Course Information
Day: Saturday
Time: 11:00am – 2:00pm
Room: R-109
Dates: April 16 through June 4

Instructor Information
Instructor: Jeri Helgeland
j.helgeland@bellevuecollege.edu 425-564-
Office Location: by appointment

COURSE INFORMATION

▪ COURSE DESCRIPTION
A course for people preparing to take the GED Tests. Emphasizes the skills and strategies necessary for students placing at beginning high school reading and math levels to successfully complete the four GED tests: Social Studies, Science, Reasoning through Language Arts, and Mathematical Reasoning. Students are expected to register for and take the official tests when ready.

▪ BOOKS AND MATERIALS REQUIRED
The textbook will be available in the Bellevue College Bookstore, which is located in B127. The textbook is also available at most major bookstores. You will find it in the test preparation section of the store. This would be the section that has study guides for other standardized tests, such as the SAT. It is also available from online retailers such as Amazon.com.
GED Prep
Kaplan – New GED® Test Strategies, Practice and Review with 2 Practice Tests
ISBN: 978-1618658876

Each student should come to class with a 3-ring binder, plenty of lined paper, pencil, pen, and eraser.

▪ COURSE OUTCOMES
  • Assess and develop readiness to take the Reasoning Through Language Arts, Social Studies and Science GED tests
  • Develop or improve analytical writing skills
  • Develop or improve reading skills necessary to successfully complete the Reasoning Through Language Arts, Science, and Social Studies GED tests
  • Practice computer skills required for the GED

▪ HOW OUTCOMES WILL BE MET

We will meet the course outcomes by:
  • Developing critical reading strategies for GED-style readings
  • Writing critical responses to GED-style readings
  • Practicing computer skills
  • Reviewing and discussing social studies and science content
  • Practicing with the Data, Statistics and Probability math
  • Taking GED Ready practice tests

▪ GRADING

Students attending ABE and HSC classes at BC are expected to make significant and sustained academic progress for their program and level. If academic progress, as defined in program policy, is not met, students may not continue in the program.

Your attendance is an important part of your ability to make significant and sustained academic progress. To promote your progress the ABE program requires a minimum class attendance of 80%. If you do not meet this minimum you may be dropped from
the course. Students who do not meet this requirement may not be eligible to receive tuition or parking waivers for the following quarter.

**Your attendance is important to me because I know it is strongly tied to your success. If you miss a class and do not contact me, I will send you an e-mail via CANVAS. If you miss a second day in a row, I will give you a call. You may also be contacted by one of our program advisors. If you do not wish me to contact you, please let me know.**

Students receive oral and written feedback on written work, participation in discussion, and other activities. The purpose of the feedback is to allow students to build on their strengths and focus their studies on the areas where they need to devote the most energy. The ABE/HSC department requires students to take the CASAS reading and math assessments. Each student takes the assessment before placement into a course and a post-test after 45 hours of instruction.

Recommendation will be given at the end of the quarter for continued class participation or advancement.
HELP WITH CANVAS
Help with Canvas can be found on the Bellevue College Website under Technology Help Desk or by clicking on the below word “students.”

Students

FERPA
We do not wish other people (parents, spouses, and friends of students) to speak for students about school performance because this can slow student growth and progress. We do this because we would like students to speak for themselves and be independent. We also do it because federal law (the Family Educational Rights and Privacy Act) says that we must protect the privacy of student education records. It is BC policy to keep school performance between the school and the student. If a student asks for a parent, spouse, or friend to be at any instructor-student discussion of academic performance, instructors will look at each situation and make the final decision. You can see all of this policy, called Arts and Humanities Commitment to Student Growth and Development, by clicking on the below words “Arts and Humanities” or by inputting the below URL into your web browser:

Arts & Humanities

STUDENT CONCERNS
If you have concerns about any part of this class, I encourage you to talk with me. If you don’t feel comfortable talking to me, the usual next step would be to speak with the Program Chair, Tonya Estes. Her office is R130W. If Tonya is unable to help, you may contact the Dean, Maggie Harada, or the Assistant Dean, Scott Bessho in R230.

