ENGLISH COURSE GUIDELINES
ENG005 / ENG017 / ENG098 / RDG020

English Instructors contact information:

Phone: (Hillsboro) 636-481-3150 / (Arnold) 636-481-3573 or
       636-797-3000 or 636-942-3000 (Hillsboro: ext. 3150 or Arnold: ext. 3573)

Learning Center Hours of Operation:

(Fall & Spring Semester)

Hillsboro: Monday through Thursday 9 a.m. – 3 p.m. and 5 p.m. – 8 p.m. / Friday 9 a.m. – 2 p.m.
Arnold: Monday through Thursday 9 a.m. – 9 p.m. / Friday 9 a.m. – 2 p.m.

(Summer Semester)

Hillsboro: Monday through Thursday 9 a.m. – 3 p.m. and 5 p.m. – 8 p.m. / Friday CLOSED
Arnold: Monday through Thursday 9 a.m. – 9 p.m. / Friday CLOSED

Goals

The goal of Learning Center English courses: ENG005 Basic Grammar and Punctuation, ENG017 Spelling/Vocabulary Skills, ENG098 Basic Writing Skills I (Sentence to Paragraph) is to introduce students to basic grammar, punctuation, usage, sentence building, writing quality and reading comprehension, so they become proficient in using and understanding these skills necessary for success in future college-level English courses.

The goal of RDG020 Introduction to Reading is to enhance reading rate, improve comprehension, expand vocabulary and provide strategies for managing different types of reading materials, so students become proficient in using and understanding these skills necessary for success in future college-level courses.

Grades

Your grade for the semester will be determined in the following manner:

When you successfully complete the course, you will receive an “A” (90 – 100%) or “B” (80 – 89%) grade. The Learning Center does not assign C or D grades. An F grade is assigned when a student does not complete all of the objectives of the course for the semester that he or she is enrolled.

Before you are allowed to take a unit test, you are required to complete all unit assignments on the course outline. After all assignments are completed, ask an instructor to initial your folder to take the unit test. You must complete each test with an 80% or higher to move on to the next unit.

Once you receive a passing grade on your test, you will continue on to the next unit/test. If you do not receive a passing grade when you take the test, review the material with a Learning Center English instructor. He/she will help you in the area(s) where you are having difficulty. After receiving this additional help and with instructor permission, you may attempt to take another version of the same test. Students may not test on the same unit more than one time in twelve hours.
Student Conduct Code

Please note that any form of academic dishonesty, including cheating and/or plagiarism, will result in appropriate disciplinary action and may affect the successful completion of your Learning Center course.

Attendance

Students enrolled in Basic Writing Skills I are required to attend class at the scheduled day and time listed on their Student Course Schedule. However, students can expect to spend additional time each week working on their course outside of class time. Basic Writing Skills I students may attend the Learning Center at any time during operating hours in addition to their regularly scheduled class time.

The “ARR” notation (also known as “arranged”), listed under the day and time on the Student Schedule, means an LC instructor will assist students in creating a schedule of attendance that best complements their class schedule.

The following courses are designated as “ARR” courses:

- Basic Grammar and Punctuation
- Introduction to Reading
- Spelling & Vocabulary Skills

Students enrolled in an “ARR” course are required to attend the Learning Center one hour (two hours during the summer semester) for every Learning Center credit hour they are enrolled. However, students can expect to spend additional time each week working on the course (either in the Learning Center or outside of class) in order to successfully complete the course objectives.

Class Attendance Policy (Jefferson College General Catalog 2015-2016, pg. 31):

Regular and punctual attendance is expected of all students. Students are not entitled to a certain number of absences; information presented in the classroom is critical in the learning process. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed:

- Student fails to begin attendance
- Student ceases participation for at least two consecutive weeks
- Student misses 15 percent or more of the coursework
- Student misses 15 percent or more of the course as defined by the instructor

Individual programs may have more rigorous attendance and participation requirements.

Jefferson College is an attendance-taking institution. Weekly attendance reporting is required. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class.

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the Office of Student Financial Services for more details.

Security Requirements

Until the instructors get to know the students by sight, students are required to present a photo I.D. to the Learning Center Instructor in order to obtain their course folder. You will also need a valid photo I.D. to take a test in the Testing Center.

Folder Responsibilities

You will be assigned a Learning Center course folder which will contain student information, attendance, progress, and grades. The folder stays here. Please don’t take it home! Please record your attendance and work completed on the Student Attendance Sheet, located on the left side of the folder, and return the folder to the appropriate place as indicated by the Learning Center instructor.
You will have access to your folder (with a photo I.D.) anytime the Learning Center is open (Please see Learning Center Hours of Operation on the first page).

If you have questions about the course material, how to do any assignment, or what to do next, et cetera, please feel free to ask an instructor for help at any time. We will be happy to assist you! All you have to do is ask.

Testing Center

Testing Center hours for Hillsboro and Arnold are as follows:

(Fall & Spring Semester)

Hillsboro: Monday through Thursday 8 a.m. – 8 p.m. / Friday 8 a.m. – 2 p.m.
Arnold: Monday through Thursday 8 a.m. – 9 p.m. / Friday 8 a.m. – 2 p.m.

(Summer Semester)

Hillsboro: Monday through Thursday 8 a.m. – 8 p.m. / Friday CLOSED
Arnold: Monday through Thursday 8 a.m. – 9 p.m. / Friday CLOSED

Testing may be done anytime the Testing Center is open. If you need to test at your scheduled class time, please report to class first.

You will also need a photo I.D. to take a test. Don't forget – you must have all chapter/unit work completed before taking a test!

To stay on schedule for ENG005, ENG098 and RDG020, you will need to take one test per week (Fall & Spring semester) and two tests per week (Summer semester).

To stay on schedule for ENG017 Spelling & Vocabulary Skills, you will need to take two tests per week (Fall & Spring semester) and four tests per week (Summer semester).

The tests given in the Testing Center are not timed. You should always allow yourself plenty of time within the Testing Center hours of operation to complete your test!

Remember

- The goal is to take one test per week (Fall & Spring semester) and two tests per week (Summer semester). Please see an instructor if you have any questions.

- The Hillsboro Learning Center is open 41 hours a week during the Fall & Spring semester and 36 hours a week during the Summer semester!

- The Arnold Learning Center is open 53 hours a week during the Fall & Spring semester and 48 hours a week during the Summer semester!

- There is always someone there to assist you.

To access the Learning Center webpage:

- [www.jeffco.edu](http://www.jeffco.edu)
- Click on ‘Current Students’
- Click on ‘The Learning Center’ (listed under ‘Academic Services’)
