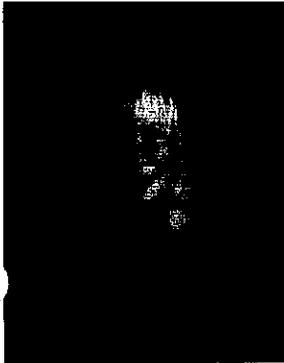


**Metropolitan Community College**  
**Course Syllabus – 2007 FALL**

**COURSE IDENTIFICATION**

Title: College Reading Strategies  
Prefix/Section: RDLS 0100 7Q **AIM FOR SUCCESS**  
Credit Hours: 4.0  
Begins/Ends/No-Class Days: 9/5/06 – 11/19/07  
Meeting Day/Time: Monday/Wednesday 10:15 – 11:55 a.m.  
Last Day to Withdraw 11/3/07  
Delivery Type: Classroom  
Class Location: South Omaha Campus, Connector Room 206  
Course Web Address: [www.quia.com/pages/rdls0100.html](http://www.quia.com/pages/rdls0100.html)

**CONTACT INFORMATION**



Instructor Name: Teri Quick  
Office Location: South Omaha Campus, Connector 233  
Office Telephone: 402-738-4655  
Facsimile: 402-738-4556  
Office Hours: M--9:00-10:00 am, M/W--12:00 --1:00 pm  
Email Address: [tquick@mccneb.edu](mailto:tquick@mccneb.edu)  
Faculty Web Site: <http://foundations.mccneb.edu/tquick>  
Academic Program Area: Learning Design and Support  
Dean's Office Telephone: 402-457-2287

**COURSE INFORMATION**

**COURSE DESCRIPTION:**

This course provides reading improvement instruction for students who need to reach college level proficiency. Students will improve comprehension, vocabulary and rate using a variety of materials and software. Students will learn to read college texts more effectively. Students are provided a general college orientation, which includes a support system to promote success.

**COURSE PREREQUISITES:**

Assessment testing

**COURSE OBJECTIVES:**

Upon completion, the student will be able to demonstrate, through a combination of standardized testing and coursework, a minimum reading competency level at the 12.0 grade level equivalent. Topics of study will include:

1. Word Meaning: Vocabulary. Student will be able to determine the meaning of an unknown word by applying skills of using context clues and word/structural analysis.
2. Comprehension. Student will be able to apply literal, critical and inferential comprehension skills on materials written at the 12.0 grade level.

3. Comprehending Textbook Materials. Student will be able to approach textbook assignments systematically using textbook structural clues and pre-reading strategies as advance organizers.
4. Rate. Student will develop flexible reading rates appropriate to the purpose and level of difficulty of material.
5. College Orientation: Student will be able to use College resources to promote personal and academic success.

Required & Supplemental Materials:

	Textbook: <u>Making Reading Relevant</u> by Quick, Zimmer & Hocevar (packaged with <u>Purposes</u> by Reid)
<b>Newsweek</b>	<i>Newsweek</i> magazine subscription (paid for at South campus bookstore); <b>ask for receipt.</b>
	Book – <u>For One More Day</u> by Mitch Albom
<b>Highlighter</b>	Highlighter marker

\*Textbook and other print materials can be purchased through the college bookstores. **Phone:** (402 ) 738-4508 South Omaha Campus

**COURSE STRUCTURE:**

Students are expected to read all assignments, complete all in-class and homework assignments, spend a minimum of 150 minutes on the Skillsbank computerized reading program, participate in class discussions, and participate fully in group activities and classroom presentations.



**COURSE ASSESSMENT**

**Types of Assessment/Assignments**

This course will include lecture, discussion, group activities, and computer-assisted instruction. It is highly participatory.



**Grading Policy**

Most assignments will be given a percentage score. 70% or better is satisfactory. This is a Pass/Fail course. There are three possible grades for this course:

1. Pass (P) 1) All work completed satisfactorily, 2) completion of 150 minutes or more on Skillsbank and 3) 12.0 reading level achieved.
2. Fail (F) Work not completed satisfactorily, or non-attendance.
3. Re-enroll (R) All work completed satisfactorily, but a 12.0 reading level was not achieved. These students should re-enroll in RDL5 0100 to continue to improve skills. (Financial Aid will continue to assist through up to four re-enrolls.) This grade reflects the fact that background experience and learning rates vary.

### Maintenance of Student Records

*All work is graded and returned as soon as possible; almost always by the following class. All grades are kept by the instructor in a grade book.*

### STUDENT EXPECTATIONS



#### Required Expectations

**METHODS OF LEARNING:** Students are expected to read all assignments, complete all in-class and homework assignments **ON TIME**, spend at least **150** minutes using the Skills Bank software, participate fully in class discussions, group activities and classroom demonstrations.

