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 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. If you need special accommodations for testing, please let me know.

Paired Classes

This class is special in that you are allowed the opportunity to complete both REA 0001 and REA 0002 in one semester. Each course will be presented in 8 weeks. Because of the shortened time period, we will be meeting for extended hours each week. At Midterm, each student will be allowed

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.

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

Because this is a paired class, the workload is doubled. You will need to do some self-analysis to make sure that you can handle the workload. Some things to consider:

- How many credits are you taking? This class counts as 8 credits. You should only be taking one or at the most 2 other courses.

- The lab assignments of this course and the homework must be completed on your own time. Do you have a quiet place where you will be able to complete these assignments?

- You need to be in contact with me as much as possible to keep track of how you are doing. It is your responsibility to know your grades and to make up work.

- It is your responsibility to bring all your materials to class, every class period.

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 Exams. You will be required to re-enroll in the same level.

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

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.
3. Show mastery of the required lab skills by achieving at least a 70% average on all assignments/quizzes.
4. Pass both the Departmental Exams with at least a 61%.

100-90: A
89-80: B S
79-70: C
69-60: D - P
59-0: F - U
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

College Prep Lab

- The lab assignments for this paired course will be done on your own time.

- Skills assignments will be done online at the website for your text. Assignments can be found at http://faculty.mdc.edu/sgarman.

- You will be using the Townsendpress website for your Lab Exercises. The address is http://www.townsendpress.com

- Other assignments will include readings from content areas, assignments at other websites, and postings to the bulletin board.

Plagiarism and Cheating

- **Plagiarism** is taking someone else's writings and passing them off as your own. Copying anything word for word (or changing just a few words) without using quotation marks and citing the original author and source is considered plagiarism.

- **Copying** from another student’s paper, homework, or quiz is considered cheating. **This is true even if the assignment was done at home.**

- **Plagiarism or cheating** will result in an "F" on the work and could result in the lowering of the course grade to a "U". Plagiarism may also result in expulsion from Miami-Dade College.

- **Strive** to build your character and integrity. Do your own work as best as you can. Avoid the temptation to cheat. You must believe that you are worth more than a few wretched points you might get from cheating. Even if cheating is not discovered by others, you will know what you have done. Moreover, the person you’re copying from may not know more than you!

- **Remember** if you cheat, you haven’t learned the material and it will show on the final.

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