UNIVERSITY OF HAWAII COMMUNITY COLLEGES

PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

1. TYPE OF ACTION
   A. Addition [ ] Regular [ ] Experimental [ ] Other [ ] (specify)
   B. Deletion [ ]
   C. Modification [ ] in credits [ ] in title [ ] in number or alpha [ ] in prerequisites [ ] Other [ ] (specify)

2. NEW ALPHA, NUMBER AND TITLE

3. CREDITS [ ]

4. OLD ALPHA, NUMBER AND TITLE

5. CREDITS [ ]

6. NEW CATALOG DESCRIPTION

<table>
<thead>
<tr>
<th>7. PREREQUISITES</th>
<th>8. STUDENT CONTACT HOURS PER WEEK</th>
<th>9. PROPOSED DATE OF FIRST OFFERING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement into LSK 035 or consent of instructor</td>
<td>Lecture [ ] [ ] Lecture/Lab [ ] Lab [ ] Other (specify)</td>
<td>Fall 1998</td>
</tr>
</tbody>
</table>

10. THIS COURSE [ ] IS REQUIRED [ ] IS AN ELECTIVE FOR THE WCC [ ] (Please specify) PROGRAM/CORE REQUIREMENT (Circle appropr.) (Please specify)

11. THIS COURSE [ ] INCREASES [ ] DECREASES [ ] MAKES NO CHANGE IN NUMBER OF CREDITS REQUIRED FOR THE PROGRAM/CORE

12. SIMILAR COURSES OFFERED ELSE WHERE:

   College(s): [ ]
   Alpha, Number, Title:

13. THIS COURSE IS
   [ ] ALREADY ARTICULATED [ ] APPROPRIATE FOR ARTICULATION [ ] NOT YET APPROPRIATE FOR ARTICULATION

   (Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.)

   N/A

14. REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:

   The Nelson-Denny Reading Test will no longer be administered as the placement test for reading/writing. Modification in prerequisites reflects this change.

REQUESTED BY: [ ]
Department Chairperson: [ ]
Date: [ ]

APPROVED BY: [ ]
Curriculum Committee: [ ]
Date: [ ]

Faculty Senate: [ ]
Dean of Instruction: [ ]
Date: [ ]

Provost: [ ]
Date: [ ]

Change recorded by Catalog Preparer: [ ]

CCC #6100
(Amended for WCC use Sept. 1991)
## LEVELS OF REVIEW OF COURSE PROPOSALS AT WCC

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>3/5/98</td>
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<tr>
<td></td>
<td>3/5/98</td>
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<tr>
<td></td>
<td>3/5/98</td>
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</tbody>
</table>

### 1. Subject Area (one or more instructors in the area)

|                             | 3/5/98   |

### 2. Department

| Elizabeth Young              | 3/5/98   |
| Department Chairperson       |          |

Was this course discussed in a dept. mung. **Yes**

### 3. Division

| Michael Lee                  | 3/5/98   |
| Assistant Dean of Instruction|          |

### 4. Curriculum Committee Review

Approved [X]

Disapproved [ ]

Reason:

| David Oden                   | 3/11/98  |
| Curriculum Committee Chairperson|        |
WCC FORM FOR COURSE MODIFICATIONS

Course: LSK 035  
Submitted by: E. Ishida-Babineau  
Date: 3/5/98

1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course.

   - The old prerequisite reads: Nelson-Denny Score of 53-58 or consent of instructor.
   - The new prerequisite will read: Placement into LSK 035 or consent of instructor.

2. What is the rationale for the change?

   All community colleges will be switching over to a new placement test (COMPASS) in reading and writing. The Nelson-Denny will no longer be used to place students into reading/writing courses.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly. If so, explain thoroughly.

   No.

4. Is the course articulated with any 4-year program?

   No.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

   There will be no additional costs or financial considerations that will be required. Current faculty members of the Language Arts department will be teaching this course. No additional preparation will be needed.

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? If yes, provide details and justification for these alterations.

   No.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (See attached criteria for transfer courses.)

   N/A
COURSE NAME: Basic Reading, Writing, and Study Skills  
COURSE NUMBER: LSK 035  
CREDIT HOUR: 04  

CATALOG DESCRIPTION: An integrated basic reading, writing, and study skills course designed to improve word attack skills, increase vocabulary, strengthen reading comprehension, improve students' writing skills with an emphasis on English sentence structure and patterns, and develop effective study habits.  

PREREQUISITES: Placement into LSK 035 or consent of instructor.  

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIMES:  
1. Additional lab time will be needed to complete individual assignments in The Learning Center (TLC) Manaleo 113. It is strongly suggested that students schedule at least two hours per week in the TLC in order to complete lab assignments.  
2. Two conferences are also required, mid-term and final.  

INSTRUCTOR: Ellen Ishida-Babineau  
OFFICE: Manaleo 105  
Office Hours: MWF, 9:30-10:00  
TTH, 11:00-12:30  
or by appointment  
Student Government: TH, 12:30-2:00  

TELEPHONE: 235-7486, Office  
235-0077, Switchboard-leave message  

EFFECTIVE DATE: Spring 1998
GOALS OF THE COURSE

At the end of the course, the successful student will be able to:

1. increase his/her vocabulary while using various vocabulary techniques;
2. improve his/her reading comprehension by developing and refining comprehension skills;
3. make an overall improvement in reading as indicated by post-testing;
4. recognize basic sentence structure and patterns;
5. recognize parts of speech;
6. compose compound and complex sentences;
7. recognize and correct fragments and run-on sentences;
8. compose coherent and unified paragraphs;
9. apply study skills to course material.

