



HOUSTON COMMUNITY COLLEGE SYSTEM
 SOUTHWEST COLLEGE
 DEVELOPMENTAL EDUCATION DEPARTMENT
 GUIDED STUDIES

**GUST 0342 – COLLEGE READING II
 HYBRID**

Semester: Summer 2012 (5-Weeks)
 CRN: 83240
 Location/Day(s)/Time: Missouri City Campus/ Tue-Thurs/ 8:00am-11:30am
 Semester Credit Hours: 3 hour lecture / 1 hour lab
 Contact Hours/Length: 64 hours per semester / 16 weeks

TYPE OF INSTRUCTION

The instruction in this course is lecture and lab based. Because this course was designed as a hybrid course, instruction will be 50% in-class and 50% computer-based instruction.

Hybrid courses meet half the time in a traditional face-to-face classroom environment and deliver the remainder of the course presentation, interaction, activities, and exercises through various electronic means (online, Blackboard, podcasts, online video and audio formats, and new technologies as they become available). Instructors and students should be prepared to spend as much time engaged in course activities as in a traditional class, even though they will not be physically present in the classroom for all of it. In addition, the electronic and face-to-face portions of hybrid classes will be apportioned weekly so that every week during the semester the students will have 50% face-to-face instruction and 50% electronic instruction. (Houston Community College 2010-2011 Catalog p. 46)

INSTRUCTOR CONTACT INFORMATION

Instructor: Sheryl Holland
E-mail: Sheryl.Holland@hccs.edu
Phone: 713-718-2360
Office Location/Hours: By Appointment or Stafford Learning Hub 303.11

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

COURSE DESCRIPTION: ACGM

Fundamental reading skills to develop comprehension, vocabulary, and rate.

Approval Number 32.0108.52 12
 CIP Area Reading, Literacy, and Communication
 maximum SCH per student 9
 maximum SCH per course 3
 maximum contact hours per course 96

COURSE DESCRIPTION: HCC CATALOG

Developmental Reading II is a continuation of reading skills introduced in GUST 0341. Stronger emphasis is on critical reading and thinking skills. The goal of GUST 0342 is to teach students to analyze materials thoughtfully, synthesize materials from various sources, and apply this information to their reading.

COURSE PREREQUISITE

Must be placed into GUST 0342 in reading or completion of GUST 0341.

STUDENT LEARNING OUTCOMES

By the end of the course, student will have learned how to:

1. Acquire vocabulary
2. Identify main and supporting details.
3. Identify relationships in a reading selection
4. Develop reading retention skills.
5. Acquire communication and learning skills
6. Acquire technical, organizational and testing skills.
7. Develop critical thinking skills.

LEARNING OBJECTIVES

To accomplish the SLOs (1-7 above), as a student, you need to:

- 1.1. Apply context clues to determine the meaning of words and phrases.
- 1.2. Delineate the meaning of figurative language.

- 2.1. Show stated and implied main ideas and supporting details in written material.
- 2.2. Show a writer's purpose, intended audience, viewpoint, tone and intended meaning.
- 2.3. Describe the relationship of ideas in written material.

- 3.1. Show inferences.
- 3.2. Identify conclusions.
- 3.3. Describe various perspectives on an issue.
- 3.4. Acquire problem solving methods.

- 4.1. Determine assumptions underlying a writer's argument.
- 4.2. Show the reasoning in a writer's argument.
- 4.3. Calculate the overall logic and credibility of a writer's argument.
- 4.4. Show fallacies.

- 5.1. Prepare outlines.
- 5.2. Acquire Note-taking skills.
- 5.3. Delineate visual aids.
- 5.4. Apply written directions.
- 5.5. Produce a summary of reading assignments.
- 5.6. Exhibit use of the college library for academic research.

- 6.1. Develop technological proficiency.
- 6.2. Organize information.
- 6.3. Prepare for and exhibit taking tests successfully.

