

The Reading Star

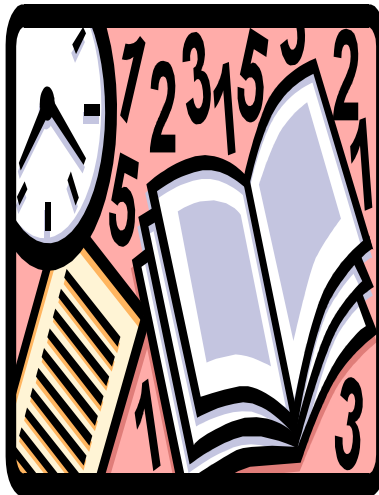
REA 0002 SEQ. 399886
LEARNING COMMUNITY

Great Expectations

In class, I expect you to attend and participate, to come to class prepared, i.e., with the appropriate materials and books, to come on time, to assume responsibility for making up work you may miss due to absences, to complete assignments on time and in appropriate form and to save all your work. All assignments are required and work is due on the date assigned.

Attendance Policy

Being in class is extremely important; **therefore, the maximum number of absences you are allowed is three (3) for classes that meet twice a week and two (2) for classes that meet once a week. Every three lates equals one absence.** When you are absent, it is your responsibility to prepare yourself for the next class. Any missed class work must be made up within two



KNOWLEDGE IS WEALTH

weeks. **There will be no make-ups for quizzes not taken in class, unless you have a doctor's note.**

However, two quizzes can be missed, if necessary, without penalty. If you are present for all the quizzes, your lowest two grades will be dropped (excluding Midterm and Finals). If you have a problem with attendance, please get in touch with me immediately.

MY OFFICE: 6102
MY PHONE: (305) 237-8145
MY WEBPAGE:
MY EMAIL: sgarman@mdc.edu
<http://faculty.mdc.edu/sgarman>

If you need special accommodations for testing, please let me know. I welcome students with different types of learning styles. For extra help, please feel free to visit me in my office.

College Prep Lab

The lab assignments for this learning community will be done on your own time. Skills assignments will be done online at the website for your text: <http://www.townsendpress.com>. Other assignments will include readings on math in everyday situations and

MATERIALS/ REQUIRED TEXTS:

Textbooks are required for this class. If you don't have all the textbooks by the 2nd week of class, you will be asked to drop the course. Do not purchase used books.

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| | <i>Ten Steps to Improving Reading Skills.</i> |
| 1 | Langan, John. |
| 2 | <i>Improving Vocabulary Skills (Short Version).</i> Nist |
| 3 | <i>Random House College Dictionary</i> |
| 4 | 3 packs of green scantrons, #2 pencils |
| 5 | 500 index cards (colored) |
| 6 | Class notebook, paper, pens, highlighter |

readings on global issues followed by comprehension questions. You will also be keeping a journal based on math writing prompts.

Question & Answer

Q. Where is your office?

A. My office is located Rm. 6102.

Q. What is your phone number?

A. It is 237-8145, and I have voice mail.

Q. Do you have e-mail?

A. Yes, my e-mail address is: sgarman@mdc.edu

Q. Are all the textbooks required?

A. Yes, by the 2nd week of class.

Q. What is the Department's Phone number?

A. College Prep's Department Phone is: 305-237-1269.

Q. What is your webpage address?

A.
<http://faculty.mdc.edu/garm>
an

***Please turn off all cell phones and beepers before coming to class.**

The Lowdown on Your Grades

IN ORDER TO RECEIVE AN "S" OR A PASSING GRADE, YOU MUST DO ALL OF THE FOLLOWING:

- (1) Have at least a 70% average on homework assignments.
- (2) Have at least a 70% average on quizzes in class.
- (3) Show mastery of the required lab skills by achieving at least a 70% average on all assignments/quizzes.
- (3) Pass the Departmental Exam – 61%.

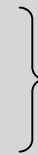
100-90: A

89-80: B S

79-70: C

69-60: D - P

59-0: F - U



What You Know Does Make A Difference

The length of time you spend in any College Prep course depends on your skill level when you enter the course and on the amount of improvement you make.

U - Means that your reading skills have not improved. Your work and your attendance during the semester have been unsatisfactory.

P - Means that while your reading skills have improved, you have not fulfilled all the course competencies and/or did not pass the Departmental Exam. You will be required to re-enroll in REA 0002.

S - Means that you have made satisfactory progress by fulfilling the course competencies, passing lab and passing the Departmental Exam. You will be required to enroll in REA 0003.