

Syllabus for: (name of class) English 150: Pre-collegiate Reading and Writing	
Semester & Year:	F2012
Course ID and Section Number:	Eng. 150 E1712
Number of Credits/Units:	3.5
Day/Time:	TTH 2:50-4:15
Location:	FM 106
Instructor's Name:	Pam Kessler
Contact Information:	Office location and hours: FM 201 HRS: M-Th 9-10 AM; F by appointment Phone: 707-476-4308 Email: pam-kessler@redwoods.edu
Course Description (catalog description as described in course outline): A course in the development of college-level reading, writing, and critical thinking skills, emphasizing basic argumentation. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. The lab component is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process.	
Student Learning Outcomes (as described in course outline) :	
<ol style="list-style-type: none"> 1. Develop an effective, thesis-driven argument appropriate to an academic audience. 2. Critically read and respond to argumentative texts. 3. In a multi-stage process, incorporate feedback (from instructors and peers) in essay planning and drafts. 4. Apply basic grammar and punctuation rules, particularly those that address sentence boundaries. 	
Special accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.	
Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.	
The student code of conduct is available on the College of the Redwoods website at: http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf	
College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.	

Email: pam-kessler@redwoods.edu

Office Tel. #: 707-476-4308

FM 201: **Office Hours:** M-TH 9-10; F by appointment

Writing Center Hours (LRC 102): MW 2:50-4:15

ENGLISH 150 SYLLABUS COURSE INFORMATION

PRE-REQUISITE: Eng. 350 (or equivalent) with a grade of A-C or better OR assessment recommendation for Eng. 150. Be prepared to provide proof of eligibility for the class.

ENG 150 WRITING CENTER COMPONENT: Attendance in the Writing Center formally begins in the second week of school, although there is a WC orientation in the first week. The WC lab will help you to review college entry-level grammar, usage, and mechanics. More importantly, a peer tutor or instructor will conference with you on every Eng. 150 paper that you write. You will spend at least 1 2 hours per week (21 hours for the semester) in the lab (LRC 102) during a regular time period which you will schedule before the second week of classes. The WC component will count as 10% of your overall Eng. 150 grade.

REQUIRED TEXTS/MATERIALS:

- 1) *The Least You Should Know About English*, 11th edition Form A by Wilson and Glazier
- 2) Eng. 150 packet of materials, sold in the CR Bookstore
- 3) Access to a computer
- 4) Blue books (approximately three)
- 5) A *large* 3-ring binder to hold course packet and additional handouts
- 6) a flash or thumb drive
- 7) 2 manila folders with tab for essays
- 8) 2 or 3 different colored highlighters

Classwork/Homework Ratio: In college, it is generally accepted that for every hour spent in class, students will spend 2-3 hours doing homework. When papers are due, that ratio increases.

Attendance/Absences/Promptness:

The English Department has an 85% attendance policy, which means that after 5 unexcused absences you lose a full letter grade in this course; after 6 unexcused absences you take an F in the course.

Excused absences require written legal, medical, or athletic documentation. (Medical documentation from the CR Health Center will be adequate to excuse an absence.) To state the obvious, absences are used for illness or emergencies, not mini-vacations. Use them responsibly.

If you miss a class, please remember, *it is your responsibility to find out from another student what you missed.* (If you need more help making up work due to an absence, see or call me during my office hours. Coming 15 minutes late or unprepared or leaving more than 15 minutes early will count as 2 an absence.

My Mailbox: You=ll find my mailbox in the 200 hallway of the Forum Building. The labeled mailboxes are roughly halfway down the hall. Papers may be submitted to my mailbox.

Plagiarism: If you plagiarize, you will automatically fail the course. ***We, the Eng. 150 instructors, will be using the program turnitin.com to verify originality of papers.*** We require students to upload all final drafts of their papers to turnitin.com. To be graded, your paper must first be scanned by this program. Please familiarize yourself with the definitions and explanations of plagiarism, which are included in your course packet.

Please SAVE all your work (essays, journals, tests, etc.) this semester so that you can verify your improvement and so that you=re covered in case I accidentally do not record the grade.

Grading/Points: To pass Eng. 150, you must earn a grade of 70% (a C) or higher.

40%: Papers (3 out-of-class essays and 1 practice competency essay)

20%: Reading Response Journals (15+ essays)

20%: Competency Exam (in-class essay)

10%: Grammar/Sentence Skills (5 unit tests and 3 required out-of-class essay corrections)

10% Writing Center assignments (21 hours, LE work, WC thesis checks, and essay conferences)

No extra credit will be given for work beyond what is required for the class.

Help with English 150: Help with English 150 can be obtained from many sources. First, I, as the instructor of the class, am willing to help you. Consult my office and Writing Center hours, or make an appointment to see me. Secondly, the Writing Center is a valuable resource. English instructors, peer tutors, and work/study support students are present to assist you most hours the lab is open. Thirdly, the Academic Support Center in the LRC can provide you with tutoring by appointment. Finally, the students in this class can be of real help. **No help can be given, however, unless you ask.**

How can you show respect for the learning environment and the students in this class?

