



**College Skills 313 section 4407 3.5 units  
Spring Jan 18-May 17 2017**

**Instructor: Theresa Ryan**  
**Email: [tryan@santarosa.edu](mailto:tryan@santarosa.edu)**  
**Lecture : M/W 830-10 am**  
**Maggini 2923**

**Office: Room 2923 Maggini**  
**Office hour: 1030-1130 am Mon.**  
**Lab: 1030-12 pm W Maggini 2923**

### **Course Description**

This 7-unit course is a combination of a reading and a writing class, each taught by separate teachers and each 3.5 units. These classes allow you to fully develop your reading and writing skills. Upon successful completion of this class, you should have the reading and writing skills to move into English 305, the next step in the English Pathway. **You have to pass both classes to pass all 7 units.**

### **Student Learning Outcomes**

After completing this course you will be able to carry out the following assignments successfully:

- Read a selection of nonfiction and summarize in a paragraph the main idea and supporting details. Then write an evaluative comment on the selection.
- Read a piece of short prose and write a coherent response of one or more paragraphs discussing the topic and relating the content to your own experience.

### **Topics to be covered include the following:**

1. Vocabulary building
2. Reading strategies to improve comprehension: Predicting, connecting, questioning, clarifying, evaluating
3. Critical reading: this involves analyzing the author and his or her intent or purpose and patterns of text organization such as chronological, cause and effect, or compare and contrast
4. Literary Genres: Fiction, non-fiction and their sub-genres
5. Elements of fiction: character, theme, setting, theme, plot, conflict etc
6. Information literacy/understanding the Internet and web-based learning



### Required Texts and Supplies

- *Reading Workbook* (make sure it has my name on it-- Theresa Ryan)
- *Collections by Beers, Houghton, Mifflin & Harcourt*
- *True Diary of a Part-time Indian by Sherman Alexie*
- Two binders: one for reading and one for writing
- Highlighter pen and small stapler and flash drive

### What you will be graded on:

1.) Homework, in classroom work, participation :	35%	245
2.) Midterm and quizzes	25%	175
3.) Final Exam: you must pass this to pass class	25%	175
4.) Lab including written assignments done in lab	15%	105

A= 630-700 points

B= 560-630

C= 490-560

D= 420-490

F=<420



### Description of Lab

You have a scheduled lab requirement for this class, which is why it is a 7 unit class rather than 6 units. One unit is actually for your lab work alone, 0.5 per section. Lab is completed 1030-12 noon Wednesdays in room 2923. Under special circumstances you can do your lab time in College Skills lab which is open from 9 am to 230 and 5-8 pm M-Th. and 9-12pm on Fridays. It is closed from 230-5pm M-Th. You will have reading assignments specifically for lab that will contribute to the 0.5 units or 105 points. **You must attend the lab to pass the class.**



### **Types of Assignments**

**Reading response assignments done in class:** You will be reading articles, a novel, stories and textbook information each week, and in class, will be writing a summary and responding to these readings. You may make up these assignments but must come to me after an absence and find out what it was. You may turn these in within a week of returning from an absence.

**Homework:** homework is usually chapter exercises done in the textbook or vocabulary words. It can also be a reading assignment from the novel, textbook or handouts of articles or Reading Workbook pieces.

**In class participation** is graded with every day being a point and requires you to be there on time not later than 10 minutes and to actively talk, do group work and have read or done any homework.

### **Quizzes**

You will have about at least 5 multiple choice quizzes mostly based on reading assignments each semester. There are quizzes on *The True Diary of a Part-time Indian as well as other reading concepts*; sometimes you may use notes so it is a good idea to take good notes throughout class. The novel quizzes are all based on the discussion questions, which are due each week.

**Final:** the final is two parts: One part is reading an article and writing on the author's main point and showing how he/she supported their claim. Also you will write your response to the reading. You can bring in a rough draft of this to the writing part of the final. You must pass the final to pass the class.

The second part of the final is multiple choice and will cover the novel, elements of story and other topics that have been covered throughout class. It is open note.



**Disability Resource Department**--Students with disabilities who may need accommodations can contact Disability Resources @ 527-4278

## **Policies and Guidelines:**

### **Attendance:**

Missing 6 classes is the most you can miss in this class as you receive points for attendance and participation. Also you will miss enough lessons in 6 days and in class work that your grade will be negatively affected. Three tardies are equal to one missed day. I start class on time for the benefit of all students who are on tight schedules and need to maximize their class time to learn.

### **Late assignments:**

I accept late assignments if you bring in your work after an absence otherwise you need to speak to me about bringing in work late. All homework is on our online class website in Moodle and you should always know what is assigned, even if you missed a class. Also you will have your homework schedule in hard copy to help you as well. It is a good idea to get the phone number of a few people so you can text or email about what you may have missed in class. You may also email me but you may not email in your homework.

### **Cell phone and other portable devices**

You may not listen to music while in class even with earphones, and it is considered disrupting to the class to text or use your cell phone while class is in session. It is distracting to the class and makes it difficult for you to learn while using your cell phone in any way.

## **Student Conduct Guidelines**

Students will conduct themselves in a manner, which reflects awareness of common standards of decency and the rights of others. All students are expected to know the Student Conduct Code ([http://www.santarosa.edu/for\\_students/rules-regulations/scs/section1.shtml](http://www.santarosa.edu/for_students/rules-regulations/scs/section1.shtml)) and adhere to it in this class. Students who violate the code may be suspended for two (2) classes and referred to Vice President of Student Services for discipline. Please visit the website to familiarize yourself with the guidelines.

Some of the most common behaviors related to the class room that are a violation of Student Conduct code are:

- Dishonesty or plagiarism
- Being disruptive of the classroom teaching by talking out of turn, getting up frequently, cell phone texting or disrespecting the instructor
- Physical or verbal abuse of anyone on campus or in class

## **Class Mission Statement**

This class is part of the English pathway which is the following:

**CSKLS 313>Eng 305>Eng 307>Eng 100> Eng 1A**

This class is designed for you to make it through this pathway or any part of it to meet your requirements for transfer to a 4-year college or vocational certificate programs. It may look like a long pathway but many of our students, once they have taken this class, re-take the English Placement Test and place higher in this sequence; so, if you work hard and pay attention you can leap frog your way to a higher placement.

### Resources for learning on campus

The following resources and departments may be important in helping you with your academic life in general. These can all be found on the campus website

[www.santarosa.edu](http://www.santarosa.edu).

<https://admissions.santarosa.edu/academic-calendar/>

Tutorial Center

Library

Finals Schedule

Student Health

[SRJC Counseling Department](#)

[Career & Technical Education](#)

**Note: Disability Resource Department**--Students with disabilities who may need accommodations can contact Disability Resources in Bertolini, phone 527-4278. You are advised to do this as soon as possible so the class can be adjusted to meet your needs

### Final words on this class's mission:

This class is part of the English pathway which is the following:

CSKLS 313>Eng 305>Eng 307>Eng 100> Eng 1A

This class is designed for you to make it through this pathway or any part of it to meet your requirements for transfer to a 4-year college or vocational certificate programs. It may look like a long pathway but many of our students, once they have taken this class, re-take the English Placement Test and place higher in this sequence; so, if you work hard and pay attention you can leap frog your way to a higher placement.