



Rio Hondo Reading Lab

By
Reading Lab Staff

Instructional Aides

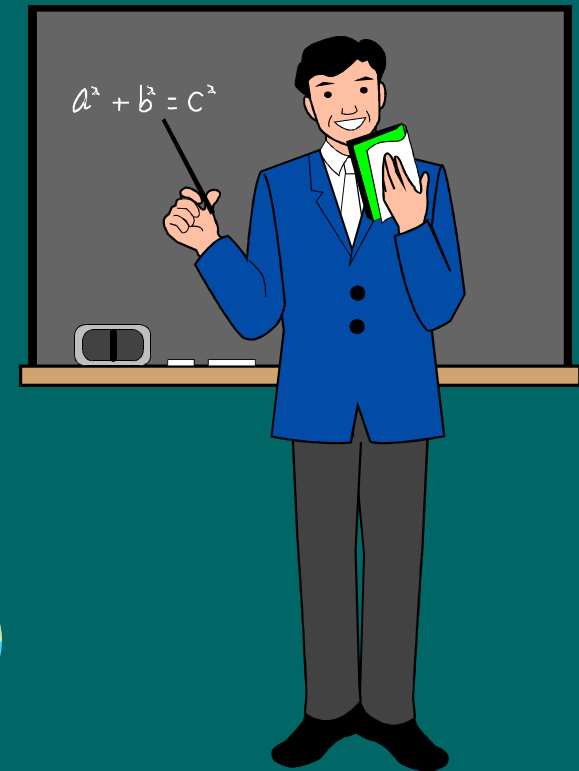
- Gina Bove
- Kathy Gomez



Lab Personnel

- Reading Instructors

- Sharon Bell
- Karleen Curlee
- Georgia Gaspar
- Arline Juchartz
- Doreen Kaller
- Steve Koelle
- Veronica Kortz
- Xochitl Laner
- Joyce Lim
- Judith Riordan
- Well Sloniger





Lab Hours

- Monday ~ Thursday 8:00 a.m. ~ 7:00 p.m.
- Friday 8:00 a.m. ~ 12:00 p.m.

*Hours are subject to change without notice.



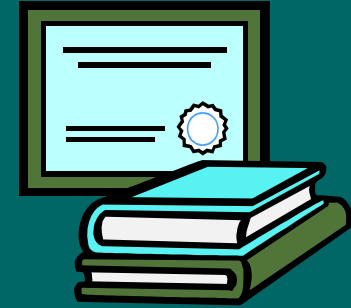


Lab Description

- Required by all Reading 21 & 22 students.
- 1/2 unit lab credit linked to your Reading class.
- Reading 21 & 22 students may complete 14 hours of lab online.



Lab Credit



- To receive credit for lab you must:
 - Complete 27 hours.
 - Complete “three” lab conferences
 - Assignment score sheet and answer sheets should verify the amount of hours completed.
 - Must show lab time spread out over the entire semester.

Online Lab Work

- Work on assignments highlighted by your instructor.
- Keep all written answers in the folder.
- Record your time on the back of your online packet.
- <http://riohondo.blackboard.com/webapps/login>



Lab Conferences

- You will meet three times during the semester with a Reading Instructor or Aide in the lab.
 - 1st Conference: September 14th – September 18th
 - 2nd Conference: October 26th – October 30th
 - 3rd Conference: November 16th – November 20th
- We will check your lab progress and write comments in your folder.
- There will be a conference sign up sheet on the bookcase in front of the lab. Make sure you sign-in to receive a conference.



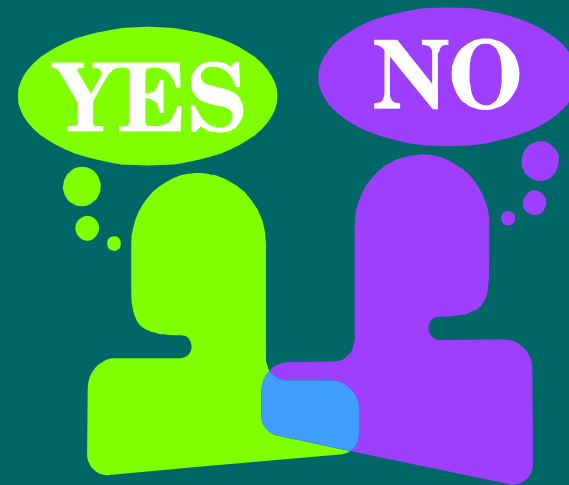
Lab Courtesies

- No unnecessary talking or socializing
- No food or drinks allowed (bottled water is the only exception).
- No listening devices of any kind!
 - Cell phones
 - iPods



Lab Rules

- Lab is for Reading 21 & 22 assignments only.
- No homework from any class can be done in lab.
- No Internet use (except for lab or class work).
- Do not remove materials from lab.





Assignment Progress

- Meet with a lab instructor or aide when the following happens:
 - You complete 2-3 lessons with a score of 90% or higher (you may need to move up a level)
 - You complete 2-3 lessons with a score of 60% or lower (you may need to move down a level)
 - You have questions regarding your assignments.
 - You have questions on what you are reading.
 - If lab assignments are finished, ask your classroom instructor for more work.

Lab Check - in & Check - out

- Clock in and out on the attendance computer.
- Write your entry time in your lab folder, and have it signed by lab personnel.
- Write your exit times in your folder.
- Forgetting to clock out will erase all lab time for that session.



Establishing Lab hours

- Minimum time in the lab is ½ hour
- 3 hours is the maximum in a 24 hour period
- 2 hours a week works the best!



File Cabinets

- Your campus lab folder stays in the file cabinets located in the Reading Lab.
- Your online folder remains with you. You will give it to your instructor for periodic review.
- Keep your worksheets and completed work in your lab folders at all times.





Lab Materials

- Lab Folders
- Lab packets (for on campus work)
 - Syllabus (please read, sign and date)
 - Assignments
 - Score sheets / Time sheets
- Lab packet (for online work)
 - Score sheets



Questions

- How many hours should you complete in Lab?
- How many conferences are needed to receive credit for lab?
- What are the Reading Lab hours of operation?
- Who should you ask if you need more assignments to work on?
- Are you allowed to work on homework during lab hours?

For More Information

About the Reading Lab, please visit our website:

<http://www.riohondo.edu/commlang/reading/lab.htm>

