

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b>	<b>PREFIX:</b>	<b>NO:</b>	<b>EFFECTIVE DATE</b>	<b>NEXT REVIEW DATE</b>		
	RDG	100	FALL 2005	FALL 2006		
<b>TITLE:</b>			<b>CREDITS</b>	<b>CONTACTS</b>		
				<b>CLASS</b>	<b>LAB</b>	<b>TOTAL</b>
CRITICAL READING			3	3	0	3

**PREREQUISITES:** COMPASS: 66-80 OR RDG 032 with grade of "C" or better.

**DESCRIPTION:**

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Non-Degree Credit.

**TEXTBOOK(S) OR ALTERNATIVE:**

Reading for Thinking, 5<sup>th</sup> edition. Laraine Flemming. Boston: Houghton Mifflin, 2006.

American Heritage Dictionary (Paperback available in Bookstore)

**MATERIALS (specifying those to be purchased by student):**

Loose-leaf notebook, loose-leaf paper, pens, pencils

**COLLATERAL READING:** Will be assigned.

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**Academic Dishonesty:**

All students are reminded of the College Policy regarding **Academic Dishonesty** as outlined in the **Student code on the school's website**. Should a student break College Policy and submit an essay, complete a test that is not entirely his/her work, or not follow assignment guidelines, said student will receive a grade of 0/F on that assignment. Also, failure to properly document a research-based paper based on guidelines discussed in class will result in a 0/F.

**Attendance:**

Students are expected to attend class and be punctual. Absences are a serious deterrent to the learning process. This course is extremely learning intensive and requires much responsibility. An absence in **NO WAY** lessens that responsibility. Students are to meet **ALL** course requirements in order to pass. Please take note of the following explanations:

1. Students must attend a minimum of 80% (eighty percent) of scheduled class meetings. There are **NO** excused absences unless decided upon by the administration (usually only weather or school related). If the student misses more than 20% (twenty percent) - nine (9) absences for MWF classes, six (6) absences for TTH classes and three (3) absences for evening classes - of scheduled class meetings, the student will be dropped from the course and will receive a grade of "**F**".

2. If a student is more than five minutes late for class, the student will be recorded as being tardy. Three tardies constitute one absence. If a student arrives to class thirty (30) minutes late, the student will be counted absent. For each tardy and absence, the student must discuss the situation with the instructor at the end of the class session.
3. If a student leaves class early, the instructor must be notified before class starts. If the instructor is notified before class starts, then the student will be able to get all assignments that will be given during class.
4. When a student has accumulated three (3) absences (or six tardies), the instructor will notify the administration in writing. A member of the Student Services staff will contact the student. This is necessary to make the administration aware of the absences and to remind the student that attendance is imperative to the completion of the course.
5. Make-up work is the student's responsibility. When a student is absent from a class, he or she must contact the instructor to obtain information regarding classroom assignments.
6. It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his or her ID and return to class before the midpoint of the class. If the student cannot get his or her ID and return to class by the midpoint, the instructor will record the absence.

Assignments and Make-up Work:

1. **NO** make-up will be allowed for vocabulary quizzes.
2. **NO** article quizzes or work will be allowed to be turned in late or made-up.
3. **NO** pop quizzes will be allowed to be made up.
4. **NO** projects or homework will be accepted after the date that they are due, unless the situation has been **PREVIOUSLY** discussed with the instructor.
5. Tests should not be missed. In order to be able to make up an announced test, the student must contact the instructor **BEFORE** the test is given; then, he or she must provide written, verifiable excuse upon his or her return to class. Make-up tests will then be given at the earliest possible date.

**PLEASE BE AWARE OF YOUR RESPONSIBILITIES AS A STUDENT.**

**DISABILITIES STATEMENT:**

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See *College Catalog*).

**RESOURCES (A-V, persons, tools/equipment):**

Library, Success Center

**COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.**

The following schedule is tentative and allows the students to be aware of what will be expected of them each week in this class.

**TENTATIVE SCHEDULE**

- Day 1: Introduction to the Course  
Go over the Syllabus  
Discussion of Vocabulary Assignments  
Discussion of Article Assignments
- Week 1: **Chapter One** - "Getting a Head Start: Strategies for Success" (pages 12-19) and  
**Chapter Two** - "Power Tools for Learning: Annotating and Paraphrasing" (pages 53-60)  
Assign Vocabulary 1  
Discuss How to Write a Book Report  
Assign Book Report  
Choose Novel (students must bring Student ID with them to check out books)
- Week 2: **TEST - CHAPTERS ONE AND TWO**  
**Chapter Three** - "Reviewing Paragraph Essentials" (pages 91-144)  
Assign Vocabulary 2  
**Book Report Writing Workshop - Character Paragraph DUE**
- Week 3: **Continue Chapter Three**  
**Book Report Writing Workshop - Setting & Plot Paragraphs DUE**  
Assign **ARTICLE #1**
- Week 4: **Continue Chapter Three**  
**ARTICLE #1 DUE**  
**Book Report Writing Workshop - Themes Paragraph DUE**

