



Division: Center for Academic Success
Course name: LSK 4 – Spelling Development
Section: 1340 / Semester Fall 2013

Instructor Name: Dr. Sue de Bord **E-mail:** deBordS@wlaac.edu **Office Number:** 310-287-4508
Center for Academic Success: 310-287-4404 **Mobile:** 310-621-2178

NOTE: STUDENTS ARE LIMITED TO TWO (2) LSK CLASSES FOR CREDIT AND FOR-CREDIT LSK CLASSES ARE NO LONGER REPEATABLE. Non-credit sections of all LSK classes are available without limits on enrollment or repeatability.

New Registration Procedures for Learning Skills Classes:

Learning Skills classes have a unique registration process to ensure that students can make informed choices. **All students must complete the following process, even if pre-registered online for LSK classes:**

- 1. During week one of the term, come to the Learning Center IN PERSON for course advisement and an Add slip for credit-bearing courses (maximum of 2, with no repeatability for credit).** A staff member will fill out a log-in application for you to sign while you are there. **YOU MUST PRESENT A VALID LACCD STUDENT ID FOR AN ADD SLIP AND FOR LOG-IN INFORMATION. NO EXCEPTIONS.** LRC staff will verify that your ID number, name, and photo match on your valid LACCD student ID card. An information sheet with your anticipated log-in will be given to you at this time, along with syllabus information.
- 2. Review the course syllabus** – which can be picked up in person at the LRC or emailed to you, at your request – and be sure that you understand requirements for credit in your course(s). In order **for your log-in to be entered and activated, the signature page must be returned to LRC staff by email, mail, or in person.** IF YOU FAIL TO RETURN THE SIGNED ACKNOWLEDGEMENT PAGE, YOU WILL BE DROPPED FROM YOUR LEARNING SKILLS CLASSES AT THE NEXT SCHEDULED ADMINISTRATIVE EXCLUSION DATE.
- 3. When we receive your signed acknowledgement page AS WELL AS PROOF OF LSK COURSE ENROLLMENT, your account will be set up in Plato and you will be able to log in and start working in your class(es).** Progress markers do not begin until the end of Week 2, allowing time for you to complete the registration process as described above. **If you add a for-credit class after the second week, you are responsible for getting caught up to the indicated progress marker before the next exclusion date, just as you would be expected to catch up in any class that you add late.** It is important to know that adding a course late does not extend the deadline of progress checks – it is your responsibility to get caught up quickly and to stay on track according to the progress markers provided in this syllabus and on your information sheet.
- 4. Your weekly progress is your “class attendance” record. Failing to make weekly progress is equivalent to not going to class** – you may be dropped from any class that you fail to attend regularly or for which you fail to turn in required work on a regular basis. **Please schedule regular time to complete your LSK coursework.** We know that it is challenging to impose deadlines on yourself with courses that don't meet regularly; let our weekly goal of 5% progress be like a “deadline” to meet in each for-credit LSK class you take!

Welcome:

This semester, you will work to improve your spelling skills through writing, reading, and sentence-building activities. The skills you learn here will help you succeed both in and out of class. Your progress in this class will be charted according to content mastery, not hours spent at the computer! Please ask for assistance with any new concepts or rules so that you can maximize your time on Plato.

Course Description:

An individualized, self-paced learning lab class that focuses on spelling improvement. This is a 1-unit class that will help you improve your ability to recognize and use different sounds, blends, double vowels, silent letters, sound-alikes, and look-alikes, as well as to recognize spelling challenges through an integrated computerized learning system. ***It is no longer repeatable FOR CREDIT, but is available as a non-credit repeatable class*** Students complete tutorials, drills, and mastery tests in computerized modules; to receive credit, students must demonstrate 70% mastery of course content, measured by the mastery tests within each module.

Course Requirements:

COURSE CREDIT IS BASED ON MASTERY, NOT HOURS ON TASK! You must successfully complete 70% of course for credit AND must make weekly progress in this class. Weekly progress counts as class attendance, so you cannot wait until the end of the semester to complete the work in this class. If you are not making weekly progress in your Learning Skills classes, you will be administratively dropped at the checkpoints designated below. If you are dropped and wish to re-add the class, you must catch up to the percentage of mastery required by week, as indicated below, in order to be reinstated. NO REINSTATEMENTS AFTER THE LAST DAY TO DROP COURSES WITH A "W."

