

CSKLS 732, GED/HiSET: Language Arts/Social Studies (Part 2)

Course Description

This short, eight-week course will provide instruction and individualized learning plans to prepare for both the Language Arts, Reading & Writing portion(s) of the GED or HiSET tests and the Social Studies subtest.

Class Meetings

On Mondays and Wednesdays between 4:30 p.m. and 7:00 p.m., we will meet online via Zoom. A Join URL link for the first, class meeting has been emailed to you. The Canvas course website [TechConnect Zoom](#) page contains a list of all the class dates, the Zoom Join URL and the Meeting ID number for each class meeting.

Students are required to attend the live online meetings for each class session. Students are expected to be online with reliable internet, working microphone, and/or working camera during the entire scheduled time.

Any modifications to this routine will be clearly announced in advance of the change.

Instructor Contact Information

Sandra D. Gunderson

Email: sgunderson@santarosa.edu

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

Office Hours: Monday and Wednesday, 7:00 – 7:30 pm

You may also use the [Canvas Conversations Inbox](#) to send me a message.


Important Dates

Day Class **Begins:** Monday, March 29, 2021

Day Class **Ends:** Wednesday, May 19, 2021

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 [Essential Education GED/HiSET Academy](#) website, 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 includes other relevant uses as well.)

Required Course Materials

- Three-ring binder with at least three tabs/separators. Possible labels:
 - Handouts
 - Notes
 - Assignments
- Paper and Pen/Pencil for taking notes

Required Software

The following software is needed for this course.

- [Adobe Reader](#) (used to read and annotate PDF files)
- [Flash Player](#)
- [QuickTime Player](#)
- [Open Office](#)

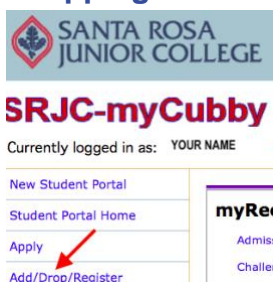
Required Hardware

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

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. You may also speak with me privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly.

Dropping the Class



This can easily be done by:

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

Attendance – Show up! – It's important!

Three places to show up:

Zoom Class Meeting – Monday/Wednesday, 4:30 pm – 7:00 pm

- 8-week 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. Don't suffer in silence.

Canvas Class Website

- Loaded with useful links, learning material
- New material posted as we progress through lessons
- Get to know it – Use it
- **Aim at logging into Canvas before or after every class**
→ The time commitment varies weekly
- 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.

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 and CSKLS 732 are noncredit courses. However, attendance, class participation, and showing satisfactory progress in attaining Language Arts, Reading and Writing skills, and Social Studies knowledge necessary to pass the Language Arts and Social Studies portions 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:

GRADING RUBRIC				
Grade	P = Pass	SP = Satisfactory Progress	NP = No Progress	W = Withdraw
General Criteria	You have accomplished all the necessary skills to achieve your goal and/or you have passed the Language Arts subtest(s) or the Social Studies subtest for the HSE test of your choice	You are continuing to work on your skills but have not reach a pass-the-test level. You are encouraged to continue your study by registering for "CSKLS 731 or 732, GED/HiSET Prep: Language Arts/Social Studies."	You have been attending, but you have not completed enough work to show progress. You are encouraged to continue your study by registering for "CSKLS 731 or 732, GED/HiSET Prep: Language Arts/Social Studies."	You do not have a study plan and have not attended enough hours to show progress. You are encouraged to try again by registering for "CSKLS 731 or 732, GED/HiSET Prep: Language Arts/Social Studies."
Additional Course-Specific Criteria	Same as above	Attendance: 2 or 3 of the categories below: 1. Zoom – 13 out of 16 (or better) per 8-weeks 2. Canvas – varied times 3. GED/HiSET Academies 1 – 2 hours per week	Attendance: 1 or fewer of the categories listed in the SP column – OR - Less than 4 hours of participation	Attendance: No Show or Less than 4 hours of participation

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](#)

Tentative Course Schedule

Each class 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. time for independent study.

During the 8-week class, the content covered will include:

- Social Studies topics like the three branches of the United States government,
- Writing Skills like composing a paragraph and writing a persuasive essay, and
- Auxiliary Skills like determining a cause and its effect and interpreting data and statistics found in social studies passages.

NOTE: This class will not cover basic writing skills.

For ways to gain these skills, please see the *Basic Writing Skill Development* document found at the end of this syllabus.

Suggestions on How to Succeed in CSKLS 731/732

1. **While in class, listen actively** and **take notes**, apply new concepts to practice problems, 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 scheduled class.** In the event you miss a class, you'll have at least three ways to stay informed:
 - a) Login to the CANVAS course website. This online resource *may* contain information about each class topic;
 - b) Login to the Essential Education GED/HiSET Academies in which lessons and practice are provided; and
 - c) Find a buddy who is willing to share his/her notes.

Additional Learning Resources

- **FREE Online Tutoring** – [SRJC Tutoring](#) is located in the navigating menu on the left-hand side of the CANVAS course website.
- **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.

Classroom Etiquette and Expectations

- I expect you to come to class with the tools you need: three-ring binder, pencil(s), eraser(s), paper, reliable internet, device microphone/camera, and an electronic device to access the online class.

- Students are to act respectfully and pay attention while in class. The best way to learn is through participation, listening actively, and by being polite even when we disagree with another's viewpoint.
- Cell phones, iPods, etc. not being used to access the Zoom class meeting are to be turned off.
- Students are expected to arrive on time, stay the entire period, and not put course materials away before a class or scheduled lab period has concluded.

All of the above rules and expectations apply to me as well.

I intend to be prepared, organized, approachable and ready to serve you well as you prepare to take the exams of your choice.

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 enrollment in this course means that you agree to the policies and procedures outlined in this syllabus and the associated course Canvas website.**

Basic Writing Skill Development

Once students have begun to prepare to take a High School Equivalency test (either the GED or the HiSET), they may discover a need to strengthen their basic writing skills. The GED/HiSET Prep classes for Language Arts (Reading and Writing – CSKLS 731 and CSKLS 732) typically do not cover writing skills at a basic level.



Read through the following Santa Rosa Junior College class offerings. Students who find they need to learn or strengthen their writing skills may benefit from taking one or more of these classes. Non-native speakers of English may find an ESL class is a better fit. Please refer to the Schedule of Classes or the SRJC ESL Department for more information.

CSKLS 312.1 – Sentences & Paragraphs

This course covers the basic grammatical construction and punctuation of a variety of sentence types and includes methods for correcting fragment sentences and run-ons. Students will apply concepts to short written compositions.

6 – week class [Offers late-start options]

1 unit*

CSKLS 312.2 – Punctuation

This course covers the basic punctuation rules for commas, semicolons, apostrophes, and quotations. Students will incorporate the rules in short written compositions.

8 – week class [Offers late-start options]

1 unit*

CSKLS 312.3 – Style and Organization

This course covers the basic grammar, style, and organization needed for clear sentences and coherent paragraphs. Students will apply skills to short written compositions.

8 – week class [Offers late-start options]

1 unit*

*As of March 23, 2021, the cost per unit is \$46. Please check the Santa Rosa Junior College website for current [cost information](#).