**ATTENDANCE STATEMENT:** Regular attendance is **ESSENTIAL** to passing this course. Two points will be deducted for a missed class, and one for missing part of a class (coming in late, leaving early or leaving the classroom for more than 5 minutes). If a student accumulates 10 points or more, he/she will be required to meet with Stephanie Searson to discuss withdrawal from the class. It is the student's responsibility to make up work from any missed classes. *If you are asked to leave the classroom for any disruptive behavior (talking, cell phone abuse, etc.) you will be counted absent for that day and not allowed to return to class until the following class meeting.*

#### MAKE-UP TEST PROCEDURES:

You are allowed to make up **ONE** test. If more than one test is missed, the grade for any other missed tests will be a zero.

**LATE ASSIGNMENTS:** Late assignments will not be accepted. I will drop your three lowest grades when averaging your final grade. All homework assignments are due at the **BEGINNING** of class on the date due. If your assignment is not ready to turn in at that time, it will not be accepted. You can make up assignments given on a day you were absent, but they must be turned in by the next class period following the class in which you actually get the assignment, or they won't be accepted.



**CELL PHONE STATEMENT:** Cell phones must be turned **OFF** during class time. If you are expecting some kind of medically-related emergency call, please notify the instructor before class and set your phone on vibrate. Cell phone disruptive students will be asked to leave class, and will be counted absent for that day.

### SERVICE LEARNING COMPONENT

This course includes a service learning component. Participation in the service learning project (or alternative) is necessary in order to pass the course. The project will enhance your reading and writing skills while providing service to our community.

### **What Is Service-Learning?**

Service-learning offers a unique opportunity for America's students -- from kindergarten to college students -- to get involved with their communities in a tangible way by integrating service projects with classroom learning. Service-learning engages students in the educational process, using what they learn in the classroom to solve real-life problems. Students not only learn about democracy and citizenship, they become actively contributing citizens and community members through the service they perform.

### **Why is Service-Learning Important?**

A national study of Learn and Serve America programs suggests that effective service-learning programs strengthen learning, improve grades, increase attendance in school, and develop students' personal and social responsibility.

### **Service Learning Project**

Students will be serving at the St. Joseph Towers Senior Living Facility, 2205 S. 10<sup>th</sup> St. We will be meeting with residents, talking with them and writing their life stories. We will go together as a class twice, once to record the life stories, and a second time to read the stories to the students and seniors. In addition to the service, each student will research online the pros and cons of living in a senior residence and report back to the class. In conjunction with the writing class, students will write pre-and post-visit reflections in addition to the life story. 10 hours of service are required to earn the Service Learning designation on your transcript. Details of the visits will be presented in class. If you are unable to perform the Service Learning, talk to the instructor about the alternative project.

### **Contact Information for Service Learning**

<http://www.mccneb.edu/coopeducation>

Program Coordinator: Aretha Prodjinotho  
Ed Services Specialist/Service Learning  
Metropolitan Community College  
Fort Omaha Campus, Building 30  
457-2591      [aprodjinotho@mccneb.edu](mailto:aprodjinotho@mccneb.edu)

**Notice:** This syllabus is written as an expectation of class topics, learning activities, and expected learning outcomes. However, the instructor reserves the right to make changes in this schedule that may result in enhanced or more effective learning for students. These modifications will not substantially change the intent or objectives of this course and will be done within the policies and guidelines of Metropolitan Community College.

### **LEARNING SUPPORT**

Metro's Academic Resource Center (ARC), Math, and Writing Centers can help you achieve educational success. The staff in these centers provide drop-in assistance with basic math, reading, writing and computer skills. We offer a friendly, supportive learning environment. Self-paced computer-assisted instructional support in reading, vocabulary, typing, English as a Second Language, and online course orientation is also available.

Detailed information about these services are in the Student Handbook, College Catalog, and online. Links to these resources are located at <http://www.mccneb.edu/learningcenter/>.

## COLLEGE POLICIES

College policies, such as student rights and responsibilities, academic standards, plagiarism, and etc. are outlined in the College Catalog and Student Handbook. This information can be accessed via the online catalog at <http://www.mccneb.edu/academics/catalog.asp>.

**STUDENT WITHDRAWAL:** If you cannot attend and complete this course, you should officially withdraw by calling Central Registration, 457-5231. Failure to officially withdraw will result in either an instructor withdraw (IW) or failing (F) grade. The last date to withdraw is identified on the first page of this syllabus handout.

