

Syllabus for English 150	
Semester & Year:	Fall 2012
Course ID and Section Number:	032436 (only 1 section)
Number of Credits/Units:	3.5
Day/Time:	Tuesday and Thursday – 9:00 a.m. – 11:20 a.m.
Location:	Room 114 & 307 (computer lab)
Instructor's Name:	Katherine Brown
Contact Information:	Office location and hours: Room 104 (small computer lab) Mon. 12-1pm, Tues. 12-2:30 pm, and Thurs. 1-2:30 pm Phone: leave message with administration 962-2663 Email: Katherine-brown@redwoods.edu
Course Description: 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 of the course is scheduled as part of the class, 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: <ol style="list-style-type: none"> 1. Develop and 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, Carole-Freeman, Room 130 (in Student Study Hall), carole-freeman@redwoods.edu , (707) 962-2638.	
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	
PLEASE NOTE that this instructor prohibits disrespect of other students (or instructor), including excessive talking, rude remarks, cell phone interruptions, and non-academic use of laptops or i-Pads. You will be removed from class.	
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.	

A Message from the Instructor:

English 150 prepares you to enter academic studies, which can change your life. Take it seriously. Don't settle into your old ways unless you want to remain your old self. Make it a point to meet with me at least once during the semester, just to check in—old habits are hard to break. I'm here to help. I strongly urge struggling students to sign up for ½ to 1 unit of English 52 for extra writing support or visit with me regularly during my office hours.

Required Textbooks and Materials:

- *Course Packet for English 150* – available at the Ft. Bragg campus bookstore and through Resources on MyCR for this class
- *The Least You Should Know About English* - by Wilson & Glazier , 10th Edition **ISBN: 978-0-495-90286-7**
- *Flashdrive* (aka thumb drive) for storing in-class writing (available wherever computer accessories are sold)

Grade Breakdown

Projects	34% of grade
Competency Exam	20% of grade
Classwork	13% of grade (drop lowest 15 pt. or less assignment)
Homework	13% of grade (drop two lowest 5 pt. assignments)
Unit Tests	20% of grade

Tracking Your Grade

- You have access to your grades at all times through *Gradebook* on MyCR under our class site. This is updated as soon as assignments are graded and entered.
- Instructor also keeps another set of books and will send you this version periodically through the e-mail address you provide on the first day of class.
- The highest grade between the two gradebook versions will determine your semester grade.

Grading Criteria

- **Projects** come with specific written grading criteria (see Project Packet). Worth 34% of total grade.
- **Classwork** is graded on completeness and quality of work and student participation. Classwork points will vary (5-30 points) depending on assignments, which will include active learning: quizzes, group work, class discussions, reading, and written work. Average is approximately 10 points per class. Classwork cannot be made up, so missed classwork will receive a zero (Note that lowest 15 pt. or less assignment is dropped). Excused absences require medical or legal documentation—no exceptions. Worth 13% of total grade.
- **Homework** is graded on completeness and quality of work. Homework points will vary—see Course Schedule for breakdown. **Homework is due at the start of class.** Late homework is not accepted; therefore, homework not turned in on time will receive a zero. This means that if you are absent, your missed homework **will not be automatically accepted** upon your return to class. (Note that the two lowest 5 pt. assignments are dropped). A student should turn in homework ahead of time if he/she has a planned absence. (NOTE: Instructor arrangement required for any other special circumstance.) Homework is on your Course Schedule, will be announced in each class, and posted and updated on MyCR under Calendar. Worth 13% of total grade. Homework is due at the START of class—9:00 am sharp.
- **Unit Tests** – Four Unit Tests of 35 points each are graded on completeness and quality of work.
- **Competency Exam** – A timed in-class persuasive essay the week before final exams based on special prompts and graded in Eureka by the English Department. This is worth 20% of your total grade.

Grading Scale

	A = 93-100	A- = 90-92.9
B+ = 87-89.9	B = 83-86.9	B- = 80-82.9
C+ = 77-79.9	C = 70-76.9	
	D = 60-69.9	
	F = 59 and below	

Absences and Participation

Since regular attendance is a critical factor in student success, students at the College are expected to attend all sessions of each class in which they are enrolled. In general, absences may be considered excessive when the number of absences exceeds the total number of times that the class meets during one week. For instance, this course meets two days a week, so any more than two absences for the semester would be considered “excessive”. While **an instructor may drop a student for excessive absences** up until October 31, it is the student’s responsibility to officially withdraw from a class. Instructor approval is not required to withdraw from classes. Students must drop their classes by October 31 through the current registration system.

Competency Exam – See Grading Criteria above.

Projects – See Project Packet

- Four projects--include in-class and out-of-class essays.
- A student will receive an F on any paper that is not original, including trying to recycle essays already used in this class. No exceptions.
- Projects are due at the start of class on the given date. Late projects will be penalized (see individual projects for rules).
- Project requirements and grading criteria will vary. See Project Packet given to you by instructor or check Assignments in MyCR.
- Copies of the Projects can be found under ASSIGNMENTS on the class MyCR website .

Classwork --See Grading Criteria above.

Homework (see Grading Criteria and Grade Breakdown above)

Unit Tests (see Grading Criteria and Grade Breakdown above)

My CR – Our English 150 Website

- To log onto the MyCR website for this class, you will enter your first initial, last name, and last three digits of your student ID. **example:** Susan Student w/ID 1234567 would be SStudent567
- **Password is your birth date** in the mmddyy format with no slash or dash. For example, a birthday of Jan. 1 1991 is entered as 010191.
- Students must have internet access and learn how to use MyCR for this class to navigate through the site tools below:
 1. **Calendar** –Flags important due dates for projects, homework assignments, and tests. Updated homework is listed here.
 2. **Messages** –To send/receive messages to/from your English 1A instructor and classmates
 3. **Syllabus** –For constant access to the syllabus. **Any homework changes will be posted on the CALENDAR in red.**
 4. **Assignments** –Access copies of Projects and certain exercises per instructor
 5. **Resources** –Where you will find all Power Points (PP), a copy of the entire Course Packet, and any class handouts other than Projects.
 6. **Gradebook** – Where you can track your grades as they are entered.
 7. **Tests & Quizzes** – Where you will take on-line assessments per instructor
 8. **Grammar** – Two sites are available for grammar practice. Make use of these regularly.
 9. **Online Tutor** – A great resource to run your essays through to catch grammar errors and more. The tutors are students, so they do make mistakes. Run papers through more than once for best results. Recommended for all students.
 10. **Library Access** – You have to create an account while on campus to get access to library database off campus. Do this right away so you can do research from home. See librarian for help.
 11. **Discussion Forum and Chat Room** – Tools for you to make contact with your classmates.

NOTE: The instructor reserves the right to make any changes to the syllabus or course schedule as needed.

The English Department Attendance Policy – Effective as of 8/27/12

Students at the College are expected to attend all sessions of each class in which they are enrolled. For example, if a class meets twice a week, students should not exceed 4 absences for the semester. If a student exceeds the limit on absences before week 11 of the semester, an instructor will notify the student that he or she has been dropped. After that notification, students are still responsible to go into Web Advisor and withdraw themselves from the class, in order not to receive an F. After week 10, excessive absences will likely result in failure.