



# NORTH CENTRAL TEXAS COLLEGE

## READING TECHNIQUES II COURSE SYLLABUS

<b>Course Name &amp; Number</b>	Reading Techniques II READ 0305 (online)	<b>Semester &amp; Year</b>	Fall 09
<b>Instructor's Name</b>	Michele Forbis	<b>Office Phone #</b>	940-498-6223
<b>Instructor's Office #</b>	Room 307	<b>Office Fax #</b>	
<b>E-mail Address</b>	<a href="mailto:mforbis@nctc.edu">mforbis@nctc.edu</a> emails will be responded to within 24 hours on weekdays, 48 hours on weekends	<b>Office Hours</b>	MWF 10-12 T/Th 11-12:30
<b>Grading Policy &amp; Procedures</b>	Grade Scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; Below 70% = F  My Reading Lab Reading Skills (10 x 10 pts ) = 100 pts My Reading Lab Lexile Skills (10 x 10pts) = 100 pts Vocabulary Homework = (8 x 15pts ) = 120 pts Vocabulary Tests (4 x 20pts )= 80 Homework –Lab Manual (10 x 20 pts)=200 Project 1 = 100 pts Project 2 = 200 pts Final = 100 pts Total.....1000 points  1000-900 = A 899-800 = B 799-700 =C 699-0 = F		
<b>Catalog Description</b>	Reading Techniques II is a course intended to continue elevation of reading skills with particular emphasis on critical and analytical reading strategies. Academic support to further facilitate students' success is available. This course does not count toward graduation at NCTC.		
<b>Prerequisite for READ 0305</b>	Pass READ 0300 with a "C" or better or earn satisfactory <i>THEA</i> placement scores, or earn satisfactory COMPASS placement scores.		
<b>Textbooks &amp; Materials Required / Recommended</b>	<ul style="list-style-type: none"><li>• Henry, D. J., <i>The Effective Reader</i> (2 ed). , 2008, Pearson/Longman</li><li>• Richek, M., <i>The World of Words</i> (7<sup>th</sup> ed.), 2000, Houghton Mifflin</li><li>• A college dictionary is recommended.</li><li>• You will be required to purchase or check out a paperback novel to complete your project.</li><li>• If you do not purchase your textbook from the NCTC bookstore, you must also purchase an access code for My Reading Lab. You can purchase this code at <a href="http://www.myreadinglab.com">www.myreadinglab.com</a>.</li></ul>		

## ***Course Competencies***

At the completion of the course the student should be able to:

### **Comprehension**

I. Apply comprehension strategies to construct a text's meaning.

1. Apply active reading strategies (i.e. SQ3R) to comprehend a written work's purpose and meaning and to develop a strategy for studying textbooks.
2. Identify and analyze explicit textual information for improved comprehension.
3. Analyze implicit textual information.
4. Identify and analyze the purpose and tone of a text.
5. Distinguish between fact and opinion and explain how an author uses both to create meaning and purpose.
6. Analyze an author's argument for effectiveness.

### **Vocabulary**

II. Apply a variety of vocabulary strategies to determine the meaning of unknown words.

1. Comprehend new words and concepts through study of their relationships to other words and concepts.
2. Apply knowledge of roots and affixes to infer the meanings of new words.
3. Use reference guides (dictionaries, glossaries, thesauruses, etc.) to confirm the meanings of new words or concepts.

### **Fluency**

III. Increase reading rate and lexile level (reading level) through repeated practice readings.

1. Students will increase lexile level to 1290 or above (reading level of 11.9).

### **Phonological Awareness**

IV. Apply phonological awareness strategies (word families, syllabication, phonetic rules) to decode unknown words.

## ***Attendance Policy***

Regular and punctual attendance is expected of all students in all College Prep classes for which they are enrolled. There are no excused absences.

Since this is an online class, you are required to log on to Angel and My Reading Lab and complete assignments at least once a week. If you do not log on to Angel and My Reading Lab and complete assignments for one week, you will be sent a warning letter to the address on file with the Registrar's office. If you do not log on and complete assignments for two weeks (not necessarily consecutive), you will be dropped from the class. If this is the only College Prep class in your schedule, your entire schedule may be dropped if you are TSI liable.

Inform me, by email, during the first week of class of any religious holidays observed this semester, or of any military duty that you will be serving during the course of this semester.

## ***Class Rules***

1. Be courteous to your instructor and fellow classmates.
2. Maintain a positive and professional attitude.
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## ***Graded Homework and Late Work Policies***

This course is designed to enable students to develop reading skills for college. Students who successfully develop reading skills do each assignment conscientiously and turn their work in on time. This class is divided into weekly modules. The new modules are released on Mondays. All graded work within the module is due on the following Monday by 11:59 pm CST.

Your grades are divided into the following categories:

1. Vocabulary Study (200 pts): We will be using Richek's *World of Words* (Chapters 9-12) for our vocabulary study. Each week you will be assigned a list of 12 new words to study and a homework assignment to help you review those words. Your vocabulary homework will consist of matching, fill in the blank and writing your own sentences. You will be given a vocabulary test over each chapter at three week intervals. Tests will include matching and fill

in the blank items. There are 8 vocabulary homework assignments worth 15 points each and 4 tests worth 20 points each.