OBJECTIVES OF THE COURSE

Writing Skills:

1. Complete all assigned lessons in the text/workbook, Basic English Brushup
2. Demonstrate mastery of grammatical and mechanical skills in quizzes with at least 70%.
3. Complete all TLC assignments related to writing.
4. Complete all writing assignments, including writing process stages (prewriting, drafting, collaboration, instructor conferences, and revisions).

Vocabulary Development:

1. Complete all twenty (20) chapters assigned in vocabulary text, Building Vocabulary Skills, Short Version. You will be required to complete approximately two chapters every week.
2. Complete the chapter tests for the assigned chapters, including Unit Post-tests. Chapter tests will be in the TLC, Manaleo 113.
3. Complete all additionally assigned work for vocabulary (chapter sentences, paragraphs, and chapter worksheets).

Study Skills: Complete assigned lessons and homework in study skills strategies techniques.

Comprehension Development:

TLC (Lab) Assignments:

1. Complete forty (40) Reading for Understanding (RFU), Kit 3 cards. In order for the card to count as part of the forty, the score must be 70% or above.
2. Complete any additional lab assignments given by instructor.

Class Activities:

1. Complete all assigned chapters for the text, Ten Steps to Improving College Reading Skills, 3rd edition
2. Complete successfully (70% or above) the Mastery Tests for the chapters assigned. Most of these tests will be in the TLC on days to be announced.
3. Complete all homework assignments for reading comprehension.

**Other Activities:** Maintain a reading/writing journal; the journal will be collected every Friday.

**Assessment:**

1. Reading for Understanding, Kit 3 Placement test to be completed by January 16.
2. Complete the Nelson-Denny Reading Posttest in class during the Final Exam period.
3. Complete successfully (70% or above) the Final Writing Exam during the Final Exam period.
4. Submit all TLC assignments.
5. Meet with instructor for mid-term and final conference.

**MODE OF INSTRUCTION**

In this modified individualized reading/writing/study skills program, the primary mode of instruction will be lecture/discussion during the class session. In order to meet individual student needs, individualized lab work will be assigned.

**GRADING**

Grades will be assigned after the completion of all course requirements and the reading (Nelson-Denny score of 59 or above) and writing levels achieved by the end of the semester. Writing proficiency (correct grammar and usage in sentences and paragraph construction) will be determined by all writing assignments and the final exam. If you do not complete the requirements, you will be asked to repeat the course in order to reach the necessary proficiency level required for English 21 and 22. *Five or more absences before the official withdrawal date, excused and unexcused, may also result in an N grade for this course.*

**Grades Available:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% or better</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>N</td>
<td>69% or lower; OR if required proficiency level not achieved.</td>
</tr>
</tbody>
</table>

CR/NC option available: the student must have the official CR/NC form signed by the instructor by the last day to withdraw from courses, March 20, Friday.

**Grading Breakdown:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (A = 0-2 absences, B = 3-4, C = 5-6, D = 7-8, F = 9 or more)</td>
<td>5%</td>
</tr>
<tr>
<td>Vocabulary tests (chapter/unit)</td>
<td>10%</td>
</tr>
<tr>
<td>Writing Final</td>
<td>20%</td>
</tr>
<tr>
<td>Vocabulary homework</td>
<td>5%</td>
</tr>
<tr>
<td>Comprehension/writing (text/study skills) homework</td>
<td>10%</td>
</tr>
<tr>
<td>Writing assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Comprehension mastery tests</td>
<td>20%</td>
</tr>
<tr>
<td>Writing mastery tests</td>
<td>10%</td>
</tr>
<tr>
<td>TLC lab work</td>
<td>5%</td>
</tr>
<tr>
<td>Journal</td>
<td>5%</td>
</tr>
</tbody>
</table>

100%
TEXTBOOK AND OTHER ASSIGNED INSTRUCTIONAL MATERIAL

1. Langan, Ten Steps to Improving College Reading Skills, 3rd edition.
4. Monthly or weekly planner.
5. One portfolio with gussets for reading journal.
7. Pens: red or green for corrections; blue or black for written assignments.
8. 2" three-ring binder with index dividers.

COURSE EXPECTATIONS

1. Attendance: Class sessions are designed to give you the opportunity to practice and review skills and concepts. Therefore, attendance will be part of the grading. Attendance will be taken at the beginning of each session. **Five or more absences before the official withdrawal date, excused and unexcused, may result in an N grade for this course.**

   If you are unable to attend the class session (for verifiable medical or emergency reasons), please contact the instructor immediately. If you are unable to reach the instructor, please leave a message with the switchboard operator. Phone numbers are on the first page of this course outline.

   Be on time! There are several reasons for not being late to class:
   • Important announcements are generally made at the beginning of class sessions.
   • Assignments/papers, etc. are returned at the beginning of class.
   • A tardy of 10 minutes or more will count as an absence. However, it is to your benefit to attend the rest of the class session even if you are late. Homework assignments are generally given at the end of the class period.

2. Homework: Make sure you complete the homework assignments when they are due. Class participation will be difficult if you are not prepared to share your work with the rest of the class. Most of the homework will be collected. If you are absent, make sure you get the assignments from your instructor or a classmate. You are responsible for homework assigned during your absence.

3. Testing: You must complete all tests when scheduled. **Make-up tests will only be administered if the student has contacted the instructor before the test and has a verifiable medical excuse.** Make-up tests must be completed before the deadline established by the instructor.

4. All writing assignments must be either typed, double-spaced or hand-written in blue or black ink, every other line. **Assignments not typed or written in blue or black ink will not be accepted.**