are expected to attend class. **The limit for absences in this class is 3. Attendance will be monitored on a regular basis, and the “3” limit absence rule will be strictly enforced. Absences in excess of 3 will require submission of an official doctor’s excuse. Absences in excess of 3 will penalize your grade. Class attendance is considered as part of your final grade.**
3. You are expected to be on time for class. **Three tardies to class will be counted as 1 absence from class (A tardy will be considered any class time missed at the beginning of class.). If you miss more than 10 minutes of class at any point during the class, you will be marked absent. A total of 3 absences will result in your not being eligible to take the exit exam.** It is possible, therefore, not to pass the course simply because of excessive absences/tardies.
4. **All absences, excused or unexcused, MUST be made up.** Therefore, if you are absent, see your instructor at the end of the next class you attend to obtain a make-up assignment for the missed class time. Each time you are absent, you will be required to spend **a minimum of 2 hours and 20 minutes** in the library working on *SkillsBank: Reading, Accelerated Learning System*, or whatever other assignments the instructor wants you to do. *SkillsBank* and the *Accelerated Learning System* are located in the Center for Academic Success on the bottom floor of the library. Both programs emphasize all of the components of Regents’ Reading Skills 0198. Each time you use *SkillsBank* or the *Accelerated Learning System*, you must check in with the staff member at the Communications Assistance Desk. This person will be responsible for signing your referral form when you have completed your assigned time. The signed referral form **MUST** be submitted to your instructor by the deadline due date. The signed referral form **MUST** be submitted to your instructor by the deadline due date.
5. **Failure to make up all work and all classes missed will jeopardize your being certified to take the Regents’ Test.**

Center for Academic Success: The CAS is located on the bottom floor of the library. One of its primary purposes is to assist students who need additional help or resources for their Regents’ classes as well as for their other academic courses. Through the CAS, students may become acquainted with learning resources such as *SkillsBank*, *Accelerated Learning System*, and tutoring. **All Regents’ students are strongly encouraged to spend as much time as possible using the resources available in the Center for Academic Success. All students desiring to use the Center for Academic Success resources must have a referral form from the instructor.**

Class Behavior: Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

Common examples of disruptive behaviors include, but are not limited to:

- Eating in class
- Monopolizing classroom discussions
- Failing to respect the rights of other students to express their viewpoints
- Talking when the instructor or others are speaking
- Constant questions or interruptions which interfere with the instructor’s presentation
- Overt inattentiveness (e.g., sleeping or reading the paper in class)
- Creating excessive noise
- Entering the class late or leaving early
- Use of pagers or cell phones in the classroom
- Inordinate or inappropriate demands for time or attention
- Poor personal hygiene (e.g., noticeably offensive body odor)
- Refusal to comply with faculty direction

Students exhibiting the above-mentioned types of behaviors can expect a warning from the instructor or dismissal for the lesson in which the behavior occurs. Failure to correct such behaviors can result in dismissal from the course.

More extreme examples of disruptive behavior include, but are not limited to:

- Use of profanity or pejorative language
- Intoxication
- Verbal abuse of instructor or other students (e.g., taunting, badgering, intimidation)
- Harassment of instructor or other students
- Threats to harm oneself or others
- Physical violence

Students exhibiting these more extreme examples of disruptive behavior listed above may be dismissed from the lesson or the entire course. Students dismissed from a lesson will leave the classroom immediately or may be subject to additional penalties. Dismissed students are responsible for any course material or assignments missed. Students dismissed from a course have the right to appeal the dismissal to the department head responsible for the course. Appeals beyond the department head may also be pursued. If no appeal is made or the appeal is unsuccessful, the student will receive a grade of WF (withdrawal – failing) regardless of the current grade in the course. **Conditions attributed to physical or psychological disabilities are not considered as a legitimate excuse for disruptive behavior.**

Class Participation and Conferences: Hopefully, each of you will feel free to ask questions and participate in class discussions. In addition, I hope that you will talk with me individually about any concerns that you have related to reading or writing. If you do not understand something that I say or if you are confused about an assignment, please ask me to clarify it! If you are putting in a sufficient amount of time and still having difficulty with the course content, please see your instructor as soon as possible.

Computer Policy: Success in college courses demands a basic level of computer skill. The course requires that you are able to send and receive E-mail, have a basic understanding of word processing, are able to access and use Internet resources, and have a basic understanding of file management. If you do not possess these skills prior to entry into the course, then you should seek assistance from Student Software Support Services (SSSS), located on the lower floor of the Library in the CAS. Information concerning software appointments can be found on the HUB/SSSS website (<http://thehub.clayton.edu/hubcal.php>). *Effective Fall 2001, every CCSU student has attested to having ready access to a laptop (notebook) computer to bring to class when required. Regents' Reading Skills 0198 instructors will indicate on their class information sheets (or web pages) the dates on which students will be required to bring their laptop computers to class, or will otherwise provide E-mail notice at least one week in advance of any such dates.*

Diagnostic Testing: At the beginning of the semester, students will take at least one diagnostic test to identify and assess each student's areas of strength and weakness. The results of the diagnostic test will be used for referrals to the CAS and its resources. At the end of the semester, students will take three post-tests to determine eligibility for the Regents' Reading Test. All students will be required to pass two of the three post-tests at the end of the semester to be eligible to take the Regents' Reading Test.

E-Mail: E-mail is the official mode of communication on the Clayton State campus. According to the CSU Academic Catalog, **"Each CSU student is required to have ready access to the Internet (World Wide Web) and to use a CSU e-mail address."** It is important that all students check their institution-assigned e-mail addresses on a regular basis. Important information, class assignments, and registration status are sent via e-mail. Also, students may contact their instructors via e-mail. **Late class assignments will not be accepted via e-mail unless you have your instructor's permission to do so.** If you do not know how to activate the institution e-mail address, then you should contact the Hub.

Homework: Success in college usually requires two or more hours of preparation outside of class for each hour spent in the classroom. The Regents' Reading Skills 0198 course is a very intensified approach to preparation for the Regents' Test and for development of the necessary skills to insure student success on the Regents' Test. As such, the Regents' Reading Skills 0198 course requires a great deal of outside work to be done. Some of these assignments focus on the required text, whereas other assignments are required Individualized Library Assignments which must be completed in the library. For Regents' Reading Skills 0198 students, this means spending approximately 6-9 hours each week of time on assignments outside of class in addition to class time. In some cases, even more outside time may be necessary in order to reach the minimum passing score of "C" or higher. In addition, the class is a very fast-paced experience. Therefore, it is essential that students be focused, responsible, and able to keep up with their assignments on a daily basis.

Key Dates

- ❖ Classes end for Regents' students – June 25, 2008
- ❖ Regents' Test given in Testing Center – June 28, June 30, and July 1 (**Students needing to take the Regents' Test MUST sign up in the Testing Center between Tuesday, June 2, 2008 and Friday, June 20, 2008.**)
- ❖ Anticipated receipt date of Regents' Test results – July 21-25, 2008

Regents' Courses and Testing: The University System of Georgia requires that each student receiving a degree must have successfully demonstrated competence in reading comprehension and writing by passing two courses: Regents' Writing Skills and Regents' Reading Skills. Students can satisfy course requirements by taking **and** passing the Regents' Test. **Students who have 45 or more hours of coursework and have not passed either or both parts are required to take the appropriate Regents' course(s) during each subsequent semester of enrollment.** Any student who has completed at least 45 hours of credit and has not satisfied course requirements for one or both Regents' courses must enroll in the course(s) during the next semester of attendance and must take the appropriate course(s) in every semester of enrollment until both courses are passed. The student will not be allowed to register for any course numbered 1000 or higher unless he or she is also enrolled in the appropriate Regents' course(s). A student may not withdraw from a Regents' course while remaining in any course numbered 1000 or higher. The Regents' Testing Program of the University System of Georgia is administered by the Testing Center at Clayton College & State University, and the Regents' Tests will be given on June 28, June 30, and July 1.

Regents' Reading Skills 0198 Final Grades: In order to receive a passing grade for the course, students must be certified to take the test **and** then pass the Regents' Reading Test. If students are certified to take the test but do **not** pass it, they will receive a "U" as a final grade. If students are **not** certified, they will receive a "U" as a final grade. If students are certified and take the test, grades will be assigned as follows:

- "S" = Students who pass both the course **and** the Regents' Reading Test.
- "U" = Students who do **NOT** meet course requirements **or** those who complete the course but do **NOT** pass the appropriate portion of the Regents' Test.

Results of the Regents' Reading Test are reported to CSU about one week before the end of the semester. You may contact your instructor for the results, you may check the DUCK, or you may wait to receive the news by mail.

Requirements for Regents' Reading Skills 0198 Certification: In order to take the Regents' Reading Test, a student must be certified by his instructor and receive an admission card. To qualify for certification, a student must do the following:

- Maintain an average of "C" on all teacher-made quizzes and tests, including weekly vocabulary tests.
- Receive a passing score on two of the three standardized tests that are given during the last three weeks of class.
- Complete the Individualized Library Assignments by the due dates.
- Complete all classwork and homework assignments and turn in the assignments on their due dates.
- Turn in a well-organized notebook at the end of the semester.
- Attend all classes or make up a missed class, according to the instructor's directions, within one week of the absence. Typically absences must be made up with assignments completed on campus. Because the Regents' Reading Skills course is typically a ten-week course, absences beyond 3 will be considered excessive and will jeopardize your being certified for the Regents' Test.

Special Accommodations Request: Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator in Student Center 255, (678) 466-5445 or send an email to disabilityservices@clayton.edu

Work Ethic: Students are expected to attend all class meetings, conferences with their instructors, appointments in the CAS, and other scheduled class activities, either "live" or arranged by E-mail or Internet. If you miss a class or other appointment, it is your responsibility to find out what you missed and to make up any work you are permitted to make up. Poor attendance, tardiness, lack of class preparation, and other lapses in responsibility will very likely impede both learning and class performance. Late work and unexcused absences or tardiness may incur grade penalties, as outlined in each instructor's syllabus supplement

Reading Assignments from *Ten Steps to Improving College Reading Skills*

Instructions: (1) In the top right-hand corner of the first page, write your name and date each assignment you turn in; (2) When assignments are returned to you, place them in your notebook in "date" order.

Dates	Assignments for Monday	Assignments for Wednesday
<p>5/28/08 = 1st class meeting</p>		<p>Course Introduction</p> <ul style="list-style-type: none"> ➤ Go over syllabus. ➤ Answer student questions. <p>Classwork: Practice Regents' Test #1 in class.</p> <p><u>Homework due on 6/2/08</u></p> <ul style="list-style-type: none"> • Do Chapter 1: Practice 1, pp. 24-25; Practice 2, p. 27; Practice 3, pp. 29-30; Practice 4, pp. 32-34; Review Test 4, pp. 41-44 • Do Chapter 2: Practice 1, 3, 4, 5, 6, & 7, pp. 60-78; Review Test 3, pp. 83-84; Review Test 4, pp. 85-88; Mastery Test 5, pp. 99-100; Mastery Test 6, pp. 101-102 • Take notes on Chapters 1 & 2 (1-2 pages maximum on each chapter))
<p>6/2 & 6/5</p>	<p>Chapters 1 & 2 notes and exercises are due.</p> <p>Classwork:</p> <ul style="list-style-type: none"> ➤ Grade Chapters 1 & 2 exercises. ➤ Quiz on Chapters 1 & 2 ➤ Practice Regents' Test #2 <p><u>Homework due on 6/5/07</u></p> <ul style="list-style-type: none"> • Do Chapter 3: Practice 3, pp. 117-118; Review Test 4, pp. 124-128; Mastery Test 2, pp. 131-132; Mastery Test 3, pp. 133-134; Mastery Test 5, pp. 137-138 • Do Chapter 4: Practice 1, pp. 144-146; Practice 3, pp. 149-150; Practice 4, pp. 153-155; Review Test 4, pp. 161-167; Mastery Test 1, pp. 169-170; Mastery Test 2, pp. 171-172; Mastery Test 4, pp. 175-176; Mastery Test 6, pp. 179-180 • Take notes on Chapters 3 & 4 	<p>Chapters 3 & 4 notes and exercises are due.</p> <p>Classwork:</p> <ul style="list-style-type: none"> ➤ Grade Chapters 3 & 4 exercises ➤ Quiz on Chapters 3 & 4 ➤ Practice Regents' Test #3 <p><u>Homework due on 6/9/07</u></p> <ul style="list-style-type: none"> • Do Chapter 5: Practice 4, pp. 192-193; Practice 5, p. 193; Practice 6, p. 195-; Practice 7, pp. 196-197; Review Test 2, pp. 199-200; Review Test 3, pp. 201-202; Review Test 4, pp. 203-207 • Do Chapter 6: Practice 7, pp. 237-238; Practice 8, pp. 239-240; Review Test 1, p. 242; Review Test 2, pp. 242-243; Review Test4, pp. 247-252 • Take notes on Chapters 5 & 6

