

CSKLS 732, GED/HiSET Prep Preparation II Section 1642, Fall 2020 Course Syllabus

Course Description

This short, eight-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 to a Zoom Class Meeting where the instructor will direct learning activities. This class will meet every Tuesday and Thursday. Class will begin at 10:00 a.m. and end no later than 12:30 a.m.

Instructor Contact

Sandra D. Gunderson

Email: sgunderson@santarosa.edu

Phone: (707) 595-0812 – voice message or text

Office Hours: Tuesday and Thursday --- 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.

Important Dates

Day Class Begins: Thursday, October 15, 2020


NO CLASS on Thursday, November 26, 2020 – Thanksgiving Holiday

Day Class Ends: Thursday, December 10, 2020

Course Web Site – aka Canvas

Students will use the Canvas course website to:

1. Find and use the Zoom Join URL;
2. Provide access to the GED Academy software, as well as other online resources; and
3. View the most up-to-date course information.

Using  Google Chrome as the browser provides consistent performance.

(NOTE: Canvas may include other relevant uses as well.)

Required Course Materials

- Three-ring binder with at least four (4) tabs/separators
 - This can be used to organize notes for easy reference/study
- Paper and Pen/Pencil for taking notes

Required Software

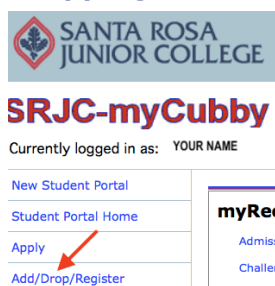
The following software is needed for this course.

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

Required Hardware

To effectively use all features of Canvas, have access to a suitably equipped computer with high-speed internet connectivity and a functioning microphone and/or camera.

Dropping the Class



This can easily be done by:

- logging into SRJC "My Cubby."
- Click "Add/Drop/Register" and
- follow the prompts.

Instructor Announcements and Q&A Forum

The instructor may 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 to show up:

Zoom Class Meeting – Tuesday/Thursday, 10:00 a.m. – 12:30 a.m.

- 8-week Fall Semester = 16 class meetings
- **Aim at being in attendance 13 out of 16 times or better**
- Advance Notice for Absences – email to sgunderson@santarosa.edu
Or, use this number, (707) 595-0812, to leave a voice message or text
- 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**
15 - 30 minutes/week → 2 – 4 hours/8-week class
- 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
 - Scores are helpful for predicting readiness to take the official test
- **Aim to login for at least 1 – 2 hours per week (8 – 16 hours/class)**

If a student doesn'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 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.** All the necessary skills to achieve the goal are accomplished and/or the Language Arts subtest(s) for the HSE of the student's choice is passed;
- **SP = Satisfactory Progress.** The student continues to work on the skills within a certain level but has not completed them all yet. The student is encouraged to continue by registering in College Skills (CSKLS) GED/HiSET Prep courses, and continue to work on them.
- **NP = No Progress.** The student has been attending, but has not completed enough work to show progress. He or she is invited to return the next semester to retake this course.
- **W = Withdraw.** The student does not have a study plan and has not attended enough hours to show progress. The student is invited to come back the next semester to retake this course.

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 discussion, and/or
3. independent lab work in one of our various online resources.

During the 8-week class, the content covered may include units of study in punctuation, building sentences and other writing basics, evaluating evidence in persuasive essays, writing a persuasive essay, and more.

Suggestions on How to Succeed in CSKLS 732

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 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. 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 exists 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.**