

LSK 51-A Section #1392 How to use your textbook and get better grades
Spring 2014

Short term Dates, (6 Tuesdays): Feb 18-March 25
Classroom General Classroom Building, Room 320
Days/Times Tuesday: 3:00-4:30 pm
Instructor Fran Israel
Office Location DSPS, Student Services Building, Room 320
Office hours: Tuesday: 10:30 to 11:30 am; 4:30-5:00 pm
Thursday: 10:30 to 11-30 am; 3:00 to 5:00 pm
Phone: 310 287-4450 Fax: 310 287 4417
Email: israelf@wlac.edu
Textbook: Langan, J., Ten Steps to Student Success
Materials: 3 ring notebook, paper; a textbook from any class; packet

Description Learn to read and use college text material in less time, with better understanding. Practice techniques for better grades. This class combines instruction, discussion and activities.

Objectives a) Will be able to better identify textbook organization
b) Will have a system for identifying main ideas.
c) Will practice paraphrasing and summarizing techniques

Learning Outcomes a) Will become aware of strategies to analyze written material to improve comprehension.
b) Will develop a personal plan for textbook reading

Topics for the 8 class meetings

1. Introduction: How a text is organized
2. Why improve reading speed?
3. Concentration and attention
4. Locating main ideas
5. What are signal words
6. Paraphrasing and Summarizing
7. A model of a chapter reading plan
8. Help! This article has no headings!
9. Graphic organizers/ assistive technology and learning tools.

Syllabus Changes: The above schedule of topics will be followed generally. Unforeseen events may lead to minor changes which will be announced.

Assignments: Develop a plan for reading your textbooks, including where and when to study: Assignment is due at the last meeting. One page; outline form. Due at the 6th and last meeting.

Grading: Credit/ No credit.

This class is non-degree applicable and non-transferable

You will be evaluated on

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|---|----|
| 1. Completion of long term reading plan | 20 |
| 2. Regular, on-time attendance | 30 |
| 3. Appropriate classroom participation | 30 |
| 4. Notebook organization and completion | 20 |

A Credit grade requires 80 points or better.

Class Policies (The Rules):

Attendance:

Only 1 absence allowed. After that you could be dropped. 2 times late is equal to 1 absence. YOU SHOULD NEVER SCHEDULE A CAMPUS APPOINTMENT DURING SCHEDULED CLASS TIME. It will count as an absence for grading. Medical and other emergencies only.

Walking in and out of class:

This class is not 3 hours long. You need to use the restroom and eat before coming into the room. Walking in and out is rude, as is throwing trash away while class is in session. If you have an emergency (which would be rare), go quietly and return quietly. I will be noting frequency and deducting points. ANYONE who makes a habit of leaving the classroom without medical reasons known to the instructor may be asked to leave the class.

Be prepared: List what you need the night before:Your notebook , packet are required EVERY class. Without them you cannot participate.

NO Technology:

Unless used to take notes with my permission. No cell phones, no texting, no talking, no music on an I-pod.

You must learn to do without these distractions here and in the workplace.

Disruptive and Rude Behavior:

Respect for others is RULE 1. Swearing, vulgar language and inappropriate topics will NOT be tolerated in this class or on a job.

1st offense: A warning 2nd offense: a 2 day suspension

Since only one absence is allowed you will not receive credit.

Positive Environment:

You need to listen with respect to another's questions and comments. There will be no negative comments or laughter because there are no questions that are foolish or wrong in this room!! Comments should be positive, on topic and brief.

College Policies

Student Conduct:

Discipline is based on code 9803.15; refer to your class schedule or the college catalog for more information.

Recording devices:

Before recording, the instructor and administration must be told and must agree to it (WLAC College Catalog 2010-2012).

Where to get help when you need it:

Problems you ignore just grow. See your counselor. Go to the Learning Skills Center on the first floor of the library where instructional support is available. Other campus programs such as UMOJA, EOPS and DSPS can help you or refer you to someone who can.

The following Page allows you to let us know that you have read and understood this syllabus and gives you an opportunity to communicate any special requirements.

Please complete it and return it to your instructor.

Looking forward to learning with you this Semester!!

Student acknowledgement

(please sign and return to Instructor)

I,(print) _____, have read this syllabus and understand and agree with the course requirements.

Below, please describe/list any special needs or circumstances that may cause interruption of your work in this classroom, inability to arrive on time or to regularly leave class early (less than 10 minutes) or need to observe religious holidays.

Special Circumstances or needs: (Not to include counseling appointments made over class time.)

Sign

Date