- 7.1. Draw an analysis of the relationship of ideas in written material.
- 7.2. Make inferences and generate conclusions.
- 7.3. Illustrate various perspectives on an issue.
- 7.4. Employ problem solving methods.
- 7.5. Determine assumptions underlying a writer's argument.
- 7.6. Determine the overall logic and credibility of a writer's argument.
- 7.7. Apply the overall logic and credibility of a writer's argument.
- 7.8. Determine fallacies.

CORE CURRICULUM COMPETENCIES

This is a pre-collegiate course designed to raise your reading and study strategies so that you will be successful in subsequent college-level courses. You will develop vocabulary enrichment techniques, as well as improve your comprehension. You will have a variety of opportunities for practice and test rehearsals in the textbook, lab manual, and online. Also, this course consists of a lab and lecture component. There is a strong emphasis on reading and thinking skills. Finally, the goal of this course is to teach students to analyze materials thoroughly, synthesize materials from various sources and apply this information to their reading.

COURSE CALENDAR

Summer 2012

GUST 0342-5 wk-Hybrid

CRN 83240 –Missouri City Campus

Week 1.

Day 1- **June 5**

Course Overview

Stanford Diagnostic (comprehension)

Computer Lab Orientation for out of class lab assignments – Advancing Vocabulary Skills (AVS)

Read Chapter One: Vocabulary in Context

Do Chapter 1. Practices Exercises 1, 2, 3 & 4

Reading Selection One: **TBA**

Essay – Shame

AVS: College Reading Test Form A and Vocabulary Placement Test (on-line)

Day 2. **June 7**

Discuss/Review Reading Selection and Essay “Shame” - Online

Graded Exercises Chapter One: **Review Test 1, Review Test 2, and Review Test 4 #1-10**

Read Chapter Two: Main Ideas

Do Chapter 2. Practice Exercises 1, 3, 4, 6 & 8.

AVS: Chapters 1, 2, and 3 (online)

Week 2. – Day 1. **June 12**

Graded Exercises Chapter 2: **Review Test 1, Review Test 3, Review Test 4 #1-10 & Mastery Test 3.**

Read Chapter 3: Supporting Details

Exercises Chapter Three: Practice Exercises 2 & 3

Reading Selection Two: TBA

Essay – Zero

AVS: Chapter 4, 5, and 7 (on-line)

Week 2. – Day 2. June 14

Discuss/Review Reading Selection and Essay “Zero” - Online
Graded Exercises Chapter 3: **Review Test 1, Review Test 4 # 1-10**
EXAM #1 – Chapters 1-3
Read Chapter 4. Implied Main Ideas
Exercises Chapter 4. Practices Exercises 1, 2, &4
Read Chapter 5. Relationships 1
Exercises Chapter 5: Practice Exercises 1, 2, & 7
AVS: Chapters 8, 9 & 10 [on-line]

Week 3. – Day 1. June 19

Graded Exercises Chapter 4: **Review Test 1, and Review Test 4 # 1-10, Mastery Test 1, Mastery Test 2 and Mastery Test 5.**
Graded Exercises Chapter 5: Review Test 1, Review Test 2 and Review Test 4 # 1-10
Exam #2 – Chapter 4-5
Review for Midterm.
Reading Selection Three: TBA
Essay – Yellow Ribbon
AVS: Chapter 11, 13, & 14 [on-line]

Week 3. – Day 2. June 21

Discuss/Review Reading Selection and Essay - Online
Midterm Exam
Read Chapter 6. Relationships II
Exercises Chapter 6: Practice Exercises 1, 2, 3, 4, 6 & 8
AVS: Chapter 15, 16, and 17 [on-line]

Week 4. – Day 1. June 26

Essay – Yellow Ribbon
Graded Exercises Chapter 6: **Review Test 1, Review Test 2, Review Test 4 # 1-10, and Mastery Test 1**
Read Chapter 7. Inferences
Exercises Chapter 7: Practice Exercises 1, 2, 3, 4, &5
AVS: Chapter 19, 20, & 21