- Week 5:       **TEST - CHAPTER THREE**  
**Chapters Two, Four & Five** - "Power Tools for Learning: Annotating and Paraphrasing" (pages 60-72), "Understanding and Outlining Longer Readings" (pages 181-219), and Summarizing and Synthesizing: Two More Strategies for In-Depth Learning" (pages 237-267) - small sections of each chapter will be discussed  
Assign Vocabulary 3  
**Book Report Writing Workshop - Reader's Opinions Paragraph DUE**
- Week 6:       **Continue working on Chapters Two, Four & Five**  
Assign Vocabulary 4  
**Book Report Rough Draft DUE**  
Assign **ARTICLE #2**
- Week 7:       **Continue Chapters Two, Four & Five**  
Assign Vocabulary 5  
**ARTICLE #2 DUE**  
**BOOK REPORT DUE**
- Week 8:       **MIDTERM**  
**TEST FOR CHAPTERS TWO, FOUR & FIVE**  
**Return Book Reports and Discuss Errors**  
Assign **Research Project**
- Week 9:       **Chapter Six** - "Reading Between the Lines: Drawing the Right Inferences" (pages 291-326)  
Assign Vocabulary 6  
Assign **ARTICLE #3**  
Library Orientation
- Week 10:      **Continue Chapter Six**  
Assign Vocabulary 7  
**ARTICLE #3 DUE**  
**Research Essay Workshop - Books DUE**
- Week 11:      **TEST FOR CHAPTER SIX**  
**Begin Chapters Seven & Eight** - "Defining the Terms *Fact and Opinion*" (pages 358-378) & "Identifying Purpose and Tone" (pages 395-417)  
Assign Vocabulary 8  
**Research Essay Workshop - Magazines & Newspaper Articles DUE**
- Week 12:      **Continue Chapters Seven & Eight**  
Assign Vocabulary 9  
Assign **ARTICLE #4**  
**Research Essay Workshop - Internet Sites DUE**
- Week 13:      **TEST FOR CHAPTERS SEVEN & EIGHT**

Assign Vocabulary 10

**ARTICLE #4 DUE**

**Research Essay Workshop - "Working Thesis" & Outline DUE**

Week 14: **Chapter Eleven** - "Understanding and Evaluating Arguments" (pages 422-495)  
Assign **ARTICLE #5**  
**RESEARCH ESSAY ROUGH DRAFT DUE**  
**Research Essay Work Day**

Week 15: **Continue Chapter Eleven**  
**RESEARCH ESSAY DUE**

**EXAM DAY: TEST FOR CHAPTER ELEVEN**  
**ARTICLE #5 DUE**

**OBJECTIVES OF COURSE:**

- Students will be able to identify the elements of different types of printed materials.
- Students will be able to distinguish between fact and opinion.
- Students will be able to evaluate the accuracy and authority of information.
- Students will be able to determine word meaning from context.
- Students will be able to apply the transfer of reading skills to the written composition.
- Students will demonstrate the expansion of vocabulary by defining and applying terms in a range of contexts.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:** Lectures, Tests, Reports, Articles, Vocabulary, Homework and Pop Quizzes

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:**

Tests - six (6) tests throughout the semester; these tests will vary in their format and will be based on the material covered in each chapter.

Reports - (1) one report based on a book read by Student - each student will chose novels from the Reading collection; the book must be read and then a report written about that book (2) a report that involves research

Articles - throughout the semester, the student must complete 5 (five) article assignments; the student will have one week to

complete all work associated with each article

Vocabulary - each week the student will be given a list of vocabulary terms that he or she must be prepared to be tested on at the end of each week - test format will vary

**COURSE EVALUATION:**

Tests.....	40%
Reports-one based on Book read by Student; one research-based paper.....	20%
Articles.....	15%
Vocabulary.....	15%
Homework and Pop Quizzes.....	10%

**COURSE REQUIREMENTS:**

1. Compose projects in accordance with instructor's guidelines. This means that all word-processed, out-of-class essays will be typed, will have 1-inch margins on all sides, will be double-spaced, and will use Times New Roman font 10, 11 or 12 point.
2. Follow all guidelines and models presented in textbooks and handouts when preparing written assignments. Failure to follow assignment guidelines will result in a 0/F!
3. Be prepared for class by reading all assignments as directed.
4. Complete all written work as instructed - for hand-written work to be turned in for a grade, students can type the work, or they must use pencil or black or blue ink ONLY!
5. Participate in class discussions.
6. All original, graded work will be kept by the instructor and will be available for review by the student upon request.

**GRADING SYSTEM:** The following grade will be assigned:

100 - 90 =	A
89 - 80 =	B
79 - 70 =	C
69 - 60 =	D
Below 60 =	F

The student must make a "C" or higher to pass the class.

**STATEMENT OF COLLEGE-WIDE STUDENT COMPETENCIES:**

Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.