**INSTRUCTOR WITHDRAWAL (IW):** Instructors can withdraw students due to lack of attendance or lack of progress in the course. You may be withdrawn from the course after 10 attendance points have been accumulated, or more than 5 assignments have not been turned in.

**STUDENT CODE OF CONDUCT:** The college has a standard code of conduct that involves consequences for specific academic and non-academic behavior that may result in a failing grade, probation, or suspension from the college. More complete information about the code of conduct is located in the Student Services portion of the online catalog (<http://www.mccneb.edu/catalog/studentinformation.asp>).

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:** If you have a disability that may substantially limit your ability to participate in this class, please contact a Vocational Special Needs Counselor, located in the Student Services Office on each campus. Metropolitan Community College will provide reasonable accommodations for persons with documented qualifying disabilities. However, it is the student's responsibility to request accommodations. For further information, please contact the Student Services Office at your campus.

[Other pertinent college policies are posted on the CDS website [www.mccneb.edu/cds](http://www.mccneb.edu/cds);

### FALL 07 SCHEDULE OF ASSIGNMENTS

MONDAY

WEDNESDAY

9/5 Week 1 Day 1

Introductions

Go over Syllabus

Begin TABE pretest

**Assignment:** Buy all course materials

Syllabus Quiz (due on 9/11)

Preview textbooks (fill in sheet)

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**10 Week 2 Day 1**

Name Review & Quiz  
Discuss answers to Syllabus Quiz  
Discuss answers on text preview sheet  
Readiness Quiz—MRR Ch. 1  
Finish TABE pretest  
**Assignment:** Read MRR Ch. 1 pp. 3-12

**9/12 Week 2 Day 2**

Discuss MRR Ch. 1, pp. 3-12  
Preview Newsweek (NW)  
Reading Computer Orientation (Skillsbank)  
**Assignment:** Newsweek Summary  
Read MRR Ch. 1 pp. 13-24

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**9/17 Week 3 Day 1**

Discuss Skillsbank  
Discuss NW summaries  
Discuss MRR Ch. 1 pp. 13-24  
Go over Latin & Greek List 1  
Vocabulary practice  
Readiness Quiz—MRR Ch. 2  
**Assignment:** Latin & Greek List 1  
Read MRR Ch. 2 pp. 27-40 (due in 1 week)

**9/20 Week 3 Day 2**

MRR Ch. 1 Practice  
For One More Day Intro (read Foreword, in-class activity)  
Preview NW  
**Assignment:** NW Summary  
Prepare for L & G Quiz 1  
Read FOMD Beginning--17  
Fill in journal(due in 1 week)  
Fill in aphorism journal

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**9/24 Week 4 Day 1**

L & G Quiz 1  
Preview L & G List 2  
Discuss MRR Ch. 2  
Topic, MI, Details practice  
Readiness Quiz—MRR Ch. 3  
Discuss NW summaries  
**Assignment:** L & G List 2  
Read MRR Ch. 3 (Due in 1 week)

**9/26 Week 4 Day 2**

L & G 1 Application Quiz  
MRR Ch. 2 Practice  
FOMD Discussion and activity (Beginning—17)  
Preview NW  
**Assignment:** L & G Quiz 2 prep  
FOMD 19-60  
Fill in journals (due in 1 week)  
NW Summary

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**10/1 Week 5 Day 1**

L & G Quiz 2  
Preview L & G List 3  
Discuss MRR Ch. 3  
Textbook Strategies practice  
Readiness Quiz—MRR Ch. 4  
Discuss NW summaries  
**Assignment:** L & G List 3  
Read MRR Ch. 4 (Due in 1 week)

**10/3 Week 5 Day 2**

L & G 2 Application Quiz  
MRR Ch. 3 Practice  
FOMD Discussion and activity (19-60)  
Preview NW  
**Assignment:** L & G Quiz 3 prep  
FOMD 61-100  
Fill in journals (due in 1 week)  
NW Summary

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**10/8 Week 6 Day 1**

L & G Quiz 3  
Preview L & G List 4  
Discuss MRR Ch. 4  
Critical Reading Strategies practice  
Readiness Quiz—MRR Ch. 5  
Discuss NW summaries  
**Assignment:** L & G List 4  
Read MRR Ch. 5 (Due in 1 week)

**10/10 Week 6 Day 2**

L & G 3 Application Quiz  
MRR Ch. 4 Practice  
FOMD Discussion and activity (61-100)  
Preview NW  
**Assignment:** L & G Quiz 4 prep  
FOMD 101-146  
Fill in journals (due in 1 week)  
NW Summary