2. My Reading Lab (200 pts): Your My Reading Lab (MRL) grade also has two components: Reading Skills and Reading Level. The Reading Skills component is the study of a series of specific reading skills (main idea, supporting details, inferencing, etc.). Your score will be determined by dividing your MRL's highest percentage by 10. This grade will be entered in the gradebook in Angel. You must continue to take practice sets and tests in My Reading Lab until you master a skill. Mastery means you have made at least a 70 % on either the practice or the test for that skill. There will be 10 MRL reading skills covered for a total of 100 points. The second component of MRL is the reading level (grade level). You will complete 10 MRL reading level exercises at 10 pts each for a total of 100 pts.
3. Homework: (200 pts) You will have 10 homework assignments from the Lab Manual that accompanies your textbook.
4. Discussion Board Postings (40 pts): You will complete four discussion board postings throughout the semester. You will receive 5 points for your initial submission and 5 points for replying to another classmate's posting. Discussion boards are part of your project #2 grade.
5. Project (300 pts): You will complete two projects for this class. The first will ask you to study and outline a textbook chapter. The second will assess critical literacy. You will choose and read a novel that explores an ethical issue of your choice. In addition to reading your novel, you will research your chosen issue and complete internet assignments. You will also write a final stance describing your position on your chosen issue.
6. Final (100 pts): Your final will be during the last week of class.

Graded homework assignments cannot be made up or turned in late for any reason. Graded homework with feedback will be returned one class period from the time it was due. Projects/tests will be returned within 10 days.

Tests cannot be made up without prior arrangements or a doctor's note. Make-up tests must be taken within 5 days of the original test date and will receive a lower grade ( 5 pts off for each calendar day).

Late projects will be accepted only up to 5 days after the due date, and all late projects will receive a lower grade (5 pts off for each calendar day).

No late work *of any kind* will be accepted the last week of classes (the week before finals).

#### ***THEA Compliance***

If you did not pass the *THEA* test, or other approved test, in Reading, or Writing, or Mathematics, you will be required to complete a College Prep course **EVERY SEMESTER (including summers)** until you complete the College Prep course sequence or provide passing test scores.

#### ***Scholastic Integrity***

Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See *Student Handbook* "Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)]" #18. Student violations of this policy will be reported to the appropriate Dean.

### ***ADA Statement***

North Central Texas College does not discriminate on the basis of disability for admission or access to its programs. The College is committed to providing equal access to its students with disabilities by providing appropriate accommodations; a variety of services and resources are made available through the ACCESS Department. Students are responsible for notifying the ACCESS Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services.

#### **ACCESS Program:**

The ACCESS Program provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge or physical illness or injury. Accommodations may include extra time on tests, tests in a non-distracting environment, note taker in class, etc. On the Corinth Campus, contact: Robin Truhe ([rtruhe@nctc.edu](mailto:rtruhe@nctc.edu), 940-498-6207) or Penny Cogbill ([pcogbill@nctc.edu](mailto:pcogbill@nctc.edu), 940-498-6212) or Nicole Walton ([nwalton@nctc.edu](mailto:nwalton@nctc.edu), 940-498-6224 in Suite 170. On the Gainesville and Bowie Campuses, contact Yvonne Sandmann ([ysandmann@nctc.edu](mailto:ysandmann@nctc.edu), 940-668-7731 ext. 4321) in Room 112.

### ***Additional Recourses***

#### **Student Success Center:**

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. Students can attend free interactive workshops about Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration, and much more. This program also links students to FREE tutoring, including a Writing Center, a Math Lab, and free online. All students are invited to visit the Student Success Center located in Rooms 160, 170, 183, 188 in Corinth, Rooms 111 and 114 in Gainesville, and Room 124 in Bowie.

#### **TRIO Program:**

TRIO Programs are federally funded programs which offer services designed to assist students in achieving their academic goals. Services include educational workshops, academic advising, tutoring, personal counseling, career counseling, cultural enrichment, and financial aid information. Students may be eligible for TRIO if they are currently enrolled at North Central Texas College, have academic need, and meet at least ONE of THREE criteria which include: 1) first generation status—neither parent has graduated from college 2) income level is within federal low income guidelines, and/or 3) has a documented disability. TRIO is located in Room 170 on the Corinth Campus, Room 114 on the Gainesville Campus, and Room 124 on the Bowie Campus.

Students can also access the Department of Student Success' website by going to [www.nctc.edu](http://www.nctc.edu) and clicking on the red button in the middle of the page labeled "Tutoring and Other ACADEMIC SUPPORT SERVICES", or by going directly to [http://www.nctc.edu/Student\\_Services/Access/AcademicandStudentSupportServices.htm](http://www.nctc.edu/Student_Services/Access/AcademicandStudentSupportServices.htm)

### ***EEOC Statement***

North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.

### ***Web Page***

Visit the North Central Texas College web page for information on registration, financial aid, counseling/advising, and cost of tuition and fees. You will also find information on the catalog and semester schedules as well as courses of study. You can keep up with what is happening on campus by checking the calendar of events and the sports news. The web has information on the library as well as links to other areas of interest. Check out our web page at <http://www.nctc.edu> .

You can also learn more about the Department of College Preparatory Studies at [http://www.nctc.edu/What\\_We\\_Teach/ArtsSciences/DevStudies/DevStud.html](http://www.nctc.edu/What_We_Teach/ArtsSciences/DevStudies/DevStud.html) . From this site, students have access to information about department faculty members and their course syllabi. Additionally, students can navigate to a variety of educational resources for English, math, and reading, which were selected to enhance the College Preparatory Studies current curriculum and assist students in achieving their educational goals.