

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX:	NO:	EFFECTIVE DATE	NEXT REVIEW DATE
	RDG	100	FALL 2011	FALL 2012
TITLE:			CREDITS	CONTACTS
				CLASS - LAB - TOTAL
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, 7th edition. Laraine Flemming. CENGAGE. 2012.

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.

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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% - six (6) for MW classes, six (6) for TTH classes, and three (3) for evening classes - of scheduled class meetings, the student will be dropped from the course and will receive a grade of "**F**". Four (4) absences for summer classes.
2. If a student is five (5) minutes late for class, the student will be recorded as being tardy. After the third tardy, every subsequent tardy will count as an 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 must leave class early, the instructor must be notified prior to class. If the instructor is notified before class starts, then the student will be able to receive all assignments that will be given during class. If a student leaves class before dismissal and without notifying the instructor before class started, the student will be marked absent.
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. All students are required to have their valid NETC photo ID with them at all times. If a student arrives to class without ID visibly displayed, the student will be asked to show the ID. If the student does not have the ID on his/her person, the student will be asked to leave the class and will not be allowed to return until he/she can show the valid NETC photo ID. This Policy has been instituted to provide protection for all students and faculty on the campus. Please be mindful of this and always have the ID available.
7. Cell phones, beepers, pagers, etc. should be turned off. There

will be no texting in class.

Withdrawal Policy:

Students who wish to withdraw must initiate their own withdrawal. Withdrawals with a grade of "W" will be awarded through midterm regardless of the student's academic performance; however, a grade of "WF" ("withdraw failing") will be awarded if the student is failing the class. No withdrawals are permitted 2 weeks before the semester's end.

Any student who simply stops attending class and does not withdraw will receive an "F" for the course.

Classroom Etiquette:

An integral part of an education is developing a sense of integrity and responsibility, not only toward ourselves, but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflects on you and your fellow students. Please be considerate. Also, while you are in the classroom, there will be no food or drinks allowed. If the instructor sees you with food or drink you will be asked to dispose of said items.

Also, students are reminded of the College Policy regarding cell phones, beepers, pagers, etc.; all must be turned off upon entering class and remaining off and remain unseen during class.

Make-up Work, including Tests and Assignments:

1. **NO** pop quizzes will be allowed to be made up.
4. **NO** projects or homework will be accepted after the due date, unless the situation has been **PREVIOUSLY** discussed with the instructor.
5. Tests should not be missed. However, in the event that a situation arises in which a student must miss a test, a special policy will go into effect. 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 a 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.

TENTATIVE SCHEDULE

The following schedule is tentative and allows the students to be aware of what will be expected of them each week in this class. It is the student's responsibility to be prepared for each session.

- Week 1: Introduction to the Course
Go over the Syllabus, course policies, discussion of course assignments, book report, tests
Discussion of Vocabulary Assignments
Discussion of Article Assignments
Begin **Chapter One** - "Becoming a Successful Student" - concentration on SQ3R - Method and underlining and annotating, writing summaries
- Week 2: Assign Book Report and choose novel from approved list
Begin **Chapter Two** - "Developing an Academic Vocabulary - concentration on context clues and using the Glossary"
Assign **Vocabulary 1**
Assign **ARTICLE #1**
Review Chapters One and Two for next week's test
- Week 3: **TEST - CHAPTERS ONE AND TWO**
Vocabulary 1 Quiz
ARTICLE #1 DUE
Assign **Vocabulary #2**
Begin **Chapter Three** - "Reviewing the Essentials: - small sections will be reviewed
- Week 4: **TEST - CHAPTER THREE**

Vocabulary #2 Quiz
Book Report Workshop - plot, setting, characterization, theme
Assign **Vocabulary #3**
Assign **ARTICLE #2**

Week 5: **Chapters Four & Five** - "Recognizing Patterns of Organization and "Understanding, Outlining, and Synthesizing Longer Readings" -sections from each will be reviewed
Book Report Workshop - sample book reports, tips for writing and reading
Assign **Vocabulary #4**
Vocabulary #3 Quiz
ARTICLE #2 DUE

Week 6: **Continue Chapters Four & Five**
Book Report Workshop - more review for book report assignments
Assign **Vocabulary #5**
Vocabulary #4 Quiz
Review for next week's test

Week 7: **TEST - CHAPTERS FOUR & FIVE**
BOOK REPORT ROUGH DRAFT DUE
Assign **Research Project**
Library Orientation
Vocabulary #5 Quiz

Week 8: Assign **ARTICLE #3**
Assign **Vocabulary #6**
BOOK REPORT DUE
Research Essay Workshop - MLA DOCUMENTAION

Week 9: **ARTICLE #3 DUE**
Begin **Chapter Six** - "The Role of Inferences in Comprehension and Critical Reading"
Assign **Vocabulary #7**
Vocabulary #6 Quiz

Week 10: **Return Book Reports and Discuss Errors**
Assign **ARTICLE #4**
TEST - CHAPTER SIX
Research Essay Workshop - "Working Thesis" & Outline

Vocabulary #7 Quiz

Week 11: **Begin Chapter Seven** - "Defining the Terms Fact and Opinion"
ARTICLE #4 DUE

Week 12: **TEST - CHAPTER SEVEN**
Begin **Chapter Eight** - "Identifying Purpose and Tone"
Assign **Vocabulary #8**

Week 13: Review research project samples
Grade update
Review Chapter 8

Week 14: **RESEARCH ESSAY ROUGH DRAFT DUE**
TEST - CHAPTER EIGHT
Vocabulary #8 Quiz
Begin **Chapter Nine** - "Recognizing and Evaluating Bias"
Assign **Vocabulary #9**

Week 15: Begin **Chapter Ten** - "Understanding and Evaluating Arguments"
RESEARCH PROJECT DUE
Vocabulary #9 Quiz

EXAM DAY: FINAL EXAM (Note: Comprehensive exam)

LEARNING OUTCOMES/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 the 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 4 (four) 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	30%
Reports-one based on Book read by Student; one research-based paper	20%
Articles	25%
Vocabulary	25%

COURSE REQUIREMENTS:

1. Compose projects in accordance with instructor's guidelines. All out-of-class essays must word processed, have 1-inch margins on all sides, be double-spaced, and written in an easily readable font such as Times New Roman, using 12 point type only.
2. Follow all guidelines and models presented in textbooks and handouts when preparing written assignments. Failure to follow assignment guidelines will result in a lower grade.
3. Be prepared for class by reading all assignments as directed.
4. Complete all written work as instructed and 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

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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.