Welcome to the Reading Lab! READ 022L is a ½-unit course designed to help you improve your reading comprehension and vocabulary skills, so that you can succeed in college. All READ 022 students must be concurrently enrolled in the Reading Lab.

**READ 022L: SLO**

When given prescribed reading assignments in the Reading Lab, students will be able to demonstrate improved reading comprehension and vocabulary.

**Reading Lab Hours and Location**

The Reading Lab is located in Room LR118 on the 1st floor of the Rio Hondo College Learning Resource Center (LRC). The Reading Lab hours of operation are: Monday - Thursday 8:00 A.M. to 6:50 P.M. & Friday 8:00 A.M. to 12:00 P.M. If you have any questions about the policies of the Reading Lab, please contact Wells Sloniger at wsloniger@riohondo.edu. If you need to contact the Reading Lab Staff, please call (562) 463-3104 or you may contact us via email at kgomez@riohondo.edu.

**Lab Faculty & Staff**

The Reading Lab will always be staffed by at least one instructional assistant. Additionally, the lab will be staffed by reading instructors during most of the day and evening hours.

**Reading Instructors:** Sharon Bell, Karleen Curlee, Raquel Flores-Olson, Wells Sloniger, Melissa Base, Angeline Burch, Marie Eckstrom, Marina Estupinan, Nancy Gallagher, Arline Juchartz, Xochitl Laner, Joyce Lim, Jacqueline Lind, David Navarro, Jasmine Rodriguez, Elizabeth Serrao, Norma Van Metre and Angela Warner

**Reading Instructional Assistants:** Kathy Gomez and Leaniva Tuala

**Reading Coordinator:** Wells Sloniger

**Reading Lab Materials**

**1. Folders & Lab Packets**

You need to bring your Reading 022 Lab Workbook to your READ 022 class the *first week of the semester*. You may only work on assignments highlighted by your classroom instructor. Keep all of your work in your lab workbook at all times. Please do not remove any workbooks from the Reading Lab. The *required* lab materials are available at the Rio Hondo Bookstore.

**Required Materials**

- Reading 022L: Workbook
Requirements for Credit

READ 022L is a ½-unit course offered on a pass/no pass basis. Credit in the Reading Lab is based on the following three criteria:

1. First, you must complete 27 continuous and regular lab hours.
2. You need to have a collected body of work in your lab folder that reflects a semester of effort and progress. See lecture instructor for all required lab assignments.
3. You must complete three conferences with a reading lab instructor or instructional assistant during the scheduled conference weeks.

Students who receive an NP in their Reading 022 course, will also receive an NP in READ 022L.

In order to earn credit for this course all requirements must be completed.

Disabled Student Program & Services

Any student with a disability, who believes that he/she may need accommodations in this class, is encouraged to contact the Disabled Student Program and Services office as soon as possible to ensure that such accommodations are implemented in a timely manner. The office is located in room SS330 and the telephone number is (562) 908-3420.

Attendance

You are required to attend 27 hours during the semester. You will be asked the first week of the semester to select a lab session that meets once per week for 1 hour and 25 minutes. You must attend lab at your scheduled time. Attendance will be taken at the beginning of class. If at any point you need to step out of the lab for more than 10 minutes, your time will be deducted. If you are absent, you will need to speak to lab personnel to reschedule your lab time for that week. You will have one week from date of absence to make up your time.

Lab Assignments

Your lab assignments will be assigned by your READ 022 classroom instructor. Your visits should be continuous and regular, as they will be reported to your reading instructor. Please gather assigned materials from the lab personnel and always return the materials to its proper location. DO NOT WRITE IN LAB BOOKS AND DO NOT TAKE THEM OUT OF THE READING LAB.

You will be provided with the answer keys for most of the assignments you complete. When you finish an assignment, correct it and put your score on the Lab Assignment Sheet in your lab workbook so that your instructor can monitor your progress. If your scores are consistently in the 60% or lower range, the material may be too difficult; you should see a lab instructor. If your scores are consistently in the 90% or higher range, the material may be too easy; in this case, talk to your instructor.

Conferences

You will be meeting three times during the semester with a reading instructor or lab assistant to discuss your progress. However, please feel free to meet with lab personnel anytime you have a question. Usually students who get the most out of lab are those who work with the instructors and staff on a one-to-one basis. Lab is a great time to get questions answered concerning class or lab assignments.
Reading Lab Rules

The purpose of the lab is to develop and practice reading skills presented in your reading class, so use the time wisely to work on selected lab assignments or instructor directed work.

- You may not sign up for a lab class time that meets at the same time as your reading lecture class. **Any time gained from inappropriate lab usage will be subtracted from your overall total.**

- **Falsifying time or scores on** any lab assignments is a form of **cheating**. That is not allowed by the college. If you falsify your time by logging in, leaving, and coming back later to log out, you will lose all of your time for that day. If continued you will be dropped and consequently earn a **No Pass** for this course.

- You may **not** do homework from any class in the Reading Lab. The lab is designed for you to work on lab assignments only. **Your time for that visit may be forfeited if caught working on other assignments not directly related to the reading lab!**

- The Internet is to be used for your Reading 022 assignments only. **E-mail or computer games and the use of chat sites and social networking sites are prohibited.**

- You are allowed to print up to **5 pages** a day. You may only print in the lab for your Reading class.

- Please set your cell phones on vibrate when you are in the lab. The use of cell phones is **prohibited** in the lab. If you must take a call, please clock-out and come back at your convenience.

- **Music playing** devices of any kind are **not allowed** in the lab.

- **No food or drinks** are allowed in the lab. **Bottled water** is the only exception.

- Please clean up your work area before leaving the lab; leave the computers on, push in your chair, and dispose of your trash. Thank you!

**The Reading Lab staff and faculty are not responsible for any lost or stolen items. Make sure to keep all valuables near you.**

I have read and understand the information specified in the syllabus. Please sign, print and date as indicated below.

_________________________________________  ______________________
Sign Name  Date

_________________________________________
Print Name

Revised Spring 2018/A. Gomez & Rdg. Dept.