**Fall 2012**

**ACADEMIC DEVELOPMENT B 70C: TEXTBOOK READING**

**Study Skills Syllabus**

**Instructor:** Eileen Pierce **Office Location:** SS 133 area (adjunct)

**Dates:** Oct. 2-Oct. 18, 2012 **Office Time:** Tues., 10:25-10:55 AM

**Time:** 11:10 AM-12:35 PM **Phone #:** 395-4433 or 395-4654

**Days:** Tues./Thurs. **E-mail:** [epierce@bakersfieldcollege.edu](mailto:epierce@bakersfieldcollege.edu)

**Location:** H 20 **Website:** http://eileenpierce.weebly.com

**My Lab Hrs.:** M/W 8:30-10:30 AM

(SS 143) F 8:30 AM-12:20 PM

Each course in the Study Skills series involves: 6 class sessions, 3 independently done labs, and a final project. The lectures are approximately 1½ hours in length. The labs are expected to require 1-2 hours each, if done properly. This course is worth 0.5 units and is graded on a P/NP basis (Pass/No Pass).

**HOW TO EARN A “P (Pass)” IN THIS COURSE:**

1. **You MUST attend AT LEAST 5 OUT OF THE 6 LECTURES.**

Because the class is so short, the attendance requirement is very strict. If you are late to class by more than 15 min. or leave more than 15 min. early, you will be marked absent for that day. NO EXCUSES for lateness or absence will be accepted, no matter how valid they may be (i.e. grave illness, court date, death, etc.). The following represents the lecture schedule:

Day 1—Overview of class, Lecture 1 “Taking Charge of Your Reading,” Tour of SS 143, **BRING YOUR OWN TEXTBOOK FOR DAY 2!!**

Day 2—Finish Lecture 1, Complete “Textbook Preview” exer., p. 5 of Packet

Day 3—Lecture 3 “Using the SQ4R Method to Read Effectively”

Day 4—Lecture 4 “5 Methods for Note Taking from a Textbook”

Day 5—Lecture 5 “Writing Effective Summaries”

Day 6—Final Project Presentations

1. **Complete all 3 lab assignments in the Student Success Lab, SS 143.**

Be sure to always clock in/out at the attendance computer. Each lab assignment is described in detail along with due dates as follows:

**Lab 1:** PLATO Lessons

Double-click on the ***Success Lab*** icon on the computer desktop (if the desktop does not appear, you may have to first log in to the desktop using your BC e-mail address and password). Next, click on ***platoweb***; your login will be as follows:

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Account name: bc01

Username: 00 + (the rest of your BC student ID#)

Password: (your birthdate in 6 digits—MMDDYY)

Once in PLATO, you will see a link to ACDV 70C Textbook Reading Lab #1. Select Lab #1, and a list of units will appear. Start with Unit 1 because it has a pretest for you to take; based on how you score, the computer will customize a set of lessons to address your areas of weakness. To receive full credit for this lab, YOU MUST COMPLETE A MINIMUM OF 2 HOURS IN PLATO prior to the due date. **LAB 1** must be completed no later than **Thursday, Oct. 4** at the start of class.

**Lab 2:** Mini-Course in Academic Skills, Module 2: READING COMP.

Go to the desktop and click on the ***Success Lab*** icon, then click on the ***ACDV 70*** link, and find ACDV 70C Lab #2. Take notes on the answer sheet given to you during class. This lab is due no later than **Thursday, Oct. 11** at the beginning of class.

**Lab 3:** *Social Problems Reader, Abnormal Psychology*

Locate ACDV 70C Lab #3 within the ***ACDV 70*** link, and complete the *P.T.S. Independent Practice* handout given to you in class for the chapter provided on the computer. Lab #3 is also due no later than **Thursday, Oct. 11** when class commences.

1. **Satisfactorily complete the Final Project.**

This project involves presenting a short excerpt from a textbook and discussing several strategies that could be used to make the text easier to understand as well as remember. A separate packet will be provided on the 2nd day of class, explaining the project in full detail. **Please note that this component is in lieu of a final exam and counts for a whopping 30% of your total grade!**

**HOW YOUR GRADE IS WEIGHTED:**

Attendance and Participation: 10%

(3) Lab Assignments: 60%

Final Project: 30%

**HOW YOUR GRADE IS DETERMINED:**

Since this is a P/NP course, you will not be given actual letter grades. However,

in order to earn a “Pass,” you must meet the attendance requirement of attending

AT LEAST 5 out of the 6 days of class AND have a combined percentage score

of 75% or higher on attendance/participation, the 3 labs, and the final project.

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**REQUIRED MATERIALS:** Student Packet *ACDV 70C—Textbook Reading* by Eileen Pierce from the bookstore

**STUDENT LEARNING OUTCOMES (otherwise known as SLO’s):**

1. Identify textbook clues and supplemental materials useful for identifying important materials from a college textbook.
2. Demonstrate ability to identify and integrate important textbook information by utilizing text notes, SQ3R, or mind mapping.

**SUPPORTIVE SERVICES STATEMENT:**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact **Disabled Student Programs & Services in the Student Services**

**Building, 1st Floor, Counseling Center, 395-4334** as soon as possible to better ensure such accommodations are implemented in a timely fashion.

**A NOTE ON APPROPRIATE STUDENT CONDUCT DURING LECTURES:**

The instructor has high expectations concerning student conduct during lecture time. All students are considered to be adults and are expected to act as such, meaning that there is to be no talking, whispering, giggling, etc. while the instructor or a recognized student is speaking. If any student cannot adhere to these guidelines, then he/she will be asked to move to a different location in the classroom. If the immature behavior continues to be a nuisance to the instructor and/or other students nearby, then the offending student(s) may be asked to leave the class.

Also…please put all cell phones and other similar gadgets on mute or vibrate and HIDE THEM away where you will not be tempted to peek at them or use them in any way, especially for text messaging, while the instructor is lecturing. Your cooperation is greatly appreciated!

**“***Reading without reflecting is like eating without digesting.***”**

http://www.readfaster.com/images/pixel.gif- Edmund Burke