



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

Technical College of the Lowcountry  
921 Ribaut Road  
Beaufort, SC 29901

Arts & Sciences Division  
Building 9, Room 102  
843 525 8281

## RDG 100

### Critical Reading

#### Course Description

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. It also stresses effective methods of studying and learning in all college subjects. Practical laboratory along with individual and study group practice sessions are provided with an emphasis on comprehension, concentration, memory, test taking, writing, and vocabulary. Rudiments of lecture note taking, critical thinking, and speed-reading are presented. These credits do not apply towards graduation.

Prerequisite: RDG 032, RDG 012 or Asset minimum score 35 or Compass minimum score 61.

3.0 Cr (3 lecture/presentation hours per week, 0 lab, 0 other)

#### Course Focus

This course designed to improve students' college-level reading skills. Students will learn to apply research-based reading strategies that are designed to engage learners in actively comprehending college-level texts.

#### Text and References

Langan, John. Ten Steps to Advancing College Reading Skills, 6<sup>th</sup> Edition. Townsend Press 2015.  
ISBN: 978-1591-9443-48.

#### Core Curriculum Competencies

This course develops communication skills through effective reading strategies, such as enhancing and expanding vocabulary, comprehension and reading strategies.

This course develops critical thinking skills by extracting implied meanings, analyzing author's purpose, tone, and style; drawing conclusions and responding effectively to written materials.

Upon completion of the course, students should be able to comprehend and analyze college level reading materials.

### Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (\*designates a CRUCIAL goal)

1. Understand the factors related to being an effective active learner including sensory learning styles, concentration strategies, and successful academic behaviors.
2. Use effective vocabulary strategies including context clues, structural analysis, and reference skills (dictionary, thesaurus, and glossary). \*
3. Demonstrate use of effective strategies for active reading.
4. Discuss reasons for previewing.
5. Demonstrate recall and evaluating information strategies.
6. Distinguish between topics, stated main ideas, unstated main ideas, and details. \*
7. Use strategies to find stated and unstated main ideas. \*
8. Explain implied main idea.
9. Identify major supporting details and minor details. \*
10. Formulate reading summaries, which include and condense the main ideas and major details. \*
11. Identify organizational patterns in textbooks and use the patterns to comprehend and summarize texts.
12. Use effective strategies for organizing textbook information including annotating, note taking, outlining, and mapping.
13. Demonstrate the importance and significance of inference in reading including reading between the lines, implied meanings, connotations of words, and figurative language. \*
14. Use interactive reading strategies to draw conclusions based upon information that is both stated and implied within the text.
15. Recognize an author's point of view. \*
16. Identify the author's purpose and tone. \*
17. Analyze the author's presentation of facts and opinions.
18. Separate fact from opinion.
19. Use the four steps of critical thinking to evaluate an author's assertions, arguments, and point of view.
20. Identify the five kinds of graphic illustrations and use the graphic illustrations to improve comprehension of texts.
21. Illustrate the difference between casual and formal register reading selections. \*
22. Discuss the reasons reading rate and speed affect comprehension. \*
23. Adjust reading rate using skills such as skimming and scanning.
24. Use strategies for improving test taking skills. \*
25. Recognize the different types of essay test questions including main idea, detail, inference, purpose, and vocabulary.

### Student Contributions

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. (See TCL Attendance Policy in the Student Handbook)

Students should complete assigned readings and other homework prior to class time and be prepared to participate in discussions at the direction of the instructor.

Out-of-class assignments are due on the specified due date at the start of class.

Students must abide by those policies and procedures set forth by the Technical College of the Lowcountry to govern student behavior and performance in the classroom setting.

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### Course Evaluation

Your final grade for the course will be determined by the average of all exam/test/quiz scores and completion of all required assignments. See CLASS INFORMATION Section for specific details about scoring procedures and due dates.

TCL's grading scale is:

|          |   |   |
|----------|---|---|
| 90 - 100 | = | A |
| 80 - 89  | = | B |
| 70 - 79  | = | C |
| 60 - 69  | = | D |
| Below 60 | = | F |

### Course Schedule

The class meets for 3.0 lecture/presentation hours per week.

### STATEMENT OF NON-DISCRIMINATION

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

### ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8219 or (843) 525-8242 during the first ten business days of the academic term.

### ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

### ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

- Reinstatement requires the signature of the division dean.
- In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class.** Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
- A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

### **ONLINE ATTENDANCE PROCEDURE**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system (web-advisor) no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

### **HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV

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TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. <http://www.tcl.edu/current-students/text-alert>

### **EMERGENCY TEXT MESSAGE ALERT**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to <http://www.tcl.edu/current-students/text-alert>

### **GRADING METHODOLOGY**

The final grade must be 70 or more in order to pass the course and progress in the program. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.

If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

### **SAFETY ADDENDUM**

#### **Purpose**

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

#### **Definitions**

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside

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emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

### **Types of Emergencies**

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

### **Procedures:**

#### **Active Shooter**

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

#### **Building Evacuation**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

#### **Campus Evacuation**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

#### **Lockdown**

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights

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6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving