

SYLLABUS

Code: READ 095

Title: Reading Analysis & Study Skills

Institute: Humanities

Department: Reading

Course Description:

This course is designed to help students improve their reading skills and study strategies to effectively handle the demands of college courses. Students will learn to analyze text and apply appropriate study/learning strategies. By successfully completing READ 095, students will satisfy their Foundational Studies requirement in reading. This developmental course will not be counted toward degree requirements.

Prerequisites:

Corequisites:

Prerequisites or Corequisites:

Credits: 4

Lecture Hours: 4

Lab/Studio Hours:

❖ **THIS SYLLABUS IS FOR THE FALL AND SPRING 15 WEEK SEMESTERS. FOR ALL OTHER SEMESTERS, PLEASE REFER TO THE INSTRUCTOR'S ADDENDUM.**

REQUIRED TEXTBOOK/MATERIALS:

1. *Reading for College Success*. Cengage Custom Publishing with printed student access card for *Aplia* (ISBN 9781305772311)
*The materials above should be purchased together at the BCC bookstore - Pen & Scroll Bookstore. They are not available online.
2. Dictionary (*Merriam-Webster's Essential Learner's English Dictionary* recommended – ISBN 978-0-87779-856-9)
3. Flash drive
4. Notebook
5. Other materials as determined by instructor:

ADDITIONAL TIME REQUIREMENTS:

Besides the regular class hours, you will need to set aside 2-4 hours each week to study and prepare for the next class. You may also be asked to attend appointments in the Reading Center.

COURSE LEARNING OUTCOMES:

Upon completion of this course with a grade of C or better, students will be able to:

- Apply reading and learning processes and strategies that lead to success in college.

SYLLABUS

- Apply critical reading and problem solving strategies in analyzing text.
- Demonstrate positive attitudes toward reading, writing, and learning.
- Implement strategies to monitor and control their own reading and learning strategies.
- Utilize the interactive nature of communication.

GRADING STANDARD:

A	(93-100)
A-	(90-92)
B+	(87-89)
B	(83-86)
B-	(80-82)
C+	(77-79)
C	(70-76)
F	(69 and below) The student has not satisfied the basic skills requirement in reading.

INC (Incomplete) At the discretion of the instructor, a student who has completed at least 70% of the required work but who needs more time to complete the course may receive the grade of INC. Students must make arrangements to receive a grade of INC prior to the end of the semester.

Your final grade will be determined by the following:

- **Weekly Assignments:**

Assignments are given to you to practice the strategies presented in class. Completion of these weekly assignments is critical for success in this class. You need to complete the weekly assignment to prepare you for the weekly quiz. Each week you will complete an in-class quiz on this assignment and the content covered in class. You may be asked to submit all or part of the completed assignment as well.

All assignments must be completed one week from the date the assignment is given (unless a different due date is given by the instructor). Students who are not present when an assignment is given must access their course page on Canvas to obtain the assignment and appropriate handouts. Students are responsible for completing the assignment by the day it is due.

Your understanding and completion of the weekly homework assignment will be measured by a weekly quiz.

Note: College professors may require additional readings to build background knowledge, and not everything you read will be graded. Therefore, expect additional reading assignments.

SYLLABUS

- **Weekly Quizzes: (30% of the final grade)**

There will be weekly quizzes based on the homework assignments and the topics covered in class. You will have between 10-12 quizzes. You will receive a zero for any quizzes that you miss, and there will be NO make-up quizzes. However, one of your lowest quiz grades will be dropped.

*Students who score 70% or below on the quiz need to make a half hour appointment in the Reading Center to work individually with a learning assistant on the strategies.

- **Midterm: (30% of the final grade)**

The Midterm is a department-wide test.

- **Final Exam: (40% of the final grade)**

The Final Exam is a department-wide test and will be given in the last week of the term.

*Students must do their own work on tests and quizzes. Cheating will not be tolerated. (See Academic Integrity Code).

*Make up exams must be completed **within six calendar days** from the time the test was given.

