

**SOUTH PUGET SOUND COMMUNITY COLLEGE**  
**ABE READING, 9:00 AM, Kathy Harrigan, Instructor**  
**Spring QUARTER 2008**  
**Building 33--Room 110**

**Instructor's Message to the Student about the Class:**

Welcome! Adult Basic Education and GED courses are the best value in community college education. With the help of your instructor, you will set individual short term and long term reading goals; you will work toward these goals by yourself and with others in groups. You may work at your own level and pace—and have the choice to work at an accelerated pace, similar to college classes. As a member of this class you will be aware and respectful of the fact that everyone enrolled, including the instructor, has things to learn, and that we all start at a different place.

**Contacting the Instructor, Kathy Harrigan:**

E-mail: [kharrigan@spscc.ctc.edu](mailto:kharrigan@spscc.ctc.edu)

**Office: Room 101, Building 33:** The instructor has a daily office hour to meet with students **from 10:00 to 11:00 AM**. If her office hour changes, it will be posted on her door. She sometimes meets with students on other parts of the campus. It is often best to arrange to meet in advance.

**Phone: (360) 596-5323.** If she is unavailable to answer her phone, leave a **voice mail**. If you want her to call you, be sure to give a phone number. If your number is long distance, say so. She will return calls made during the week before 4:00 on Friday, within a 24 hour period, but not on weekends, holidays, or days she is not instructing.

**Class Description**

The course is part lecture, part group work, and part independent work. You will develop strategies to learn to figure out an author's purpose, to understand and remember, and to reflect and use what you read. You will read from textbooks, novels, newspapers, schedules, and maps. You will become familiar with the school's electronic reserve system. If you want to purchase reading texts for the course, some are available at the college bookstore, but no one is required to buy a text. Students will learn some of the best ways to succeed in college—to use effective study and “soft” skills that help both at school and on the job. Our shared goals include improved comprehension, vocabulary, strategies, reading speed and comfort. Since reading and writing are two related skills, you will also work on writing skills. Also, students will learn about other college programs and services.

**Testing**

All students will take pre and post-tests, required for enrollment and promotion.

**Grading:** This is a pass/fail class. You must attend class regularly, follow class policies, turn in work, show effort, and make some improvement in order to pass the course.

## Class Policies:

- **Students are expected to be in class daily and to treat class as they would treat a job.** Students enrolled in Work First, Labor and Industry, or with other agencies may have other specific attendance requirements. Also be aware that, with your permission, attendance information may be shared with your agencies.
- **Students who do not attend regularly may be dropped from the class.**
- Students who sign a contract to work at an accelerated rate in order to experience the pace of a college reading class are expected to work at home daily and turn in homework frequently; if you decide that you would rather work at your own pace, you will tell your instructor.
- **Call the instructor at 596-5323 to leave a message when you will miss class.** Treat going to class like going to a job.
- **If late, don't disrupt others!** Enter quietly and sit near the door.
- **There are to be no more than four students at a table**—the instructor may move students to other tables to facilitate learning.
- Be on time. (Parking on campus is often time-consuming. Plan for this in advance.)
- **Use electronic reserves (e-reserves)**—the instructor will sometimes put assignments and support materials on the library website. You will learn what this and how to get the materials.
- **Turn in work or take tests on time.** Late work may not be evaluated by the instructor.
- Arrange to meet with the teacher **if you have academic difficulties.** Notify her if you are registered with Disabilities Services and are eligible for accommodations.
- The college does **not allow visitors in the classroom**, only students who are enrolled.
- **Smoke only in designated areas.** (Outside the gym, not by Building 33).
- **Turn off cell phones and pagers** while in class. Give family members and bosses the numbers 596-5317 or 5315, for emergency calls.
- **Copying from someone else--a student, the internet, or any author--is called *plagiarism*.** It is a serious violation of school policy. Work that is copied is not graded and will be reported. Incidents of plagiarism may be recorded on a student's permanent record.
- **Respect others**—opinions, lifestyles, and different levels of academic skill.

## Strategies for Success:

- Complete homework regularly and thoughtfully. You will sometimes be asked to share your writing with other classmates in peer review sessions.
- Use campus resources like the Writing Center, the computer lab, and the SPSCC library ([www.library.spscc.ctc.edu](http://www.library.spscc.ctc.edu))—in person or online.
- Set short term and long term learning goals. Evaluate your progress each week.
- Join class discussions and group exercises to help you learn—even if it is “scary.”
- Be aware of errors that you repeat. Fix the “holes” when you see patterns of errors.
- Obtain a **free student ID card** upstairs in the Student Services office in the Student Union Building, Building 27, during the first week of the quarter. Your ID entitles you to ride the **city bus for free** any time of day or night for the whole quarter. (There are more benefits!)

## Calendar Dates

- First Day of Instruction is March 31, Monday.
- Student Advising Day is May 14, Thursday
- Instructor Retreat Day is May 9, Friday—no class
- Memorial Day Holiday is May 25, Monday—no class
- Last Day of Instruction is June 15, Monday