### WCJC Student Syllabus Cover Sheet

**Face-to-Face Courses**

<table>
<thead>
<tr>
<th>Semester and Year</th>
<th>Fall 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Prefix, Num. and Title</strong></td>
<td>High School Equivalency (HSE)</td>
</tr>
<tr>
<td><strong>AEL Email</strong></td>
<td><a href="mailto:AEL@wcjc.edu">AEL@wcjc.edu</a></td>
</tr>
<tr>
<td><strong>Office Hours / Location</strong></td>
<td>8:00am-5:00pm /AEL Office at the Wharton Main Campus</td>
</tr>
</tbody>
</table>

**AEL Attendance Policy**

Students are expected to attend regularly and for a minimum of 40 contact hours for High School Equivalency (HSE) and 60 contact hours for English as a Second Language (ESL) before they can be progress tested. Students are required to notify their AEL Instructor **before** class begins if they will be unable to attend the **entire** class. If students have excessive absences (more than 3 absences in a semester), they will be dropped from class. If absences are due to legitimate reasons, students need to sign the “Understanding Attendance Policy” form given by their instructor and agree to the terms and conditions on the form which includes dismissal from class and being on a waiting list until after another orientation with understanding there is no guarantee to be placed in a class unless there is space. Tardy students, 15 minutes after class has begun, will not be allowed to attend class that day unless approved by the AEL Instructor.

**ADA Statement**

The college will make reasonable accommodations for students with documented disabilities. Students wishing to receive accommodations must contact the Office of Disability Services, located in the Pioneer Student Center, Room 313, at the Wharton campus or by phone at (979) 532-6384. Students must request accommodations from the Office of Disability Services prior to each semester. Please note that accommodations provided are not retroactive. Additional information can be found on the web at [Office of Disability Services](http://wcjc.edu/About-Us/administration/offices/student-services/disability-services.aspx).

**Misconduct Statement**

Misconduct for which discipline may be administered at WCJC includes, but is not limited to, cheating, plagiarism, or knowingly furnishing false information to the college (plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test, copying tests, assignments, reports, or term papers).

**Withdrawal**

If you are not able to attend class anymore, please tell your teacher immediately. In some cases, you may need to post-test to see your progress.

**Program Director**

Tara Zekavat  
Office Phone: 281.239.1524  
Email: zekavatt@wcjc.edu

**Career Pathway/IET programs**

Orarean Hooper  
Office Phone: 979.532.6324  
Cell: 774.593.3149 (text only)  
Email: hoopero@wcjc.edu

**AEL Department**

Roweena Britton  
Office Phone: 979.532.6301  
Email: brittonr@wcjc.edu

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**Course Information**

The statements contained in this syllabus are provided to give insight into the nature and design of the class and to assist students in gaining full benefit from the class and are not intended to be promissory, absolute, or exhaustive.

Note: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances may dictate.

**Course Description, Objectives and Benchmarks**

This class will allow students to use problem-solving models to analyze information, develop strategies to solve real-word problems, select and provide justification for a chosen solution, and evaluate the problem solving process. Also, incorporate practical skills such as: estimation, problem solving, communicating mathematically using symbols, diagrams, graphs, and making predications. These mathematical skills are necessary for successful participation in
postsecondary education, training programs, and the workplace. This class will allow students to develop basic reading skills of vocabulary comprehension, oral and written conventions, research, listening and speaking to demonstrate successful communication in a variety of genres. The complex role of language arts cannot be left entirely to the English class. Improvements in the language arts requires students to read and write frequently in all disciplines, including science, social studies, and mathematics.

Mathematics, Language, and Reading Course Outline

- Numerical Representations and Relationships
- Computations
- Geometry
- Measurement Including Geometry
- Algebraic Relationships
- Non-Linear Equations, Functions, and Inequalities
- Data Analysis
- Financial Literacy
- Reading Foundation
- Writing
- Oral and Written Conventions
- Research
- Listening and Speaking

Materials

The course textbook is provided by AEL, Adult Education and Literacy. Bring your paper, pen, and pencil to class.

Textbook

Textbooks and Workbooks for the HSE class will be provided in the classroom. You may NOT write on textbooks or take them home. However, you may purchase them online at Amazon or Barnes and Nobles. The following resources may be used in this HSE course:
- Kaplan GED
- Steck-Vaughn

Fees

Wharton County Junior College Adult Education Literacy program is free to all students. However, students are responsible for the cost of High School Equivalency tests [from their choice of test provider].

Method of Instruction

This course primarily consists of student participation in lectures, discussions, activities, and assignments. Also required, a minimum of three (3) hours per week using AEL Distance Learning program online.