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**10/15 Week 7 Day 1**

L & G Quiz 4  
Preview L & G List 5  
Discuss MRR Ch. 5  
Figurative Language Strategies practice

**10/17 Week 7 Day 2**

L & G 4 Application Quiz  
MRR Ch. 5 Practice  
FOMD Discussion and activity (101-146)  
NW Preview

Readiness Quiz—MRR Ch. 6 Discuss NW summaries <b>Assignment:</b> L & G List 5 Read MRR Ch. 6 (Due in 1 week) L & G 4 Application Quiz	<b><u>Learn Speed Reader Software</u></b> <b>Assignment:</b> L & G Quiz 5 prep FOMD 147--end Fill in journals (due in 1 week) NW Summary
<b><u>10/22 Week 8 Day 1</u></b> L & G Quiz 5 Review L & G Lists 1- 5 Discuss MRR Ch. 6 Readiness Quiz—MRR Ch. 7 Discuss NW summaries <b>Assignment:</b> L & G Lists 1-5 Study for Final Test Read MRR Ch. 7 (Due in 1 week)	<b><u>10/24 Week 8 Day 2</u></b> L & G 5 Application Quiz Around the World L & G review MRR Ch 6 practice FOMD Discussion and activity (146-end) Preview NW <b>Assignment:</b> L & G Final Test prep NW L & G sheet FOMD Project (due in 1 week)
<b><u>10/29 Week 9 Day 1</u></b> L & G Final Test Discuss MRR Ch. 7 Graphic Organizer Strategies practice Readiness Quiz—MRR Ch. 8 Discuss NW summaries <b>Assignment:</b> Read MRR Ch. 8 (Due in 1 week)	<b><u>11/31 Week 9 Day 2</u></b> L & G Other application worksheet Share FOMD projects Preview NW TABE Practice <b>Assignment:</b> FOMD Reflective Writing NW Summary
<b><u>11/5 Week 10 Day 1</u></b> Discuss MRR Ch. 8 Discuss NW summaries TABE Practice <b>Assignment:</b> Review MRR	<b><u>11/7 Week 10 Day 2</u></b> MRR Ch. 8 Practice Share FOMD Reflective Writings TABE Practice Preview NW <b>Assignment:</b> NW Summary
<b><u>11/12 Week 11 Day 1</u></b> Summarize MRR topics Discuss NW Summaries <b>Library Visit</b>	<b><u>11/15 Week 11 Day 2</u></b> Review TABE test Conferences
<b><u>11/19 Week 12 Day 1</u></b> Make-up work TABE Test Conferences	<b><u>Additional Assignments (will be given by instructor):</u></b> TABE test practices

IMPORTANT DATES: See next page or go to Metro's Academic Calendar at <http://www.mccneb.edu/academics/calendar.asp?Theme=2>

### Student Services Important Dates

2007- 2008 FALL

September 04, 2007 – November 20, 2007

Fall Tuition Payment Deadline.....August 06 (M)  
 Labor Day Recess.....September 01 -03 (Sa – M)  
 Fall Quarter Begins.....September 04, 2007 (T)  
 First Day for Faculty to Initiate Instructor Withdrawal .....First class session

Winter Priority Registration begins.....	September 26 (W)
Non-service Day (no classes day or night).....	October 09 (T)
Winter General Registration begins.....	October 10 (W)
Fall Term Graduation Application Deadline.....	November 01 (Th)
Winter Tuition Payment Deadline.....	November 05 (M)
Summer Term "I" Grades Due.....	November 09 (F)
Last Day of Fall Classes.....	November 20 (T)
Grades Due and Posted to WebAdvisor.....	November 26 (M) 12 noon

The Last Day to Drop for grades is also the last day for the Instructor to initiate an Instructor Withdrawal (IW) and for students to change from Credit to Audit or Audit to Credit with instructor approval. Students must drop by this date to avoid being assigned a grade of "F". NOTE: "Last day to drop" refers to grades only.

To view the Last Day to Drop specific to your course section, go to the online class schedule at <http://www.mccneb.edu/schedule/classschedule.asp> and click on the Important Dates next to the course.

The Refund drop dates for each course section are automatically calculated based on the start and end dates and the number of sessions for the course. NOTE: Refer to refund policy below to determine the last day to receive a refund for your course.

### REFUND POLICY

Eligibility for a refund is automatically calculated by the date of the withdrawal. The amount of refund is based on the number of class meetings held prior to the withdrawal compared to the total number of scheduled sessions for the course.

For refund or account questions call: (402) 457-2405 or 1-800-228-9553, extension 2405.