Dates	Assignments for Monday	Assignments for Wednesday
6/9 & 6/11	<p>Chapters 5 & 6 notes and exercises are due.</p> <p>Classwork:</p> <ul style="list-style-type: none"> ➤ Grade Chapters 5 & 6 exercises ➤ Quiz on Chapters 5 & 6 ➤ Practice Regents' Test #4 <p>Homework due on 6/11/07</p> <ul style="list-style-type: none"> • Do Chapter 7: Practice 1, pp. 277-280; Practice 4, pp. 287-289; Practice 5, pp. 292-293; Review Test 4, pp. 299-306; Mastery Test 1, pp. 307-308; Mastery Test 4, pp. 313-314; Mastery Test 6B, p. 318 • Do Chapter 8: Practice 1, p.323; Practice 2, pp. 323-324; Practice 3, pp. 325-326; Practice 5, pp. 332-333; Practice 6, pp. 334-335; Review Test 1, pp. 337; Review Test 2, pp. 338-339; Review Test 3, pp. 340-341; Review Test 4, pp. 343-349 • Take notes on Chapters 7 & 8 	<p>Chapters 7 & 8 notes and exercises are due.</p> <p>Classwork:</p> <ul style="list-style-type: none"> ➤ Grade Chapters 7 & 8 exercises ➤ Quiz on Chapters 7 & 8 ➤ Qualifying Test #1: Step 2A <p>Homework due on 6/16/07</p> <ul style="list-style-type: none"> • Do Chapter 9: Practice 1, p. 365-366; Practice 2, pp. 368-369; Practice 3, pp. 370-372; Review Test 1, p. 377; Review Test 2, pp. 377-378; Review Test 3, pp. 379-381; Review Test 4, pp. 381-386; Mastery Test 4, pp. 393-394 • Do Chapter 10: Practice 1, p. 406; Practice 2, pp. 411-412; Review Test 2, p. 420; Review Test 3, pp. 421-422; Review Test 4, pp. 423-429; Mastery Test 1, pp. 431-432 • Take notes on Chapters 9 & 10
6/16 & 6/18	<p>Chapters 9 & 10 notes and exercises are due.</p> <p>Classwork:</p> <ul style="list-style-type: none"> ➤ Grade Chapters 9 & 10 exercises ➤ Quiz on Chapters 9 & 10 ➤ Qualifying Test #2: RT 20 <p>Homework due on 6/18/07</p> <ul style="list-style-type: none"> • Do Combined Skills Tests 1-3, pp. 552-557 	<p>Combined Skills Tests 1-3 are due.</p> <p>Classwork:</p> <ul style="list-style-type: none"> ➤ Grade Combined Skills Tests 1-3 ➤ "Catch-up" and "make-up" of any missed tests and assignments. <p>Homework due on 6/23/07</p> <ul style="list-style-type: none"> • Do Combined Skills Tests 6-8, pp. 562-567 (Do NOT put this assignment into your notebook!) • Organize notebook.
6/23 & 6/25	<p>Combined Skills Tests 6-8 are due</p> <p>★ Notebook due</p> <p>Classwork:</p> <ul style="list-style-type: none"> ➤ Grade Combined Skills Test 6-8 ➤ Qualifying Test #3: BSE 14 	<p>☺ Last Class Meeting</p> <p>Regents' Test authorization: Students must be in class to receive their authorization card.</p>