- T Be early or on time for your class.
- T Come prepared for class.
- T Take care of your personal needs ***before*** entering the classroom.
- T Please turn off your cell phone ***before*** entering the class.
- T Do not leave or enter the class after it is underway. It is disrespectful, distracting, and disruptive.
- T Even if you disagree, please listen respectfully to others. Then you may voice your opinions.
- T Refrain from talking at all during quizzes or tests.
- T Take the initiative to form a study group to support yourself and others.
- T If you miss a class, do not use class time to discuss what was missed. Catch up before or after class.
- T ***Turn off your cell phone and any other electronic distraction while in class, and remove them from your desk. (Out of sight=out of mind)***
- T Do not text message in class.

Special Needs: If you have a disability or special needs in regard to this class, please see me.

Personal Problems/Emergencies: Although I do not want to infringe on your privacy, sometimes it is important that I understand what is causing your absences or late work. I will keep this information confidential.

ENG. 150 IMPORTANT COURSE POLICIES AND PROCEDURES

Note: Please read the following information carefully. ***Ignorance of these policies can negatively affect your grade.***

Reading Journal Assignments:

In order to help you prepare for discussions and writing, there will be journal assignments for every assigned reading. We will use a standard form for the journal assignments, which you can find in your packet. ***They are due on my desk at the beginning of class on the day the assignment is due. Reading journals will not be accepted late.*** You will be given one late journal coupon (in the course packet) that will allow you to turn in a journal one week late.

Required Essay Writing:

You will write three out-of-class, formal essays of a ***minimum 800-1000 words*** and three in-class essays. Each essay must include a planning form, Writing Center conference and thesis forms, in-class evaluation, and at least two real drafts. Please save all work involved in the writing of your papers and include it in a manilla folder when you submit your essay for a grade. In addition, you will write two practice competency essay exams, one of which will count toward your writing grade, and take the actual Eng. 150 competency essay exam (worth 20% of your overall Eng. 150 grade).

Writing Center Support:

For many students, support from the Writing Center can often mean the difference between passing and failing Eng. 150. To receive that help means that you must attend the Writing Center ***regularly (at***

least once a week) and be willing to ask for help. Please note: if you use the Light Center or the Academic Support Center tutoring staff, this is also okay, but you will not receive Eng. 150 credit for that help.

Writing Center Credit:

Attending the Writing Center for 1 2 hour/week and 21 hours/semester and completion of all Writing Center assignments is worth 10 points on your overall Eng. 150 grade. Partial credit is not given. To receive full credit you need to complete the following:

- (1) attend the full 21 hours
- (2) conference on all 3 out-of-class essays, using proper conference forms
- (3) complete thesis check form on 3 out-of-class essays
- (4) correct all sentence skill errors on graded essays
- (5) correct LE assigned exercises in instructor=s manual (found in the WC) and record grades on LE form to be checked regularly
- (6) get help when needed on Eng. 150 assignments (RRJs, grammar, essay writing, etc.)

Late Essays:

Final drafts are due at the beginning of class on the due date of your assignment schedule. You are allowed one late final draft for this course if you use a late paper coupon, which can be found in the course packet. This freebie can be used to turn in a paper one week late; that=s seven days. You are also allowed a 24-hour **A**period of grace[@] on all essays. In other words, you can hand the essay in one day late without penalty. ***After that period, ten points will be deducted for each class day the paper is late.*** As for excuses beyond the freebie date or beyond the **A**period of grace,[@] unless they are accompanied by a legal or medical documentation, they do not count.

In-Class Essay Evaluation:

In-class evaluations are required. In order to show how important these are, first drafts (a reasonable attempt at a formal essay) are worth 10% of the value of each paper. Thus, you cannot receive a grade higher than a B- (even if you write an A- essay) on a final draft of a paper if you have missed the in-class evaluation or come with no work at all. Absences are not acceptable on in-class evaluation days unless it is an emergency and/or you have a written note from a doctor. Producing a first draft on time is the only dependable way I have of (1) helping you improve your writing, (2) protecting you against plagiarism, and (3) fighting procrastination. Please word-process your drafts. It is not acceptable to bring handwritten drafts to workshops. Also, do not bring a zero draft, which is a kind of freewriting dashed off at the last minute, but not a real attempt at a formal essay.

Papers:

All papers (and all drafts) will be typed. Typing directions for MLA (Modern Language Association) format are provided in the packet.

Revisions:

You are encouraged, but not required, to revise all of your papers. Revisions require a second Writing Center conference form, third draft form, completed revision, and re-submission of all original work done on the paper. *If you choose to do a revision, the final grade will be the grade received on the revised essay, not the average of both essays.* Revisions are generally due two weeks after the graded essay is returned, but may be handed in as late as the last day of classes.

Sentence Skills:

Sentence skills comprise 10% of your total grade. There will be five unit tests during the semester and required, graded correction of sentence skill errors for all final drafts of graded essays. The Writing Center can help you with this correction. The answers to *The Least You Should Know About English* exercises are available in the WC on computers or in instructor's editions of the text..

Make-up Tests:

If you must be absent for a test, please speak to me or email me about arranging a make-up, preferably ahead of time. It is your responsibility to contact me about a make-up within one week of the test date.

Extra Credit:

No formal extra credit is given in this class, so you need to take seriously the work that you submit to me.

Competency Essay Exams:

Two weeks before finals, you will receive two written arguments to read and think about for one week. Then in the week before finals, you will write an argument response to one of those topics during a 1 2 hour class session. This essay will be worth 20% of your overall grade for the course. We will do two practice competency exams in advance of the real one so that you will have adequate time to practice and to master in-class, on-demand writing.

Note: The syllabus, course policies and procedures handout, and the assignment syllabus may be subject to change during the course of the semester.