Basic Reading and Comprehension

Course Description
READ 0399 is a reading course to improve reading and vocabulary skills. The emphasis is on developing vocabulary and reading comprehension skills (needed to pass the THEA test).

Course/Learning Objectives
The course objective is for participants to become strategic readers and learners. We will also learn about the conventions and demands of textual genres associated with different disciplines and to explore preparations for completing assignments for other courses. Participants will develop word consciousness and expand vocabulary and to become more reflective regarding their own strengths and weaknesses as students.

Major Course Requirements
Read 0399 is conducted in a structured classroom environment where students will participate in lectures, discussions, group activities, question/answer sessions and practice with reading and vocabulary selections.

- Weekly Vocabulary/Vocabulary Exams
- Readings/Reading Comprehension Quizzes
- Class/Homework Assignments
- Writing Assignments/Reflective Journals
- Midterm and Final Exams
- Course Project
- Class Participation

*All details will be given in class and/or Blackboard.

Required or Recommended Readings

*Textbook/Required Text:*
Recommended or Supplemental Reading:
Dictionary/Thesaurus (hardcopy or online)

Website:
The Website that accompanies and is coordinated with this course …  
tamuac.acereader.com

List of Supplies
Index cards
3-ring binder with dividers

Course Policies

Attendance/tardiness
Students are expected to attend each class. Punctuality is expected. Students are responsible for attending each class on time and staying until class is over.

Late work and Make-up Exams
Assignments are due on the date required. No late work will be accepted. I will accept assignments early. Arriving to class late will result in the assignment being late and communicating an excuse for a late assignment does not constitute a waiver of the deadline. *Please do not use class time to discuss your personal grade. Your grade is a private discussion between you and me. You are to schedule an appointment during office hours if you have any questions. All work is due at the beginning of class. Also, there are no make-up exams.

Extra Credit
PROFESSIONAL MEMBERSHIP
Student Reading Council: Join, pay membership, and attend meetings for the semester and participate; Attending each meeting in full nets 5 bonus points.
$10.00 annual membership.

Tentative Schedule for SRC Meetings:
September 24th @ 1:00: Prudent Poetry Projects in UC 320 (Lucinda Juarez)
Membership/Org.sync
October 15th @ 1:00: Thrive on Standardized Tests: Tips from the MAT Tutor in UC 320 (Wolfram Verlaan)
November 12th @ 1:00: Write Better in Minutes using Expanded Moments in UC 320 (Chanel Burge); Fundraiser Project (TBD)
December: Navidad De Los Ninos at Garcia Center

Cell Phone/Electronic Device Usage
Cell phones, text messaging, and checking your cell phone, email, and text messages or any other form of social networking which do not support course instruction during class
are all strictly prohibited. Come to class prepared to focus on class. Violations may result in being asked to withdraw from the course and/or failure of course. If there is a potential emergency, then prior notification of such possibility must be made known to me before the start of class and phone set on vibrate.

**Academic Integrity/Plagiarism.**

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a penalty or penalties as stated in the TAMUCC Undergraduate Handbook, page 40, which includes:

- Written reprimand;
- Requirement to re-do work in questions;
- Requirement to submit additional work;
- Lowering of grade on work in questions;
- Assigning grade of “F” to work in questions;
- Assigning grade of “F” for course
- Recommendation for more severe punishment, such as dismissal from the program or from the University.

**NOTE:** If a grade of “F” to the course is the appropriate penalty and this disciplinary action occurs prior to the deadline for dropping the courses, the student forfeits his/her right to drop the course in question.

**Dropping a Class**

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. **Friday, November 4, 2011** is the last day to drop a class with an automatic grade of “W” this term.

**Preferred methods of scholarly citations:** APA Publication 6th edition  
http://owl.english.purdue.edu/owl/resource/560/01/
Classroom/professional behavior

1. All chapter assignments should be read prior to class. A student who has to be reminded/cautioned for demonstrating lack of attentiveness and respect for student presentations will be penalized 10 points on his/her presentation.

2. The instructor reserves the right to add, delete, and/or reorder assignments with ample notification to students. Students will be expected to comply with changes as directed.

3. All A&M-Corpus Christi students are assigned an Islander e-mail address. The new Islander e-mail address will be the official manner in which the University and I will communicate with students. Always include “READ 0399 MWF” in the subject when contacting me.

PLEASE NOTE: **Ground rules for discussions and assignments:** Although I am certain most of us are clear about what democratic deliberation and civil discussion entails, I want to spell out in writing how I expect our discussions to proceed, so that we may refer directly to my requirements if the situation arises.

