

Classroom	General Classroom Building, Room 320
Days/Times	Tuesday and Thursday 12:00-1:07 pm
Instructor	Fran Israel
Office Location	DSPS in the Student Services Building, Room 320
Office hours:	Tuesday/Thursday 10:30 to 11-30 and 3:00 to 5:00 pm
Phone	310 287-4450
Email	israelf@wlac.edu
Textbook	Langan, J. , Ten Steps to Student Success
Materials:	3 ring notebook, paper; a textbook from any class

Overview Learn to use your textbook in less time and better comprehension. Stop reading and re-reading and develop a plan to help you to learn, not just memorize. Class combines instruction, discussion and activities

Outcomes

- Will be able to better identify textbook organization
- Will be able to identify main idea more easily
- Will practice paraphrasing and summarizing techniques

Topics for the 8 class meetings

1. Introduction: How a text is organized
2. Why improve reading speed?
3. Concentration and attention
4. Locating main ideas
5. What are signal words
6. Paraphrasing and Summarizing
7. A model of a chapter reading plan
8. Help! This article has no headings!
9. Graphic organizers

Assignments: Develop a plan for reading your textbooks including where and when to study: Assignment is due at the last meeting. One page; outline form.

Grading:

Credit/ No credit. You will be evaluated on

1. Completion of long term reading plan
2. Regular and on-time attendance
3. Appropriate classroom participation
4. Notebook organization and completeness

This class meets only 8 times; you cannot learn if you are not in class...on time!

1 absence is allowed; 2 times late =1 absence.

if you have 2 unexcused absences (other than emergency) or repeated inappropriate class participation , I will drop you from the roster so you can add another credit class

The Rules:

1. Respect for others is the #1 requirement in this class. Talking; texting, passing messages, ringing phones and getting up to answer phones/pagers in middle of class are all disruptive, rude behaviors that lead others to believe that you believe that no one else's time is as valuable as your own. In college, professors are not required by law to keep anyone in class who has a negative effect in the classroom. College is not a right; It is a privilege .

2. Everyone needs to listen with respect to other's questions and comments. There will be no negative comments or laughter that shows disrespect for others. There are no foolish questions in this classroom. Your comments should be polite and positive at all times.

This class is offered to help you to learn better, improve your grades and reach the goals in life that you have chosen, both in college and the world of work.