Course Description
Course Title/Number: 042.CMP & 062.CMP
Credits: 10
Hours: Monday- Friday 10:00- 11:50 a.m.
Room: BE3140
Instructor: Marcella Pendergrass
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Phone: (206) 587-5423
Office: 3140 A
Office Hours: by appointment

Description: The following will be covered:
Reading: Reading comprehension, Main ideas, Supporting details, implied details, Relationships, Fact and opinion, Inferences, Purpose and tone, and Argument. Writing: Each student will be given a comprehensive written analysis of the areas in your writing that need improvement. You will be given an individualized personal writing “prescription” which will serve as a study guide to facilitate your improvement.

Course Purpose and Goals: The goal of this class is to improve basic reading, writing, test taking, study, organization, planning and critical thinking skills in order to pass the COMPASS test and experience success in the college transfer or vocational/technical program.

Method of Instruction: A variety of teaching methods are used in this class: Lecture, discussion, cooperative group exercises, individualized prescribed study and exercises. The instructional activities will include large group, small group, and individualized instruction. Students will be expected to study on their own outside of class and be prepared to share and participate in class discussions and study groups. The entire class will meet weekly during class time in the Basic Studies Computer Lab for one hour each week. Each student’s writing “prescription” will include assigned individualized computer lessons to address personal reading and/or writing deficits. Students will be coached and advised on how to evaluate their writing in order to improve, and will be expected to demonstrate that they have followed their prescription.

Materials: All students will need to come to class daily with lined paper, pencil, pen, erasure, and a college paperback dictionary. A three ring binder will be helpful in keeping your class work organized. (I recommend The American Heritage Dictionary). All students are required to purchase the reading text: Ten Steps to Improving College Reading Skills by John Langan, 4th edition, Townsend Press, ISBN 159194-004-4, Students who are repeating this class and students who passed the Reading portion of the
Assignments, Feedback and Evaluation: The goal of this course is to prepare to retake the reading and writing portion of the COMPASS test, therefore this course is conducted in a time efficient manner. The goal for level 6 students will be to retake the COMPASS test by at least the tenth week of class. Students will be most effective in reaching this goal if they attend class everyday, complete all assignments in a timely manner and study at least two hours a day outside of class for each hour they spend in class. In addition to the prescribed individualized assignments (which will be done at each student’s own pace) one chapter of the Ten Steps text will be covered each week. There will be a weekly reading quiz, and a weekly writing exam. There will be a writing pre-test at the beginning of the quarter and a writing post-test at the end of the quarter. All students are required to:

1. Complete a career assessment
2. Create a computerized portfolio
3. Create an outline or list of careers.
4. Each level 6 student will be required to research, and develop a plan for reaching his/her academic goal (short term) related to his/her career goal (long term). This plan will be presented at the end of the quarter in the form of a research paper. The research paper will be due on, or before week nine of the quarter.

Grades: There is no official letter grade for this course. Students receive “S”, “Y”, or “NC” grades. “S” means that the course work has been successfully completed and the student is ready to retake and pass the COMPASS test. “Y” is for students who have satisfactory work but need to remain in the same level for one more quarter. When level 6 students have met all the requirements of the course, they will be referred to retake the COMPASS test.

To pass this class and be able to register for the next quarter, you must:

1. Attend class 80% of the time or more
2. Do the class work that is on this syllabus and assigned in class
3. Take the CASAS tests. Our program receives money based on students taking CASAS tests. If you miss the test, you will not be allowed to register for the next quarter.

Repeating a level: Your teacher will tell you if you need to take the level again and what you need to be able to do to pass the level. If you do not pass a second time, you may not be able to register for the third time in that same level. A meeting will be scheduled with the Dean to discuss your progress.
**College Policies:** You are expected to comply with college policies and procedures. For a complete description, see [http://seattlecentral.edu/policy/index.php#sturesp](http://seattlecentral.edu/policy/index.php#sturesp)

Seattle Central Community College and the Basic and Transitional Studies Division are committed to creating and protecting a diverse learning environment that includes everyone who studies or works here. That means everyone of any race, ethnicity, national origin, religion, age, marital status, gender, sexual orientation, veteran status, political affiliation or belief, or disability. Students are obligated to respect the rights of others and to refrain from any actions that harm the health, safety, and welfare or property of others. Discrimination will not be tolerated. This policy is found at [http://seattlecentral.edu/policy/nondisc.php](http://seattlecentral.edu/policy/nondisc.php)

**School closure due to bad weather:**
If the weather is very bad and snow is expected, please do one of the following:
- Check the Seattle Central website: [www.seattlecentral.edu](http://www.seattlecentral.edu)
- Check [www.schoolreport.org](http://www.schoolreport.org) – click on the “college” tab at the left and then on “Seattle Central Community College”
- Call the Seattle Central closure line (206)587-6464 (587-KING).

**Building Evacuation:**
In the event of an emergency that requires evacuation, all persons should observe the following evacuation procedures:
1. Begin the evacuation process when a verbal or alarm notice is given
2. All persons shall move towards the nearest marked exit. Wheelchair occupants or persons with mobility impairments have first priority for the building elevators, **but elevators should never be used in a fire or earthquake.** Time permitting, take book bags, purses and personal belongings with you.
3. Please familiarize yourself with the closest exit to your classroom. Use that exit in the event of evacuation.
4. Assist physically impaired students.

**Americans with Disabilities Act Statement:**
If you need course accommodations based on a documented disability or have any emergency medical information, or need special arrangements in case the building must be evacuated, please make an appointment with me and inform me of your needs as soon as possible.