- **Respect**-
  - We are not always going to agree or see everything the same way; each person has a right to and responsibility for his/her own feelings, thoughts and beliefs.
  - When speaking of an occurrence or relaying one’s experience outside the class refrain from disclosing identities of those involved.
  - Show **courtesy** and listen when others speak.

- **Comfort**-
  - Students and professor should work together to make a safe, respectful and comfortable atmosphere for associating.
  - I will not ask you to take any risks in class (such as sharing your own experiences) that I am not willing to make myself. We are all in this together!
  - No question is unintelligent! We all learn at different paces and by asking questions.

- **Honesty**-
  - You should feel comfortable and respected in the academic environment so that you speak honestly about your thoughts, ideas and opinions.
  - All work you submit must be your own. If you use someone’s words or work other than your own please use the appropriate citation (APA). -----
  - World Wide Web – Any work you find on the web must be cited. Provide the URL and the name of the website and the date it was accessed. Lessons found on the Web must be adapted and modified (using proper citations) for your personal use.
- Academic Honesty Statement: Learning and teaching take place in an atmosphere of intellectual freedom and openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of the university and diminish the value of an education.

**NOTE:**
Athletes should submit work before either leaving on a road trip or IMMEDIATELY following the trip. (Example: If you miss class on Monday, you will not be excused from the exam or quiz given on Wednesday and must also make up any quizzes given on the day you were absent.)

Please feel free to e-mail me and I will respond promptly to any concerns you may have in a timely manner. While my phone extension is available, you can always check Blackboard via the TAMUCC website that is used in class and to go over anything covered in class. Always feel free to visit me in my office, and if office hours are inconvenient, we can make an appointment.

My goal is to help you do well and achieve your goals in the classroom, but you must realize it is up to you, as the semester is what you make of it. How you decide to handle the challenge is completely up to you.

**Grade Appeals**

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Disabilities Accommodations**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning
environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Evaluation and Grading Scale**

Grades will be determined according to the following:

<table>
<thead>
<tr>
<th>Points</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Class Attendance</td>
</tr>
<tr>
<td>50</td>
<td>Class Participation</td>
</tr>
<tr>
<td>100</td>
<td>Vocabulary Assignments/Quizzes</td>
</tr>
<tr>
<td>100</td>
<td>Assignments and Writing</td>
</tr>
<tr>
<td>50</td>
<td>Mid-Term</td>
</tr>
<tr>
<td>50</td>
<td>Final Exam/Course Project</td>
</tr>
<tr>
<td>500</td>
<td>Total</td>
</tr>
</tbody>
</table>

A=Excellent—All work is completed in a professional manner and contains evidence of effort and accomplishment. The work is 100% professional in content and appearance.

B=Good/Passing—All work is completed in a professional manner and contains evidence of effort and accomplishment. The work is complete in content and appearance.

F=Failing—The work is inadequate or incomplete.

**Assignments**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
<td>450 – 500</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
<td>400 – 449</td>
</tr>
<tr>
<td>73-79%</td>
<td>C</td>
<td>No Pass</td>
</tr>
<tr>
<td>72-68%</td>
<td>D</td>
<td>No Pass</td>
</tr>
<tr>
<td>67% and below</td>
<td>F</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

**READ 0399**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
<td>450 – 500</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
<td>400 – 449</td>
</tr>
<tr>
<td>73-79%</td>
<td>C</td>
<td>No Pass</td>
</tr>
<tr>
<td>72-68%</td>
<td>D</td>
<td>No Pass</td>
</tr>
<tr>
<td>67% and below</td>
<td>F</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

**NOTE:**
If you pass the reading section of the THEA test while enrolled in Read 0399 and you have at least a "B" average in the course at the time you pass the test, and met the attendance policy and other Learning Center policies, you have the option of continuing with the course or accepting your current grade as your final grade for the course and “stepping out” of the class. If you have questions, please talk with me.
Tentative Course Schedule

