Instructor: Dominique Millard
Office: 3/226
Office hours: by appointment
Work phone: (503) 614-7037
e-mail: dmillard@pcc.edu
my webpage: www.pcc.edu/staff/dmillard
ESOL website: www.pcc.edu/prepare/esol

Required Texts:
Reading Matters 3
Island of the Blue Dolphins

Required Materials:
Loose-leaf paper
A pocket folder
A good dictionary

Course Objectives:
Upon successful completion of this course, you will have improved skills in increasing your vocabulary through prefix and suffix study, understanding vocabulary in context, recognizing themes and main ideas, skimming and scanning for information, and increased reading enjoyment and confidence.

Grading System
Your final grade will be based on attendance, participation, homework, quizzes and tests. You must pass the final exam to pass the class.

PCC Policy: PCC does not allow cheating. If you cheat on a test or assignment, turn in work that you did not do on your own, or copy (plagiarize) any material, you will receive a zero (no credit) for the assignment. Cheating will hurt your final grade; it may cause you to fail the course.

Work Load
Think about school to work loads. If you work 10 hours or less you can probably handle 15+ credits, 20 hours of work – 12 credits, 30 hours of work – 9-10 credits and 40 hours of work no more than 2 classes that is about 6-7 credits.

Statement of Non-discrimination/ADA
PCC encourages students who have disabilities to contact the Office for Students with Disabilities for assistance in requesting classroom accommodations.

Dropping/Withdrawing from class: If you have to drop this class, you must do so by Friday, October 5th, 2007 in order to receive a full refund. You can drop using MyPCC or at the registration desk with a drop/add form. Your instructor can NOT do this for you. If you drop the class at a later date, or if you stop coming to class, you will be required to pay for the class.

Final Exam: Monday, December 10th, 2007
Course Requirements
Class attendance and participation are necessary to pass this class.

Five hours/term of absence will result in a grade reduction.
If you are absent, you must call or email me the same day to explain why you are absent. I will email you your homework assignment. If you know you will be absent ahead of time, please let me know as soon as possible.

All makeup work is the responsibility of the student.
If you are absent, check with the instructor or another student for the assignment or test. When you return, you must have your homework and be ready for class.

Name: __________________________ Phone: __________________
email: __________________________

Name: __________________________ Phone: __________________
email: __________________________

You are responsible for assignments/examinations.
You will be expected to take quizzes and exams at scheduled times. If you return from being absent on a test day, you must take the test.
If you are absent the day of a test, you must contact me by phone or email with a valid excuse before class or you will receive a 0. If you miss the final exam, you will fail the class

Grading
All assignments are due at the beginning of class. Any paper turned in after I have collected it is considered LATE, and 10% will be subtracted from all late papers for each day late. Late papers should be turned into my mailbox in the ESOL office (3/226). Do not email me your assignments.

No work will be accepted once the assignment has been graded and returned to other students.