Each of the computer-assisted PLATO courses has complete instructions on the opening screens. Please read these instructions carefully so that you know what you need to complete in each module. You must complete all lessons within a module before your percentage of mastery will reflect your progress! You may check your progress status at any time while you are logged into Plato by clicking on the "Assignments" tab at the top of the home page in Plato.

Recommended Materials:

There is no required text for this class, but many students have found it handy to have a dictionary (such as *Webster's New World College Dictionary* or *American Heritage College Dictionary*), a thesaurus (such as the *American Heritage College Thesaurus* or *Roget's*), and a writing handbook (such as *A Pocket Style Manual* by Diana Hacker).

Course-Level Student Learning Outcome:

Upon successful completion of this course, students will be able to distinguish between like-sounding words and spell them correctly.

Program-Level Student Learning Outcomes:

- Comprehend and analyze a variety of passages and reading materials to construct meaning and depth of understanding (#2)
- Develop thoughtful approaches and solutions to real and hypothetical problems (#5)

Institution-Level Student Learning Outcomes:

- **CRITICAL THINKING:** Analyze problems by differentiating fact from opinions, using evidence and sound reasoning to specify multiple solutions and their consequences
- **COMMUNICATION:** Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family, and community settings
- **TECHNICAL COMPETENCE:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

Course Content:

In this class, you will complete the following modules, each of which contains approximately 25 activities, beginning with a Tutorial and ending with a Mastery Test. Be sure to complete each assignment in order, following the “You Are Here” marker which will guide you through the lesson in order. ***Don’t worry if the login screen looks different from previous semesters for ple.platoweb or if the configuration of lessons this semester is slightly different than described here. Plato has merged with another educational software company and is adjusting the presentation of its material. The content you complete will be the same, but things might look a little bit different this semester!***

Unit 1 – Spelling Rules

- Overview of rules governing the formation of plurals and possessives, with an emphasis on words ending in –e, -es, and vowel combinations

Unit 2 – Word Choice Errors

- Emphasis on homonyms, synonyms, antonyms, and common words that either sound the same or are spelled alike; overview of 25 most common diction (word choice) errors and how to avoid them

Unit 3 – Commonly Misspelled Words

- Intensive review of the Top 50 Most Commonly Misspelled Words in college writing, with examples of correct and incorrect usage and tip for avoiding these errors

Class Policies:

Attendance

It is up to you to budget time for your computer-assisted coursework through Plato. All of our classes are now offered only in internet-accessible format, so it’s up to you to budget your time and make these online classes work with your schedule and your ability level. Most importantly, remember that credit for this class is determined by content mastery, not by hours. If you find yourself unable to do the work in a class you enrolled in, please consult with a faculty member in Learning Skills as soon as possible to discuss other options!

Cell Phones and Food

Only beverages with lids and dry snacks are allowed in the Learning Center. Please be considerate so that the environment stays clean and orderly for everyone. We ask that you not use your cell phone while you are in the Center; please step outside to make or receive phone calls on your cell phone and turn off your ringer so that others aren’t disturbed when your phone rings.

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, **working together on an assignment**, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or **allowing another individual to assume one's identity** for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation. **AN ACT OF ACADEMIC DISHONESTY WILL RESULT IN ADMINISTRATIVE EXCLUSION FROM LEARNING SKILLS CLASSES AND SUSPENSION OF LEARNING CENTER PRIVILEGES**

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

For more information: http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf

Requirements for Credit-Bearing Sections:

The for-credit sections of Learning Skills are 1-unit, non degree-applicable, non-transferable classes designed to strengthen your basic writing, reading, and math skills. Each section is graded on a Credit/No Credit basis with 70% content mastery required for credit (equivalent to a C in a graded course). Learning Skills faculty will check your progress every four weeks and may administratively drop you if you are below the minimum percentage of mastery required at that point in the semester. **BE SURE THAT YOU CHECK YOUR LACCD.STUDENT ACCOUNT AT LEAST ONCE A WEEK, AS WE SEND REMINDERS AND UPDATES TO YOU THROUGHOUT THE SEMESTER REGARDING PROGRESS AND DROP DATES.***

Please be aware that **LSK CLASSES END BEFORE FINALS WEEK, so weekly progress is calculated at 5% each week between week 2 and week 15:**

Week 2	5% completed	Week 9	40% completed
Week 3	10% completed	Week 10	45% completed
Week 4	15% completed	Week 11	50% completed
FIRST ROUND OF ADMINISTRATIVE DROPS And Attendance Verification for Census		Week 12	55% completed
		THIRD ROUND OF ADMINISTRATIVE DROPS	
Week 5	20% completed	Week 13	60% completed
Week 6	25% completed	Week 14	65% completed
Week 7	30% completed	Week 15	70% completed
Week 8	35% completed	CREDIT (C) OR NO CREDIT (N) AWARDED	
SECOND ROUND OF ADMINISTRATIVE DROPS			

*YOU CAN SET YOUR LACCD EMAIL ACCOUNT TO FORWARD MESSAGES TO YOUR PERSONAL EMAIL ACCOUNT SO THAT YOU DON'T HAVE TO REMEMBER TO CHECK IT – STOP BY OR CALL THE LEARNING CENTER TO HAVE A STAFF MEMBER SHOW YOU HOW TO DO THIS, IF YOU PREFER TO RECEIVE ALL EMAIL IN ONE ACCOUNT!

SPECIAL NOTES:

- BE SURE TO READ THE INSTRUCTIONS ON THE HOME PAGE OF YOUR PLATO CLASSES! IN PARTICULAR, BE SURE TO COMPLETE ANY PRE-TESTS WITHIN LESSONS.
 - THE PLATO SOFTWARE IS ADAPTIVE, SO THE PRE-TESTS ARE NECESSARY TO DETERMINE THE INDIVIDUAL LESSONS YOU NEED TO COMPLETE.
 - AS YOU ANSWER QUESTIONS CORRECTLY, YOU WILL BE “EXEMPTED” FROM WORKING ON THOSE SKILL SETS AGAIN; AS YOU MISS QUESTIONS, THE SOFTWARE TRACKS YOU INTO LESSONS TO BETTER EXPLAIN THE CONCEPTS SO YOU CAN MASTER THEM.
 - MANY STUDENTS WANT TO SKIP THE PRE-TESTS BECAUSE OF THEIR LENGTH, BUT COMPLETING THEM CAN EXEMPT YOU FROM MANY, MANY HOURS OF WORK BY GIVING YOU CREDIT FOR EVERYTHING YOU ALREADY KNOW!
 - **AFTER COMPLETING THE PRE-TESTS, BE SURE TO CHECK THE “EXEMPTIONS” COLUMN IN EACH MODULE - THIS IDENTIFIES THE LESSONS YOU DO NOT NEED TO COMPLETE, BASED ON THE RESULTS OF YOUR COMPLETED PRE-TEST! IF YOU DON’T PAY ATTENTION TO THIS FEATURE IN PLATO, YOU MAY DO MORE WORK THAN YOU NEED TO DO!**
 - YOU CAN CHECK YOUR PROGRESS BY CLICKING ON THE “ASSIGNMENTS” TAB AT THE TOP OF THE PLATO HOME PAGE – THE NEXT SCREEN SHOWS BOTH GREEN AND RED ICONS IN A COLUMN LABELED “REPORTS” → ONE TAB SHOWS YOU DETAILED INFORMATION, WHILE THE OTHER SHOWS YOU A SIMPLE GRAPH OF YOUR PERCENTAGE OF COURSE MASTERY. **THIS IS THE SAME REPORT FUNCTION WE USE TO CHECK YOUR PROGRESS EVERY WEEK, SO YOU CAN MONITOR YOUR PROGRESS THE SAME WAY!**
 - STEADY, CONSISTENT PROGRESS IS THE KEY TO SUCCESSFUL COURSE COMPLETION – **AIM FOR 5% PROGRESS PER WEEK, AND YOU WILL NEVER FALL BEHIND OR FAIL THE COURSE!**
 - IF AT ANY TIME YOU EXPERIENCE DIFFICULTIES LOGGING INTO PLATO OR COMPLETING LESSONS, CONTACT US AT THE CENTER IMMEDIATELY! AND, AS WITH ANY ACADEMIC COURSE THAT YOU ADD LATE, YOU ARE EXPECTED TO CATCH UP AND STAY CAUGHT UP!
 - **BE SURE TO CHECK YOUR STUDENT EMAIL REGULARLY** – OR SET IT UP TO FORWARD TO YOUR PERSONAL EMAIL ACCOUNT – BECAUSE WE WILL CONTACT YOU THROUGHOUT THE SEMESTER. CHECKING YOUR CAMPUS EMAIL IS LIKE HOMEWORK – FACULTY IN ALL OF YOUR CLASSES COUNT ON YOU TO DO IT REGULARLY - SEE INFO ON BACK SIDE OF THIS PAGE!
 - OPEN ENTRY ENROLLMENT NOW ENDS AFTER MID-TERMS, WHICH TAKE PLACE DURING WEEK 8 OF THE SEMESTER. **THE LAST DATE TO ADD FOR-CREDIT SECTIONS OF LEARNING SKILLS CLASSES IS THE FRIDAY OF WEEK 8!** BEGINNING IN WEEK 9, ONLY NON-CREDIT COURSE SECTIONS ARE AVAILABLE TO ADD. THE GOAL OF THIS POLICY IS TO ENCOURAGE YOU TO COMPLETE YOUR FOR-CREDIT CLASSES, TAKING ADVANTAGE OF ACADEMIC SUPPORT RESOURCES SUCH AS TUTORING AND ENHANCED OR SUPPLEMENTAL INSTRUCTION.
 - **THE CENTER FOR ACADEMIC SUCCESS OFFERS MANY RESOURCES TO ASSIST YOU IN SUCCESSFULLY COMPLETING YOUR COURSES, AND WE INVITE YOU TO CONTACT US PERSONALLY FOR GUIDANCE AND SUPPORT! MY EMAIL ADDRESS, PHONE EXTENSIONS, AND CELL PHONE ARE PROVIDED AT THE FRONT OF THIS SYLLABUS TO ASSIST YOU IN CONTACTING ME! PLEASE CONTACT ME PERSONALLY IF YOU NEED ASSISTANCE OR ACADEMIC SUPPORT!**
-

LOST!!!!

THAT'S WHAT YOUR INSTRUCTORS THINK YOU ARE
IF YOU DO NOT CHECK YOUR laccd.student.edu EMAIL!

Because your instructors do not have your personal email address, you must CHECK YOUR laccd.student.edu EMAIL REGULARLY

AND / OR

SET YOUR STUDENT EMAIL TO FORWARD TO YOUR PERSONAL EMAIL!

HERE'S HOW:

- 1) On the West Los Angeles College home page, choose **For Students** from menu at top, then
- 2) from the blue boxes in the middle of the next screen, choose **Student Email** (and notice that there are three new links under this tab – *Instructions, How to Use, and Video* – to explain your LACCD account info!), and then
- 3) **log in** on the next screen using your 9-digit student ID number (starting with 88-) as your User Name, with your birth month and day as your Password.
- 4) Once your email opens, click on the word **Options** underneath your name in the upper righthand corner of the screen, and then choose **See All Options** from the drop-down menu;
- 5) now click on **Forward Your Email** from the list of shortcuts on the right side of the screen;
- 6) at the bottom of the next screen, type your personal email address in the space under **Forward my email to:** and then click on **Start Forwarding** in bottom righthand corner to finish up!

Your student email will now be forwarded to your personal email account (until you decide to stop or change it) AND a copy of the original email will be at your LACCD site as backup! Just don't forget to follow these steps again if you change your personal email address in the future ☺