*(Please note this is not a contract, the schedule and assignments are subject to change.)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activities</th>
<th>What is due (other assignments may be also due)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 24</td>
<td>W</td>
<td>Introductions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Information-email</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Syllabus and Textbook Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reading Survey</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>“All About Me”</td>
<td></td>
</tr>
<tr>
<td>August 26</td>
<td>F</td>
<td>“All About Me” Continued</td>
<td>Library account?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Dictionary: Words I Do Not Know</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vocabulary Pretest</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 29</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer Lab: ________</td>
<td>RSH: Chapter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activity: College Secrets</td>
<td>3 Questions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflective Journal Entry#1</td>
<td></td>
</tr>
<tr>
<td>August 31</td>
<td>W</td>
<td></td>
<td>RSH: Chapter 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Reading Process</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vocabulary Study Strategy Survey</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Context Clues: Vocabulary in Context</td>
<td></td>
</tr>
<tr>
<td>September 2</td>
<td>F</td>
<td></td>
<td>ACE: L3 00-06/07-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Word Acquisition Skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denotation/Connotation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shades of Meaning</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 5</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>HOLIDAY</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NO CLASSES</strong></td>
<td></td>
</tr>
<tr>
<td>September 7</td>
<td>W</td>
<td></td>
<td>RSH: Chapter 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comprehension: Reading Aids/Strategies</td>
<td>Vocabulary Assignment #1</td>
</tr>
<tr>
<td>September 9</td>
<td>F</td>
<td></td>
<td>RSH: Chapter 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comprehension: Reading Aids/Strategies</td>
<td>ACE: L3 12-16/17-21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Newspapers: Current Events</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflective Journal Entry #2</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 12</td>
<td>M</td>
<td></td>
<td>RSH: Chapter 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comprehension: Main Idea</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Newspapers: Current Events</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Activity</td>
<td>Note</td>
</tr>
<tr>
<td>--------------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>September 14</td>
<td>W</td>
<td>Comprehension: Supporting Details</td>
<td><em>RSH: Chapter 6 Calendar</em></td>
</tr>
<tr>
<td>September 16</td>
<td>F</td>
<td>Unit ONE &amp; TWO Review Test Activity/Assignment</td>
<td><em>ACE: L3 22-26/27-31</em></td>
</tr>
<tr>
<td><em>Week 5</em></td>
<td>M</td>
<td>Writing for Reading: Study Skills Learn/study skills</td>
<td></td>
</tr>
<tr>
<td>September 19</td>
<td></td>
<td><em>RSH: Chapter 13</em></td>
<td></td>
</tr>
<tr>
<td>September 21</td>
<td>W</td>
<td>Writing for Reading: Study Skills Reading</td>
<td><em>Vocabulary Assignment #2</em></td>
</tr>
<tr>
<td>September 23</td>
<td>F</td>
<td>Writing for Reading: Study Skills Celebrate Banned Book Week (9/24 -10/1)</td>
<td><em>Find/Bring a banned book ACE: L3 32-36/37-41</em></td>
</tr>
<tr>
<td><em>Week 6</em></td>
<td>M</td>
<td>Conducting Research Discussion</td>
<td></td>
</tr>
<tr>
<td>September 26</td>
<td>W</td>
<td>Conducting Research Discussion Reading Research Articles</td>
<td><em>Vocabulary Quiz</em></td>
</tr>
<tr>
<td>September 28</td>
<td>F</td>
<td>Conducting Research Discussion Reading Research Articles</td>
<td></td>
</tr>
<tr>
<td>September 30</td>
<td>F</td>
<td>Conducting Research Discussion Reading Research Articles Analyzing and Synthesizing Information</td>
<td><em>Research Topic ACE: L3 42-46/47-51</em></td>
</tr>
<tr>
<td><em>Week 7</em></td>
<td>M</td>
<td>Comprehension: Recognizing Paragraph Patterns</td>
<td><em>RSH: Chapter 7</em></td>
</tr>
<tr>
<td>October 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 5</td>
<td>W</td>
<td>Comprehension: Main Idea, Supporting Details, and Paragraph Patterns A Reading</td>
<td></td>
</tr>
<tr>
<td>October 7</td>
<td>F</td>
<td>Comprehension Strategies Reflective Journal Entry #6 Newspapers: Current Events</td>
<td><em>ACE:L3 52-56/57-61</em></td>
</tr>
<tr>
<td><em>Week 8</em></td>
<td>M</td>
<td>Understanding Exam Questions: Test Discussion Writing for Reading Reading</td>
<td><em>RSH: Chapter 14 test questions</em></td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Activity Description</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>October 12</td>
<td>W</td>
<td>Midterm discussion Reading</td>
<td></td>
</tr>
<tr>
<td>October 14</td>
<td>F</td>
<td>Nonfiction</td>
<td>ACE: L4 01-06/07-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflective Journal Entry #7</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>M</td>
<td>Nonfiction</td>
<td></td>
</tr>
<tr>
<td>October 17</td>
<td>W</td>
<td>Nonfiction</td>
<td>Midterm due</td>
</tr>
<tr>
<td>October 19</td>
<td>W</td>
<td>Nonfiction</td>
<td></td>
</tr>
<tr>
<td>October 21</td>
<td>F</td>
<td>Nonfiction</td>
<td>ACE: L4 12-16/17-21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflective Journal Entry #8</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>M</td>
<td>Nonfiction</td>
<td>RSH: Chapters 8,10, 11</td>
</tr>
<tr>
<td>October 24</td>
<td>W</td>
<td>Inferences, Drawing Conclusion, Generalizing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library – Journals</td>
<td>Vocabulary Assignment #4</td>
</tr>
<tr>
<td>October 26</td>
<td>F</td>
<td>Inferences, Drawing Conclusion, Generalizing</td>
<td>ACE: L4 22-26/27-31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflective Journal Entry #9</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>M</td>
<td>Purpose and Tone</td>
<td></td>
</tr>
<tr>
<td>October 31</td>
<td>M</td>
<td>Begin newspaper grid activity</td>
<td></td>
</tr>
<tr>
<td>November 2</td>
<td>W</td>
<td>The Writer's Technique</td>
<td>RSH: Chapter 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fiction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Newspaper grid activity</td>
<td></td>
</tr>
<tr>
<td>November 4</td>
<td>F</td>
<td>Fiction</td>
<td>ACE: L4 32-36/37-41</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflective Journal Entry #10 Activity</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>M</td>
<td>Fiction</td>
<td>RSH: Chapter 9</td>
</tr>
<tr>
<td>November 7</td>
<td>M</td>
<td>Figurative Language</td>
<td></td>
</tr>
<tr>
<td>November 9</td>
<td>W</td>
<td>Discuss Activity to end of Semester</td>
<td>Vocabulary Assignment #5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fiction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reading</td>
<td></td>
</tr>
<tr>
<td>November 11</td>
<td>F</td>
<td>Fiction</td>
<td>ACE: L4 42-46/47-51</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflective Journal Entry #11</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>November 14</td>
<td>M</td>
<td>Writing Right: Ideas and Content</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>---</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>November 16</td>
<td>W</td>
<td>Writing Right: Revising and Editing</td>
<td>Vocabulary Quiz #2</td>
</tr>
<tr>
<td>November 18</td>
<td>F</td>
<td>Writing Right Reflective Journal Entry #12</td>
<td>ACE: L4 52-56/57-61 Paper Due(all drafts)</td>
</tr>
<tr>
<td><strong>Week 14</strong></td>
<td>November 21</td>
<td>M</td>
<td>Third Evaluation Disciplinary Literacy (Review) Reading</td>
</tr>
<tr>
<td>November 23</td>
<td>W</td>
<td>Conferences (as scheduled)</td>
<td></td>
</tr>
<tr>
<td>Nov 24 - 25</td>
<td></td>
<td><strong>Holiday</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 15</strong></td>
<td>November 28</td>
<td>M</td>
<td>Disciplinary Literacy (Review)</td>
</tr>
<tr>
<td>November 30</td>
<td>W</td>
<td>Oral Presentations</td>
<td>Projects Due</td>
</tr>
<tr>
<td>December 2</td>
<td>F</td>
<td>Oral Presentations</td>
<td></td>
</tr>
<tr>
<td><strong>Week 16</strong></td>
<td>December 5</td>
<td>M</td>
<td>Course Review Before, During and After!</td>
</tr>
<tr>
<td>December 7</td>
<td>W</td>
<td>Reading Day</td>
<td></td>
</tr>
<tr>
<td><strong>Week 17</strong></td>
<td>December 14</td>
<td>W</td>
<td>Final Exam 8:00 – 10:30 a.m.</td>
</tr>
</tbody>
</table>
READ 0399 Verification of Understanding

