

Syllabus for: (name of class) English 350: Reading and Writing Skills	
Semester & Year:	F2012
Course ID and Section Number:	Eng. 350 E1715
Number of Credits/Units:	6 units
Day/Time:	M-Th 11:40-12:55
Location:	FM 104
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 pre-collegiate, competency-based course emphasizing the acquisition and integration of basic academic reading and writing skills. Students develop reading strategies necessary for simple academic reading and write extended formal paragraphs and basic expository essays. The lab component of the course is scheduled in the Writing Center/Lab, where students practice basic reading and writing skills and receive essential tutorial support in reading strategies, in writing, and in sentence skills.	
Student Learning Outcomes (as described in course outline) : <ol style="list-style-type: none"> 1. Identify the main idea and its major and minor support in simple academic articles. 2. Recognize that writing involves many steps, which include generation of ideas, organization of information, development of general and specific support, revision, and editing. 3. Generate and organize general and specific support derived from personal experiences to develop a point in a paragraph and in a basic essay. 4. Formulate and support a thesis in a unified, coherent, and well-developed basic expository essay. 5. Apply basic grammar, usage, and punctuation rules in writing with special attention to sentence boundaries. 6. Employ the Writing Center/Lab to enhance and to support basic academic behavior and habits necessary for college success. 	
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.	

Instructor: Pam Kessler

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Office: FM 201

Email: pam-kessler@redwoods.edu

Office hours: M-TH 9-10, Friday by appointment

Writing Center hours: MW 2:50-4:15

ENGLISH 350: READING AND WRITING SKILLS

I. TEXTS AND MATERIALS

- A. *English Brushup* 5th edition (required) by John Langan
- B. *Ten Steps to Advancing College Reading* 5th edition (required) by John Langan (*not needed until the 3rd week of classes*)
- C. Eng. 350 class packet sold in the CR Bookstore (required and needed immediately)
- D. Thesaurus and a good dictionary (recommended)
- E. Additional materials required:
 - 1. a large 3-ring loose leaf notebook with dividers (Dividers should be labeled writing, reading, sentence skills, RRJ, and Writing Center.)
 - 2. 3 manila folders (8 ½" x 11")
 - 3. 2 100-item Scantron forms
 - 4. 3 blue books for competency practices and the essay competency exam

Save all Bookstore receipts until you are sure that you have bought the correct texts and materials.

II. STUDENT RESPONSIBILITIES

- A. Regular class attendance. **The English Department requires that you attend 85% of your classes to pass.** If you exceed the allowed absences, you will fail the class. Excused absences require medical or legal documentation.
- B. Regular Writing Center attendance. (Three hours/week in the Writing Center are required.) **A semester's total of 42 hours in the Writing Center, along with assigned work, is required to receive credit in Eng. 350L.**

- C. Completion of all assignments on time.
- D. Participation in classroom activities.

IV. MAJOR ASSIGNMENTS IN ENG. 350

- A. Three college-level paragraphs
- B. Three essays (in-class and out-of-class)
- C. Frequent prewriting and rough draft exercises
- D. Competency essay exam
- E. Grammar quizzes
- F. Weekly reading quizzes
- G. Weekly reading response journal entries
- H. Reading competency exam

V. GRADING FOR ENG. 350

A. Writing = 60%

Writing Center, pass/fail = 10%

Competency writing exam = 15%

Paragraphs and essays = 30%

Grammar quizzes = 5%

B. Reading = 40%

Degrees of Reading Power exam = 10%

Weekly reading quizzes = 12.5%

Weekly reading journals = 12.5%

2 in-class reading tests = 5 %

Please take note: According to English Department policy, no extra credit will be given in this

class.

HOW CAN YOU SHOW RESPECT FOR THE LEARNING ENVIRONMENT IN OUR CLASS?

- Be early or on time for class.
- Come prepared for class.
- Take care of personal needs before entering the classroom.
- Leaving and entering the classroom is disruptive, distracting, and disrespectful to others.
- **Please turn off your cell phone before entering the class and remove it from your desk.**
- If you miss a class, it is your responsibility to find out from another student what was missed, but don't use class time discussing what was missed because of your absence.
- Even if you disagree, please listen respectfully to others. Then you may voice your opinions.
- No talking is permitted during exams or quizzes.
- **Do not text message in class or indulge in other electronic pastimes that distract you, me, and others from learning. I need your full attention for 1 1/4 hour per class.**

ENGLISH DEPARTMENT GUIDELINES FOR PROMOTING ENG. 350 STUDENTS

To be promoted, students in English 350 must earn an overall grade of C (70%) or better. For the overall Eng. 350 grade, the competency will count as approximately 15 %. **Although passing the competency exam is very important, failing the competency exam does not necessarily mean that you will fail Eng. 350 and not be promoted.** For example, the first three scenarios show how students can be promoted despite failing the competency exam. (To convert the competency exam scores to numerical grades, use the following scale: 5= 95%, 4 = 85%, 3 = 75%, 2 and 1 = 55%.)

90% (Overall Eng. 350 course work = 85% of grade)

1-2 (Competency exam score = 15% of grade)

PASS

80% (Course work = 85% of grade)

1-2 (Competency exam score = 15% of grade)

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PASS

77% (Course work = 85% of grade)

1-2 (Competency exam score = 15 % of grade)

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PASS (BARELY)

75% (Course work = 85% of grade)

1-2 (Competency exam score = 15% of grade)

FAIL