

LSK 51-A Section #1394 How to use your textbook and get better grades

Fall 2013

Short term dates : September 10-October 3

Classroom General Classroom Building, Room 320

Days/Times Tuesday and Thursday 1:25 to 2:35 pm

Instructor Fran Israel

Office Location DSPS , Student Services Building, Room 320

Office hours: Tuesday/Thursday 10:30 to 11:30 and 3:00 to 5:00 pm

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Textbook Langan, J. , Ten Steps to Student Success

Materials: 3 ring notebook, paper; a textbook from any class

Overview Learn to read and use college text material in less time, with better understanding. Practice techniques for better grades. This class combines instruction, discussion and activities. It is graded credit/no credit and is non-degree applicable and non-transferable.

Outcomes a) Will be able to better identify textbook organization
b) Will be able to identify main idea more easily
c) 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 complet

Attendance: 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 that you can add another credit class.

Syllabus Change. The schedule of topics will be followed generally. Unforeseen events may lead to minor changes which will be announced.

The Rules: 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 a privilege. The consequences of disruptive behavior are as follows

1. First offense: A warning
2. 2nd offense Removal from class for 2 days
3. Since this class only meets 38 times. 2 days results in a non credit grade and can negatively impact financial aid.

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.

Student Acknowledgement

(Please sign and return this page to your instructor)

I, _____, have read this syllabus and understand and agree with the course requirements.

Below, please describe/list below any special needs or circumstances that would cause interruption of your work in this class, inability to arrive on time or requirement to regularly leave class early (10 minutes or less), or need to observe religious holidays.

Special circumstances or needs:

1.

2.

3