COURSE CONTENT:

1. Self-regulated learning strategies
2. Vocabulary Development
3. Comprehension
 - a. Paragraph Analysis: Topic, Main Idea, Details
 - b. Analysis of Whole Texts
4. Textbook Reading Strategies
5. Using the library and other campus resources
6. Note-Taking Strategies
 - a. Mapping
 - b. Marginal Notes
 - c. Outlining
7. Test-Taking Strategies
8. Critical Reading Strategies

Upon completion of this course, the student will be able to:

- Use strategies to determine the meanings of college-level **vocabulary** words.
- Analyze paragraphs for the **topic, main idea, & details**.
- Analyze multi-paragraph passages/text for main ideas and details.
- Use textbook reading/study strategies.
- Analyze textbook material & apply appropriate note-taking strategies through:
 - Mapping**
 - Marginal Notes**
 - Outlining**
- Apply **test-taking** strategies
- Analyze articles using **critical reading strategies**

SYLLABUS

DEPARTMENT POLICIES:

ATTENDANCE POLICY

Class attendance is extremely important.

- ATTENDANCE IS MANDATORY. There are no excused absences for this course. A student who has more than four (4) absences will not pass the course. Five absences = failure! Attendance begins the first day of the semester.
- Students are expected to be on time for class. When a student is late to class or leaves before the class is over, he/she may be marked absent for the entire class.
- Any student absent from class is responsible for making up missed assignments.
- Students must participate fully in class. Participation and engagement = attendance.

COMMUNICATION

Student/Faculty

- Students are encouraged to meet with their instructor during office hours to discuss their grades or performance in class.

E-Mail and Online Resources

- All Brookdale students are assigned an e-mail address upon registration. Students should check their Brookdale e-mail daily.
- Students can access academic information such as grades, GPA, and class schedules through the Internet. Students can check for open courses, register (based on eligibility requirements), and pay for courses. To access this information go to www.brookdalecc.edu and click on "MyBrookdale Portal". Then click on "Webadvisor."

STUDENT BEHAVIOR IN A LEARNING CENTERED ENVIRONMENT

Being a responsible student means having respect for the other people in your class *and* respect for your instructor. Several ways in which you can respect the instructor and other students are:

1. If you are late for class, please be seated in the closest seat as quickly and quietly as possible.
2. Please turn off cell phones and other electronic devices and put them away.
3. Please don't have side conversations during a lecture or class discussion.

For further information, please refer to the Brookdale Community College Student Conduct Code in your BCC Student Handbook or online.

COLLEGE POLICIES:

ACADEMIC INTEGRITY CODE

SYLLABUS

A student has an obligation to exhibit honesty and high ethical standards in carrying out academic assignments. A student may be found to have violated this obligation if he/she:

1. Submits the work of another person in a manner that represents the work as one's own.
2. Knowingly permits one's work to be submitted by another person without the instructor's authorization.
3. Receives or gives assistance during an academic evaluation from/to another person in a manner not authorized by the instructor.
4. Practices any form of deceit in an academic evaluation proceeding.

For information regarding:

- Brookdale's Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the **BCC STUDENT HANDBOOK AND BCC CATALOG.**

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/LABS:

READING CENTER

The purpose of the Reading Center is to provide students with additional support in developing reading skills and study strategies for success in college. An instructor may require a student to make an appointment or students may independently go for additional help on various skills and/or revise reading assignments. Appointments with Learning Assistants are available.

Students can make/cancel appointments for the Reading Center in the following ways:

Lincroft

- Tutor Trac
- "Drop-in" appointments may be available

Freehold & Higher Education Centers

- Tutor Trac

SYLLABUS

READING CENTER HOURS

Lincroft

Monday

8:00 AM - 8:00 PM

Tues.-Thurs.

8:00 AM - 7:00 PM

Friday

8:00 AM – 3:30 PM

No evening hours

Western Monmouth Branch Campus and Higher Education Centers (HEC)

Days and times will be provided
by your instructor and/or posted
at the Branch Campus and HECs.

**Please check hours posted in the Reading Center
regarding possible time changes for the semester.**

There are computers in the Reading Center. In order to save your work, you will need to bring a flash drive with you to use in the Computer Lab. Please read the *Computer Guidelines* available in the Center before using the computers.