Course Policies

At orientation, students are administered a locator test and reading, math, and language test according to levels. After completing 40 hours of instruction and at least one calendar day, students are REQUIRED to test again, except locator, to determine level of progress. If students leave class before 40 hours of instruction, it is the responsibility of the students to contact their teacher to make arrangements to take the post tests.

Class participation is mandatory and, above all, necessary for learning. Students must arrive to class with pen or pencil, paper, and any other item such as assigned homework. Calculators will be provided by the Adult Literacy Program. In order to fully participate, please refrain from talking or using your phone during class activities.
In order to be successful in class, it is necessary to:

- Attend class daily
- Ask questions in class.
- Practice speaking, reading, and writing in English every day.
- Complete homework, if assigned.
- Participate in Distance Learning.

**Cell Phone Use Policy**

Cell phones are to be turned off and put away during direct instruction time in class. Please inform the Instructor at the beginning of the class if you anticipate an important call.

Cell phones may be placed on vibrate during independent work time; you may accept a call and step into the hall for your conversation. Please be brief so you do not miss out on class time.

**Classroom Behavior Policy**

Students are expected to attend class regularly, for the full class time, participate in learning activities and discussions, and remain respectful to the Instructor and other students. Failure to cooperate will result in a verbal warning, followed by increasingly stronger measures, up to and including removal from the class.

**Guidelines to register for Distance Learning**

1. Go to the Distance Learning Website (http://www.wcjcdistancelearning.weebly.com)
2. Fill out the registration and survey from the top of the page
3. You will receive an email from aeldl@wcjc.edu with your log in information
4. Distance Learning is available 24/7 and strongly encourages a minimum of three (3) hours per week

**Distance Learning Instructor Contact Information:** Jacqueline Fields
**Distance Learning Email:** aeldl@wcjc.edu

**Evaluation**

No grades are assigned in this HSE course. However, all students are expected to increase reading, math, and language skills by at least 1 NRS level on the TABE test if they took the baseline assessment on TABE.

<table>
<thead>
<tr>
<th>NRS LEVELS</th>
<th>Grade Level Equivalent Range</th>
<th>Reading Scale Score Ranges</th>
<th>Total Math Scale Ranges</th>
<th>Language Scale Score Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Adult Basic Education Literacy</td>
<td>0-1</td>
<td>300-441</td>
<td>300-448</td>
<td>300-457</td>
</tr>
<tr>
<td>Beginning Basic Education</td>
<td>2-3</td>
<td>442-500</td>
<td>449-495</td>
<td>458-510</td>
</tr>
<tr>
<td>Low Intermediate Basic Education</td>
<td>4-5</td>
<td>501-535</td>
<td>496-536</td>
<td>511-546</td>
</tr>
<tr>
<td>High Intermediate Basic Education</td>
<td>6-8</td>
<td>536-575</td>
<td>537-595</td>
<td>547-583</td>
</tr>
<tr>
<td>Low Adult Secondary Education</td>
<td>9-10</td>
<td>576-616</td>
<td>596-656</td>
<td>584-630</td>
</tr>
<tr>
<td>High Adult Secondary Education</td>
<td>11-12</td>
<td>617-800</td>
<td>657-800</td>
<td>631-800</td>
</tr>
</tbody>
</table>

**WCJC Open Computer Lab**

If you do not have access to the internet or your computer is not working, go to the WCJC Open Computer Lab at any campus location. Wharton Campus room 107 in the Library; Sugar Land room 372; Richmond FBTC room TC 142; Bay City Room 124. Find the hours and locations at: Student link to WCJC Library (www.wcj.edu/Students/Library/Library-Information/open-computer-labs.aspx ) open computer labs.
Student Support Services
The AEL program abides by the WCJC’s policies and regulations. Please review the Student Handbook on the WCJC website to ensure you understand the rules and guidelines in the following areas. This information can also be found on the AEL Rules and Guidelines Webpage (https://www.wcjc.edu/programs/adult-basic-education/index.aspx).

Student support services include:
- Alcohol and Substance Abuse Awareness
- Disability Services
- Equal Opportunity/Non-Discrimination/Title IX
- Grievance Procedures and Rights and Responsibilities of Students
- Student with Disabilities
- Student Grievance procedures for Disability Issues
- Theft and Tobacco
- Policy for firearms on campus
- Student Grievance Procedures
- Sexual Harassment/Misconduct/Prevention Act

For information about “Support Services” and “Career information” check Texas Workforce Commissions (https://twc.texas.gov/).

For information about “Equal Opportunity” and how to file a discrimination complaint visit Workforce Solutions (http://www.wrksolutions.com/equal-opportunity-is-the-law).