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| Syllabus for: English 350: Reading and Writing Skills | |
| Semester & Year: | Fall 2012 |
| Course ID and Section Number: | Eng. 350 E1718 |
| Number of Credits/Units: | 6 units |
| Day/Time: | M-Th 4:25-5:40 |
| Location: | FM 104 |
| Instructor's Name: | Dr. Victoria Barnes |
| Contact Information: | M, W by appointment Email: victoria-barnes@redwoods.edu Telephone: 445-2114 [message service only] |
| 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: Dr. Victoria Barnes
Email: victoria-barnes@redwoods.edu
Office hours: M, W by appointment
Writing Center Hours: Tu, Th 6:00-7:25

Required Texts and Materials

1. *English Brushup* (5th edition), by John Langan and Janet M. Goldstein
2. *Ten Steps to Advancing College Reading* (5th edition), by John Langan (needed by the 3rd week of classes)
3. Eng. 350 class packet sold in the CR Bookstore
4. Additional materials required:
 - large 3-ring loose leaf notebook
 - 2 100-item Scantron forms
 - 3 blue books for competency practices and essay competency exam
5. Highly recommended: college dictionary and college thesaurus

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

Student Responsibilities

- Regular class attendance.
- Regular Writing Center attendance. Three hours per week in the Writing Center are required. **42 hours in the Writing Center, along with assigned work, are required to receive credit in Eng. 350L.**
- Completion of all assignments on time.
- Participation in classroom activities.
- If you miss a class, find out from another student what was missed either before or after class. Do not use class time for these discussions. Ask me as well, either after class or make an appointment for during office hours.

Respectful Class Conduct

Respectful and courteous behavior is expected at all times towards other students and the instructor of this course, as well as Writing Center peer tutors and instructors. Such behavior is shown in the following ways:

- Arrive promptly, either early or on time.
- Prepare for class. Have homework finished.
- Take care of personal needs before entering the classroom.
- **Turn off your cell phone before entering class.** Cell phones must be put away in backpacks or purses and not used during class.
- Laptops and electronic tablets may not be used during class.

- In class discussion, **listen** respectfully to others, even if you disagree. Then, voice your own thoughts and opinions.
- Talking is not permitted during exams or quizzes.
- Attend for the entire class period.

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| Key Assignments |
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Three college-level paragraphs
 Three essays (in-class and out-of-class)
 Frequent prewriting and rough draft exercises
 Competency essay exam
 Grammar quizzes
 Weekly reading quizzes
 Weekly reading response journal entries
 Reading competency exam

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| Grading |
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Writing = 60%

Writing Center, pass/fail = 10%
 Competency writing exam = 15%
 Paragraphs and essays = 30%
 Grammar quizzes = 5%

Reading = 40%

Degrees of Reading Power exam = 10%
 Weekly reading quizzes = 12.5%
 Weekly reading journals = 12.5%
 2 in-class reading tests = 5 %

Monitor your grades regularly. To be accurate and to recognize effort and performance, plus and minus grades (B-, C+, A-) are used for the final grade in the course.

Note: English Department policy requires no extra credit can be earned in this course.

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| English Department Guidelines for Promoting ENG. 350 Students |
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To pass from English 350 to English 150, credit or a grade of C (70%) or higher must be earned. For the overall Eng. 350 grade, the competency will count as approximately 15%.

In addition to completing all course work and attending the lab for the **required 42 hours**, you also must **demonstrate competence in writing** by passing a formal in-class essay given at the

end of the semester and graded holistically by the English Department. In reading, you will also be asked to **demonstrate competence in reading** (in addition to basic course work) by passing a standardized reading test and an instructor-designed exam also given at the end of the semester.

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. The following scenarios show how students can be promoted despite failing the competency exam:

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)

PASS

77% (Course work = 85% of grade)

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

PASS (barely)

To convert the competency exam scores to numerical grades, use the following scale:

5= 95%

4 = 85%

3 = 75%

2 and 1 = 55%

Course Policies

The policies below are created to support your efforts to learn the most possible in Eng. 350.

Attendance

The official English Department policy is as follows: *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.*

The policy means that you will be dropped from the course on the **ninth unexcused** absence. Signed medical or legal documentation is required for **excused** absences.

Attendance is taken through a sign-up sheet. Arrival is at 4:35 or later is considered tardy and a half-absence until 4:55, which is a full absence. Leaving class early, up to 10 minutes, is considered one-half of an absence. More than 10 minutes is a full absence.

Students can expect to be more successful by attending every class. Part of your course of study depends on class discussion and your participation in composition response groups. Also, much of the material presented and the support will only be available in class—not from your textbooks. **If you must miss a class meeting, get the assignment from another student prior to the next class meeting and speak to me about missed work.**

If you know you will be absent, please notify me in advance if at all possible by leaving a telephone or email message.

Getting Help in Eng. 350

For help—just ask. It can be obtained from four sources:

- 1) As the instructor of the class, I am willing to help whenever possible. Please see my office hours on the first page;
- 2) The Writing Center instructor is a valuable resource and can assist with grammar and writing;
- 3) The Academic Support Center (located in the Learning Resource Center) provides tutors in English free of charge. (Appointments are usually required); and,
- 4) The students in this class can be a support system for you. Form a study group. It will help you learn the material covered in the course and will provide motivation when your resolve falters. In addition, EOPS, ASC, and DSS also provide tutors.

Late Papers and Exams

Compositions are to be handed in **on time**. The grade on a late composition will drop a full grade for every **class** day it is late. Exception: Journals must be submitted in class on the due date. Late submissions of journals are allowed only with a coupon.

All tests and quizzes must be taken on the day given. Exception: Excused absences **ONLY**.

Revisions

Revisions on paragraph and essay assignments are strongly encouraged, although they are optional. Revisions provide you with the opportunity to change a grade you are displeased with and to learn from correcting your mistakes. The final grade received will be the average of the original and the rewritten composition.

Personal Issues and Emergencies

Your privacy is important, yet sometimes it is also important that I understand what is causing absences or late work. I will keep this information confidential, so please let me know about issues that cause absences or late assignments.

Writing Center Attendance

IMPORTANT: Probably **the most important step** you can take to guarantee your success in Eng. 350 is to **attend the Writing Center regularly**. Make it a part of your regular, daily routine as a serious student. The Writing Center provides help in all areas of English and a disciplined, learning environment. You do not have to pass this class by yourself; help is available— instructors, peer tutors, computer experts, fellow students, computers, printers, reference books, and textbooks—in the Writing Center.

Reaching the Instructor

Email is an excellent way to contact me through victoria-barnes@redwoods.edu because I check email several times a day, including on weekends.

Telephone messages: **445-2114**. Please leave your name and number so I can return your call. This is a message-only number.

Office hours are **Monday** and **Wednesday** by appointment. It is best to check if I will be available at least a day ahead of time.

Writing Center hours are **Tuesday** and **Thursday**, 6:00 to 7:25 p.m. Times begin 20 minutes after our class is over on those two days.

This syllabus is subject to change. Any changes will be provided in writing.