

LSK 51-A Section #1394 How to use your textbook and get better grades
Spring 2014

Short term dates : Feb 18-March 13

Classroom General Classroom Building, Room 320
Days/Times Tuesday and Thursday 1:25 to 2:35 pm
Instructor Fran Israel
Office Location DSPS , Student Services Building, Room 320
Office hours: Tuesday/Thursday 10:30 to 11-30 and 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; handout packet
Materials: 3 ring notebook, paper; a textbook from any class

Overview 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. It is graded credit/no credit and is non- degree applicable and non-transferable.

Objectives: a) Will be able to better identify textbook organization
 b) Will be able to identify main idea more easily
 c) Will understand and differentiate paraphrasing and summarizing techniques

Outcome: Student will improve comprehension of reading material, leading to improved grades in other classes.

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

Assignments: Develop a plan for reading your textbooks including where and when to study: Assignment is due at the last meeting (1 page, outline form).

Grading: (Credit/ No credit. You will be evaluated on

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

Attendance: This class meets only 8 times; you cannot learn if you are not in class...on time!
1 absence is allowed; 2 times late =1 absence.
If you have 2 unexcused absences (other than emergency) or repeated inappropriate class participation , I will drop you from the roster so that you can add another credit class.

Syllabus Changes: The schedule of topics will be followed. Unforeseen events may cause minor changes to be announced.

The Rules: Respect for others is the #1 requirement in this class. Everyone needs to listen with respect to other's questions and comments. There are no foolish questions in this classroom. Your comments should be polite and positive at all times.

Talking; texting, passing messages, ringing phones and getting up to answer phones/pagers in middle of class are all disruptive, rude behaviors that lead others to believe that you believe that no one else's time is as valuable as your own. College is a privilege In college, professors are not required by law to keep anyone in class who has a negative effect in the classroom..

The consequences of disruptive behavior are as follows

1. First offense: A warning
2. 2nd offense Removal from class for 2 days
3. Since this class only meets 8 times. 2 absences will result in a non credit grade and can negatively impact financial aid.

College Regulations may be found in the school catalogue and class schedule.

This class is offered to help you to learn better, improve your grades and reach the goals in life that you have chosen, both in college and the world of work. Please fill out the next page and turn it in today. Thanks.

Student Acknowledgement

(Please sign and return this page to your instructor)

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

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

Special circumstances or needs:

1.

2.

3

Name

Date