Week 4. – Day 2. June 28

Discuss/Review Reading Selection and Essay

Graded Exercises Chapter 7: **Review Test 1 and Review Test 4 # 1-10**

Read Chapter 8: Purpose and Tone

Exercises Chapter 8; Practice Exercises 1, 2, 3, 4, 5, & 6

AVS: Chapters 22, 23, and 25 (on-line]

Week 5. – Day 1 July 3. Final Exam

**Instructor reserves the right to modify calendar*

INSTRUCTIONAL METHODS

Because of the interactive nature of this course, a variety of instructional methodology will be used including, but not limited to: lecture, group discussion, group activities, web activities, library assignments and exploration activities.

EGLS₃ -- EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

STUDENT ASSIGNMENTS

Graded Assignments: Student will be given assignments throughout the semester that are to be completed and submitted by the date assigned by the instructor.

Lab: In-class and out-of-class labs will be assigned throughout the semester.

Class Participation: This course is designed to be interactive and requires students to participate during class discussions and activities.

Research Assignment: Instructor will assign a project that will incorporate course content and research skills. Students will present project both written and orally.

Regular Quizzes/Tests: To ensure that each student is mastering the materials assigned for reading and discussion in class, several quizzes will be administered on a variety of subjects throughout the semester. Quizzes and tests will be announced.

Mid-Term Exam: Each student is required to take a mid-term examination during the semester. The test will cover a variety of materials discussed in class and found in your readings. You will be given at least one week's notice before an exam. Exam dates are also found in your course operational calendar.

Final Exam: Each student is required to take the departmental final exam. The test will cover a variety of materials discussed in class and found in your readings. You will be given at least one week's notice before an exam. Exam dates are also found in your schedule book or online.

STUDENT ASSESSMENT

Mid Term Exam	15%
Final Exam	15%
Quizzes & Tests	20%
Lab (Online and In Class)	20%
Research Assignment	10%
Graded Assignments	20%
Total:	100%

INSTRUCTOR'S REQUIREMENTS

As your instructor, I am responsible for:

- Providing you with a syllabus which details course information and policies of the classroom as well as the college as well as a course calendar
- Providing instructional support in class and in the lab
- Providing feedback on assignments and special projects
- Assuring a positive learning environment
- Respecting and being fair to each student
- Being available for office hours to meet with students on an individual basis

As your instructor, I expect you:

- To attend class and participate in discussions and activities
- To arrive to class on time
- To complete all assignments and submit by the deadline
- To respect each person's opinion
- To ask instructor for assistance when needed
- To follow the rules of the class and the institution
- To keep copies syllabus, calendar, handouts, and all graded assignments

PROGRAM DISCIPLINE REQUIREMENTS

Upon successful completion of this course, earning grade of 70 or above, students will be able to enroll in courses requiring satisfactory completion of college level reading standards.

HCC GRADING SCALE

A = 100 – 90:	4 points per semester hour
B = 89 – 80:	3 points per semester hour
C = 79 – 70:	2 points per semester hour
D = 69 – 60:	1 point per semester hour
59 and below = F:	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.

****Students must make a grade of A, B, or C to pass this class.**

INSTRUCTIONAL MATERIAL

1. *Ten Steps to Advancing College Reading Skills, 5th Edition*, John Langan.
2. 3-ring binder
3. Blue or black pen
4. #2 Pencil
5. Loose leaf paper
6. Dictionary
7. Thesaurus
8. 2 red Scantrons for Stanford diagnostic tests
9. 2 green Scantrons for midterm and final exams

HCC STUDENT SERVICES POLICIES

All students are expected to familiarize themselves with the student services policies. Those may be accessed at: <http://hccs.edu/student-rights>

ADA (Services to students with Disabilities): HCCS is compliant with the ADA and Sec. 504 of the Rehabilitation Act of 1973. “Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Service Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.” For information and services, contact the Disability Services Office for Southwest College at (713)718-7910

SCHOLASTIC DISHONESTY: Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student’s test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

ATTENDANCE: You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor.

Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab).

For example:

- For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), you can be dropped after six hours of absence.
- For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), you can be dropped after 12 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially may result in a grade of "F" in the course.

WITHDRAWALS: Students may withdraw from courses prior to the deadline established by the institution. Before withdrawing from a course, students should meet with the instructor to discuss the decision. There are services available to students you may be referred to assist in completion and success in the course.

Deadlines to withdraw are printed in the schedule of classes and on the HCC website. Be sure you adhere to the rules and deadlines in order to receive a 'W' otherwise a grade of 'F' will be given in the course by the instructor. Students should take care in dropping a course, as the third or future attempt to retake a course will result in a higher rate of tuition at HCC.

Repeat Course Policy

Effective Fall 2006, HCC will charge a higher tuition to students who repeats a class for credit and continuing education courses. A repeat course is any class that is reflected on a student's transcript with a grade of A-F, I or W. Attempts include only courses taken at Houston Community College since the Fall semester of 2002. Students can see a counselor or advisor to determine if they are repeating a course. Students should also carefully select courses and take care in dropping a course, as a second or future attempt to retake a course will result in a higher rate.

Course Withdrawals - First Time Freshman Students - Fall 2007 and Later

Under Section 51.907 of the Texas Education Code "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in the Spring 2007 and applies to students who enroll in a public institution of higher education as a first - time freshman in fall 2007 or later. Any course that a student drops is counted toward the six - course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."

Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.

HCC students affected by this statute that have attended or plan to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

*****SUMMER 2012 –LAST DAY TO WITHDRAW –JUNE 25TH*****

GRADE REPORTS: Grades are available online within one week of the end of the course on the website www.hccs.edu. Students needing an official copy of their grades for reimbursement, etc., may request a copy from the Office of Student Records at the System Administration Building.

SEXUAL HARRASSMENT: HCC shall provide an educational, employment, and business environment free of sexual harassment. Sexual harassment is a form of sex discrimination that is not tolerated by HCC. Any student who feels that he or she is the victim of sexual harassment has the right to seek redress of the grievance. HCC provides procedures for reviewing and resolving such complaints through its Grievance Policy.

Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee or suspension of the student. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

Definition

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

- The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
- Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

CLASSROOM CONDUCT: You are in college. You will be treated and respected as an adult. Because of the nature of discussion involved in this class, it is imperative that we respect each other's opinions and values. Discipline problems are not tolerated. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official. (The student has the right to return to the next class/activity.) If a student refuses a request to voluntarily leave the classroom, security may be summoned to remove the student so that the scheduled activity may resume without further disruption. In cases of serious problems, the faculty member will document and report the incident to his/her supervisor. Further disciplinary action may be pursued according to System guidelines, presented in the HCCS Student Handbook.

- Get handouts and returned work before class begins or after the class ends. DO NOT walk up to the instructor's desk during the class.
- **Turn off beepers and cell phones prior to entering class.** No calls, text messages, photographs, or any other electronic communication should be sent or received during class. If your phone rings, you make calls in class or you send text messages, 1st occurrence - you will get a verbal warning. 2ND occurrence - you will be dismissed from the class for the rest of the day. 3rd occurrence - you will be dropped from the class.
- Obtain the instructor's approval before using a laptop or other electronic device during class
- If you sleep in class, 1ST occurrence - you will receive a verbal warning. 2ND occurrence - you will be dismissed from the class for the rest of the day. 3rd occurrence - you will be dropped from the class.

STUDENT HANDBOOK

All students are expected to familiarize themselves with the information, policies, and other details in the Student Handbook. Please refer to:

http://www.hccs.edu/hcc/System%20Home/Departments/Student_Handbook/student_policies.pdf

Special Note: *The instructor reserves the right to change this syllabus except for the grading scale and attendance policy. You will be notified of all changes in writing.*