CLASSROOM LEARNING ATMOSPHERE

Instructor’s Expectations
1. Promptly attend and actively participate in each class.
2. Do not miss class except in cases of emergencies or illness. If you must miss class, please call (425) 564-_____ and leave a message, or e-mail me at j.helgeland@bellevuecollege.edu.
3. If you are sick, please do not come to class. If you have a fever, wait until your fever has been gone for 24 hours before returning to class.
4. Share ideas during class and complete all class work and homework activities to the best of your ability.
5. Be respectful of yourself and others when sharing ideas.

Syllabus GED Syllabus 8/13/2009
6. Ask questions or request clarification about topics, class activities and/or assignments.
7. Establish and re-evaluate individual goals throughout the quarter.
8. Turn in all assigned work on time. If you miss class or must leave early for any reason, it is your responsibility to e-mail or call the instructor to ask for missed work. The instructor will then reply to your e-mail or phone call with instructions for making up missed work.
9. Cheating, plagiarism, and class disruptions will not be tolerated. Students who cheat, plagiarize, or disrupt the class will receive a verbal warning. If cheating, plagiarism, or class disruption continue, students may be referred to the Vice President of Student Services for possible probation or suspension from Bellevue College.
10. Silence your cell phones before class starts.

▪ AFFIRMATION OF INCLUSION
Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.
We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

▪ RELIGIOUS HOLIDAYS
Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

▪ COLLEGE ANTI-DISCRIMINATION STATEMENT (TITLE IX)
Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, click on the below words “College Anti-
Discrimination Statements" or by inputting the below URL into your web browser:

College Anti-Discrimination Statements

http://www.bellevuecollege.edu/titleix/

▪ STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one’s own without crediting the source), and fabrication and inappropriate/ disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures can be accessed by clicking on the below words “Student Code” or by inputting the below URL into your web browser:

Student Code

http://www.bellevuecollege.edu/policies/id-2050/

Information about Bellevue College’s copyright guidelines can be accessed by clicking on the below words “College Copyright Policy” or by inputting the below URL into your web browser:

College Copyright Policy

http://www.bellevuecollege.edu/policies/id-3600/

IMPORTANT LINKS

▪ BELLEVUE COLLEGE E-MAIL AND ACCESS TO MyBC

All students registered for classes at Bellevue College are entitled to a network and e- mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, click on the below words “Create Email” or by inputting the below URL into your web browser:
Create Email

https://www.bellevuecollege.edu/netid/default.aspx

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by clicking on the below words “Technology Help Desk” or by inputting the below URL into your web browser:

Technology Help Desk

http://depts.bellevuecollege.edu/helpdesk/students/

▪ DISABILITY RESOURCE CENTER (DRC)
The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is DRCatBC (NOTE: There is no @ sign...it is actually DRCatBC). Please visit our website, for application information into our program and other helpful links, by clicking on the below words “Disability Resource Center” or by inputting the below URL into your web browser:

Disability Resource Center

http://www.bellevuecollege.edu/drc/

▪ ACCESSIBILITY
The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it
is more welcoming to, accessible to, or usable by students who take this course in the future.

▪ PUBLIC SAFETY AND EMERGENCIES
Public Safety is located in the K building and can be reached at 425-564-2400 (easy to remember because it’s the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification Center. Please ensure you are signed up to receive alerts through our campus alerting system by clicking on the below words “Rave Alert Registration” or by inputting the below URL into your web browser:

RAVE Alert Registration

http://www.bellevuecollege.edu/alerts/?ref=footer

If you leave campus late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1) Take directions from those in charge of the response - We all need to be working together.
2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the public safety website by clicking on the below words “Public Safety” or by inputting the below URL into your web browser:

Public Safety
http://www.bellevuecollege.edu/publicsafety/

- **ACADEMIC CALENDAR**
The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.
  - **Enrollment Calendar** On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
  - **College Calendar** This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.