

CSKLS 731, GED/HiSET Prep Preparation I Section 8926, Summer 2020 Course Syllabus

Course Description

This brief, six-week course will provide instruction and individualized learning plans to prepare for the Language Arts, Reading & Writing portion of the GED or HiSET tests. It will also highlight Social Studies content.

Class Meetings

During the state/county shelter-in-place directive, this class will meet in an online version. Students will be sent a Join URL (link) that will connect them to a Zoom Class Meeting where the instructor will direct learning activities. This class will meet every Monday and Wednesday evening at 6 pm and will end no later than 8:30 pm.

Instructor Contact

Sandra D. Gunderson (Sandi)

Email: sgunderson@santarosa.edu

I respond to emails.

Phone: (707) 595-0812 – leave a voice message

Office Hours: Mondays & Wednesdays --- Twenty (20) minutes after each online class meeting, I will be available to meet students on a one-to-one, pre-arranged basis to discuss any questions or concerns.

Course Web Site

Students will use the Canvas course web site to:

1. Provide access to the GED/HiSET Academy software, as well as other resources,
2. View the most up-to-date course information.

NOTE: Canvas may include other relevant uses as well.

Required Software

You will need the following software for this course.

- [Adobe Reader](#)
- [QuickTime Player](#)
- [Flash Player](#)
- [Open Office](#)

Required Hardware

To effectively use all features of Canvas, you must have access to a suitably equipped computer with high-speed internet connectivity.

Required Course Materials

- Three-ring binder with at least four (4) tabs/separators
- Paper and Pen/Pencil for taking notes

Important Dates

Day Class Begins: Monday, June 15, 2020

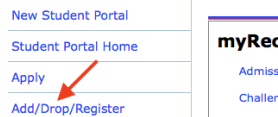
Day Class Ends: Wednesday, July 22, 2020

Dropping the Class



SRJC-myCubby

Currently logged in as: YOUR NAME



If you decide to discontinue this course, **it is your responsibility** to officially drop it.

You can do this by logging into your SRJC "My Cubby." Click "Add/Drop/Register" and follow the prompts.

Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. A "Q&A Forum" is also on Canvas to ask for assistance of your classmates or of instructor.

Attendance

Show up! – It's important!

Three places where you can show up:

Zoom Class Meeting – Mondays/Wednesdays, 6 – 8:30 pm

- 6-week Summer Semester = 12 class meetings
- **Aim at being in attendance 10 out of 12 times or better**
- Advance Notice for Absences – email to sgunderson@santarosa.edu
Or, call and leave a Voice Message using: (707) 595-0812
- Tech issues? Please let me know.

Canvas Class Website

- Loaded with useful links, learning material
- New material posted weekly
- Get to know it – Use it
- **Aim at logging into Canvas before or after every class**
30 minutes/week → 30 minutes x 12 week = 6 hours/6-week semester
- Use the posted information to stay current especially if you're absent

Essential Education website – GED/HiSET Academies

- Instructional videos
- Practice
- GED or HiSET half-length practice tests
 - Success predictors of readiness
- Aim to login for at least 2 hours per week (12 hours)

If you don't show up . . .

Students who fail to attend the first, class meeting may be dropped by the instructor.

Instructors are required to drop all No-Show students immediately following the second, class meeting. A No-Show is an enrolled student who has not attended any class meeting of the course.

Any student with two (2) or more consecutive absences, without giving notice, may be dropped from the class. It is strongly advised that if you need to miss more than one class in a row that you contact the instructor to avoid being dropped from the class. Any student who is dropped may register for this class again.

It's your responsibility to come prepared to class/lecture and scheduled lab each day, to be ready to participate and to answer or ask questions on the topic being covered.

Grading Policy

CSKLS 731/CSKLS 732 are noncredit courses. However, attendance, class participation, and showing satisfactory progress in attaining Language Arts, Reading and Writing skills necessary to pass the Language Arts portion(s) of either the GED or HiSET test are the main components of your final grade. Possible grades to be issued at the end of the course are:

- **P = Pass.** You have accomplished all the necessary skills for this course.
- **SP = Satisfactory Progress.** You are continuing to work on your skills within a certain level, but have not completed them all yet. You are encouraged to continue by registering in "CSKLS 732, GED/HiSET Prep: English/Social Studies (Part 2)," and continue to work on them.
- **NP = No Progress.** You have been attending, but you have not completed enough work to show progress. You're invited to return the next semester to retake this course.
- **W = Withdraw.** You do not have a study plan and have not attended enough hours to show progress. Come back the next semester to retake this course and we'll help you get started!

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students

to share information and ideas, but not their work. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism](#)

[SRJC's statement on Academic Integrity](#)

Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Tentative Course Schedule

Each class/lecture session will consist of a combination of the following three components:

1. A mini-lecture, and/or
2. A problem-solving session, and/or
3. independent lab work in one of our various online resources.

During the 6-week class, the content covered may include units of study in punctuation, building sentences and other writing basics, writing with a purpose, getting meaning from words and text, literary works, an author's perspective and more.

Suggestions on How to Succeed in CSKLS 731

1. **While in class, listen actively** and **take notes**, apply new concepts to practice activities, **and ask questions** of both the instructor and fellow students. Class time is your chance to get the help and explanations you need so you don't have to struggle to learn the material on your own.
2. **Attend every class.** In the event you miss a class, you'll have at least three ways to stay informed:
 - a) Log onto the class CANVAS account. This online resource *may* contain information about each class topic;
 - b) Log onto GED/HiSET Academy where lessons and practice are provided; and
 - c) Find a buddy who is willing to share his/her notes.

Additional Learning Resources

- **FREE** Tutoring is available just by clicking SRJC Tutoring found in the side bar left menu of your class Canvas account.
- Study Groups → You may be someone that can benefit from studying in a group. Study groups can support your learning by:

1.
 1. helping to reinforce what you're learning;
 2. giving you a place to clearly articulate what you understand to another; and

3. motivating you to keep a study schedule outside of class.

If you'd like some help setting up a group, let me know.

- Mobile Phone apps

Apps exist for so many subjects; all you have to do is search.

Let me know if you find one (or more) that's especially helpful.

PLEASE NOTE: This syllabus is intended to give you guidance in what may be covered during the semester and will be adhered to as closely as possible. However, I reserve the right to modify, supplement, and make changes as course needs arise. **This syllabus is an agreement between instructor and student. Continued registration in this course means that you agree to the policies and procedures outlined in this syllabus and the associated course Canvas website.**