

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

### 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 and Critical Thinking content.

### Class Meetings

Tuesday and Thursdays, between 10:00 am and 12:30 pm. Students are required to be in attendance for the entire time. Students are also expected to notify the instructor about any absences that may occur.

### Instructor Contact Information

#### Sandra D. Gunderson

**Email:** [sgunderson@santarosa.edu](mailto:sgunderson@santarosa.edu)

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

**Student Consultation Time:** Tuesdays and Thursdays, 12:30 pm – 1:00 pm

Students can simply stay after class or may choose to pre-arrange a time and date.

### Important Dates

#### Class Begins:

Tuesday, October 11, 2022

#### Class Ends:

Wednesday, December 8, 2022

#### NO CLASS on

Thursday, November 10, 2022

Thursday, November 24, 2022

OCTOBER 2022						
S	M	T	W	Th	F	S
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12					

### Course Web Site – aka Canvas

Students will use the Canvas course website to:

1. Serve as a “textbook” – instructional material, practice, quizzes, linked online resources, etc.
2. Provide access to the [Essential Education](#) 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.

### Required Course Materials

- Three-ring binder with at least three (3) tabs/separators. Here are 3 possible tab/separator labels you might use:
  - Handouts
  - Notes
  - Assignments
- Paper and Pen/Pencil for taking notes

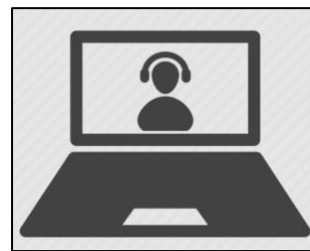
### Required Software

The following software is needed for this course.

- [Adobe Reader](#) (used to read and annotate PDF files)
- [QuickTime Player](#) (used to play videos)

## 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.



## 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 a Student Consultation Time about your accommodations. If you have not received authorization from the Disability Resources Department [DRD], it is recommended that you contact them directly.

## Dropping the Class



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

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

## Attendance – Show up! – It's important!

Three places to show up:

**Class Meeting** – Tuesday/Thursday, 10:00 am – 12:30 pm

- 8-week Semester = 16 class meetings
- **The Goal:** come to class at least 14 out of 17 times or better [13/16 = ~80%]
- Advance Notice for Absences – email to [sgunderson@santarosa.edu](mailto: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 may be posted weekly
- Get to know it – Use it
- **The Goal:** check Canvas before or after every class  
Canvas activities will vary in time commitment.
- Use the posted information to stay current *especially if you're absent*

## Essential Education website – GED/HiSET Academies

- Instructional videos
- Practice & Quizzes
- GED® or HiSET® half-length practice tests
  - Scores are helpful for predicting readiness to take the official test
- **The Goal:** 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 re-register for this class again **ONLY** within the first two weeks of 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

Students who take non-credit classes like the GED/HiSET Prep class offered by the College Skills Department are not graded using the traditional A, B, C, D or F grades. The table below explains the criteria and progress marks that a student can earn.

GRADING RUBRIC				
Grade	P = Pass	SP = Satisfactory Progress	NP = No Progress	W = Withdraw
<b>General Criteria</b>	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 completed all of them yet. 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."
<b>Additional Course-Specific Criteria</b>	Same as above	<b>Attendance:</b> 2 or 3 of the categories below: 1. <b>Class</b> – 13 out of 16 (or better) per 8-weeks 2. <b>Canvas</b> – completing 80% of the tasks assigned 3. <b>Essential Education</b> 1 – 2 hours per week	<b>Attendance:</b> 1 or fewer of the categories listed in the SP column – OR - Less than 4 hours of participation	<b>Attendance:</b> 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. Students are encouraged to share information and ideas, but not their work. SEE [SRJC's statement on Academic Integrity](#) for more information.

## 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 and/or one-to-one tutoring with the instructor

During the 8-week class, the content covered may include units of study in developing an argumentative essay, critical thinking tested in both the Reading and the Social Studies, United States history, and United States government.

## Suggestions on How to Succeed in CSKLS 731 or CSKLS 732

1. **While in class, listen actively** and **take notes**, apply new concepts to your practice, 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** website 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](#) link 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 your instructor know.

- **Mobile Phone apps**  
Apps exists for so many subjects; all you have to do is search. Let your instructor know if you find one (or more) that's especially helpful.

## Classroom Etiquette and Expectations

- Students are to come to class with the needed tools: Three-ring binder, pencil(s), eraser(s), paper, etc.
- 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 they disagree with another's viewpoint.

- Cell phones, iPods, etc. are to be turned off. Please note that using the calculator within a cell phone/iPhone will not be allowed.
- 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 the above rules and expectations apply that apply to your instructor as well.

## Instructor Statement

I intend to be prepared, organized, approachable and ready to serve you 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, your instructor reserves 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.**