

Syllabus for: English 1A Analytical Reading and Writing	
Semester & Year:	Fall 2012
Course ID and Section Number:	ENGL 1A, 032163
Number of Credits/Units:	4.0
Day/Time:	TTH, 5:15-7:20
Location:	DM 34
Instructor's Name:	Ken Letko
Contact Information:	Office location and hours: D27, 1:00-2:00 MW, 1:40-2:00 TTH, and at other times with or without an appointment Phone: 465-2360 Email: ken-letko@redwoods.edu
Course Description (catalog description as described in course outline): A transfer-level course in critical reading and reasoned writing. Students analyze issues and claims presented in visual, oral, or written arguments and write analytical and argumentative essays based on those issues. Research and source-based writing, employing correct MLA documentation, is required.	
Student Learning Outcomes (as described in course outline): 1. Analyze argumentative claims. 2. Respond to arguments with persuasive critical essays. 3. Locate, synthesize, and document sources for use in response to arguments. 4. Revise and edit for sentence structure and mechanics.	
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.	

English Department Attendance Policy

Students at the College are expected to attend all sessions of each class in which they are enrolled. Students may not miss more than two weeks of class. 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.

Required Texts

Behrens, Laurence, and Leonard J. Rosen. *Writing and Reading across the Curriculum*. Fourth, Brief Edition. Boston: Pearson-Longman, 2011.
Lunsford, Andrea. *The St. Martin's Handbook*. Seventh Edition. Boston: Bedford-St. Martin's, 2011.

Course Overview

The persuasive, documented essay is the focus of this course. Students will read critically and learn to write and document quotations, paraphrases, and summaries. Throughout the term, students will read passages in *Writing and Reading across the Curriculum* and study academic conventions in the *St. Martin's Handbook*, becoming familiar with Modern Language Association (MLA) parenthetical documentation format. During weeks fifteen and sixteen students will concentrate on final portfolio preparation. Students should save all written work during the semester.

Expectations

1. Students should attend class regularly, participating in discussion, asking questions, and cooperating with class members in an effort to maturely and intelligently discuss the material.
2. Students must behave respectfully toward the subject matter, each other, and the instructor.
3. Students should attend at least one office meeting during the first three weeks of the semester.

Requirements

1. Hand in all assignments on time, unless prior arrangements are made.
2. Submit all final papers to turnitin.com and in hard copy.
3. Keyboard all essay assignments on a word processor.
4. Complete a research paper and a portfolio.

Manuscript Format

Use Times New Roman font, size 12, double-spaced, .5 inch indentation for paragraphs (no extra spacing between paragraphs), 1 inch margins all around, with page numbers preceded by your last name at top right, all pages stapled. Your name, instructor's name, class, assignment label, date, and word count should be double-spaced and aligned left at top of first page; title is centered. In general, follow MLA format. See page 350 in *Handbook*.

Grades

English 1A is graded A, A-, B+, B, B-, C+, C, D, F. If you successfully meet all course requirements, your final grade will be calculated as follows:

Class preparation and participation.....	10%
Written exercises and short quizzes.....	10%
Essays....(plans, drafts, and finals; summary and synthesis).....	30%
Portfolio.....	20%
Research paper.....	30%

Notes

1. Cell phones and other personal electronic devices are not part of English 1A. Do not bring them to class unless they are turned off or set on the vibrate mode. If you must take a call, quietly leave the room. Texting is never appropriate during class.
2. Laptops should not be open during class discussions but can be used when the instructor allows.
3. This syllabus is subject to change should circumstances warrant revision.