The following points are part of the syllabus. The bulleted list below forms key points that the student must understand about READ 0399.

- **Participation** is based on discussion, punctuality, class activities, and class discussion. A participation grade is part of the grading for this class.

- If you pass the reading section of the THEA test while enrolled in Read 0399 and you have at least a "B" average in the course at the time you pass the test, and met the attendance policy and other Learning Center policies, you have the option of continuing with the course or accepting your current grade as your final grade for the course and “stepping out” of the class. If you have questions, please talk with me.

- **Class attendance** is mandatory and absences will impact your course grade. After the second absence, your grade will be lowered one letter grade for each additional absence. **It is your responsibility to collect any missed handouts. I do not make repeat performances. If you are absent, ask a classmate for their notes.** However, if you have a question about course material, please feel free to ask me to clarify during office hours. I will be happy to meet with you during office hours.

- **Cell phone / Electronics**: Cell phones, text messaging, and checking your cell phone, email, and text messages or any other form of social networking which do not support course instruction during class are all **strictly prohibited**. Come to class prepared to focus on class. Violations may result in being asked to withdraw from the course and / or failure of course. If there is a potential rising emergency, then prior notification of such possibility must be made known to me before the start of class and phone set on vibrate.

I affirm that I have read this syllabus and understand all class policies and assignments.

______________________________________________________         _________________
Name                                                      Date