A. **Course Description**: Reading 0311 is designed to assist the student who scores 0 to 210 on the reading section of the TASP/THEA test or 0 to 57 on the reading portion of the ACCUPLACER test. This course is the first in a sequence of two reading courses. The purpose of this course is to develop effective reading comprehension and critical thinking skill and to strengthen and broaden students’ vocabulary. This course is nontransferable and does not count toward Associate in Arts or Associate in Science Degrees.

B. **Method of Instruction**: This instructor will incorporate a combination of lecture, class discussions, and collaborative activities. The student’s participation will greatly enhance his or her overall reading advancement. Students are required to attend scheduled lab time where they will reinforce their reading skills through the use of the PLATO program. **Two hours of lab a week are required.**

C. **Course Objectives**:
1. To improve student’s overall reading comprehension.
2. To increase student’s vocabulary.
3. To prepare students for Reading 0322.

D. **Student Learner Objectives/Competencies**: the student will be able to
1. strengthen vocabulary skills.
2. understand the main idea and supporting details in written material.
3. identify a writer’s purpose, viewpoint, and meaning.
4. develop critical thinking skills to evaluate written material.
5. analyze the relationship of ideas in written material.
6. draw conclusions from ideas in written material.

E. **Method of Assessment of Learner Outcomes & Methods of Evaluations**:
1. Class attendance and demonstration of preparedness will be carefully noted and appreciated accordingly.
2. Students will be required to take pre- and post- tests consisting of 70 multiple-choice questions that include vocabulary and reading comprehension.
3. Vocabulary quizzes will be given weekly.
4. Students will keep a journal consisting of summaries & reactions to news articles. The journal will be checked at the instructor’s discretion.
5. Homework & class assignments should be turned in on time.
6. Students will work collaboratively to present a short story to the class.
7. Students will read a class novel for pleasure.
8. Chapter & skills tests will be given at the instructor’s discretion.
9. Students will be required to take a comprehensive final exam.

F. **Textbook/Supplies**
3. One subject spiral notebook (for journal use)
4. Scantron and #2 pencils (for pre & posttest)
5. Post It Notes
6. Pen (blue or black ink only)
7. Highlighter (optional)
8. Index cards (optional)
9. Earphones for lab use (inexpensive ones bought at the Dollar Store or Wal-Mart)

G. Grades will be based on the following weight system:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab</td>
<td>20 %</td>
</tr>
<tr>
<td>Daily Assignments</td>
<td>15 %</td>
</tr>
<tr>
<td>Tests</td>
<td>20 %</td>
</tr>
<tr>
<td>Vocabulary</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30 %</td>
</tr>
</tbody>
</table>

Grades received in developmental courses do not impact a student’s GPA; however they do indicate how well prepared the student is to go to on to the next sequenced course, and they do have an impact on student financial aid and academic status at Coastal Bend College. A student must receive a “C” or better in this course to proceed to READ 0322 or complete requirements for a Level I Certificate.

H. Attendance Policy: This instructor wants students to be successful in their academic goals and feels that a student’s high rate of attendance is essential in accomplishing this goal. If an extreme emergency occurs or when an absence is unavoidable, please contact the instructor (ahead of time, if possible) with a phone call or e-mail. Be prepared to discuss the situation in the instructor’s office or over the phone and bring proper documentation (doctor’s note, jury summons, etc.) to excuse your absence. If a student is consistently absent, the instructor will submit an excessive absence report to the registrar’s office of Coastal Bend College and request that the student be dropped from the class. Being dropped from a class may have a negative impact on a student’s full time status and/or financial aid. This instructor considers four unexcused absences to be excessive.

I. Course Component Specifics:

1. If a student misses a test due to an absence, he or she will not be allowed to make-up the quiz or exam. Only if a student informs the instructor in advance that he or she will be absent on a test date and brings documentation will a make-up exam be scheduled. In other words, No make-up tests for unexcused absences!

2. Late assignments will not be accepted. If a student is aware ahead of time that he or she will be absent on a day an assignment is due, the student must turn in the assignment early, or it will not be accepted. Assignments can be dropped off in the instructor’s office or with the instructor’s secretary. If you are absent on a day an assignment is assigned, it is your responsibility to find out what was assigned in your absence. The assignment will still be due on time.

3. Lab attendance is a requirement—not an option. Students who do not attend lab will be dropped from the course.

J. Academic Dishonesty: Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, work, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework. Students will be held accountable for infractions of the following codes of conduct:

1. Collusion: having someone else do your assignments for you which are required for the course
2. Cheating: copying from another student’s test/work, or using unauthorized materials or electronic or web-based sources during the test; giving or receiving aid unauthorized by the instructor during assignments or tests.
3. Plagiarism: unacknowledged quotation and/or paraphrasing of some else’s words, ideas, or data and passing it off as your own work submitted for credit or grade.

Students caught cheating on any reading class test will receive a grade of zero for that test. Students caught plagiarizing any assignment will receive a grade of zero on that assignment.

K. Classrooms Rules of Conduct:

1. Cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction must be turned-off while in CBC classes, labs, or clinical
settings. You will be asked to leave if you answer your phone and try to carry on a conversation during class or lab.

2. It is the student’s responsibility to sign-in at the beginning of each class. Students who fail to sign-in will be considered absent.

3. It is important that students arrive on time for class. If arriving late, enter quietly with little distraction. **Students who are more than 10 minutes late to class will be counted absent.**

4. It is considered **rude** to leave the room during class time. Please take care of personal business (water, bathroom, phone call) BEFORE coming to class. The instructor will bring it to your attention if you are habitually leaving the room.

5. Students should demonstrate mature behavior and civility by showing respect for a diversity of ideas and opinions within the classroom. Students will take turns when speaking and not interrupt others. They will refrain from name-calling or other personal attacks.

6. Classroom behavior should support and enhance learning. Behavior that disrupts the learning may result in the student’s removal from class for that day. In more serious situations, the student may be withdrawn from class.

7. **No food or drink allowed in the lab.**

8. Any improper use of the internet or E-mail in the lab is not acceptable and will not be permitted.

9. If you have a need to record the lecture, please let the instructor know ahead of time as a courtesy.

M. **Special Needs:** Students with disabilities, including learning disabilities, who wish to request accommodations in this class, should contact the Counseling Office as soon as possible to make arrangements. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Special Needs Counselor. For more information, please go by the Counseling Office, or contact:

- Beeville Counselor, Eddie Rojas, [edrojas@coastalbend.edu](mailto:edrojas@coastalbend.edu) (361) 354-2731 or 2720
- Alice Counselor, Dee Berthold, deedee@coastalbend.edu (830) 569-4222
- Kingsville Counselor, Pete Trevino, ptrevino@coastalbend.edu (362) 591-1615
- Pleasanton Counselor, Lauren Denver, ldenver@coastalbend.edu, 830-569-4222, Ext. 1203

*Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.*

N. **Course Outline:** The instructor reserves the right to make changes as needed to the following semester course outline.