

<b>Syllabus for:</b> English 350: Reading and Writing Skills	
<b>Semester &amp; Year:</b>	Spring 2013
<b>Course ID and Section Number:</b>	Eng. 350 E1811
<b>Number of Credits/Units:</b>	6 units
<b>Day/Time:</b>	M, Tu, W, Th 8:30-9:45 a.m.
<b>Location:</b>	FM 105
<b>Instructor's Name:</b>	Dr. Victoria Barnes
<b>Contact Information:</b>	By appointment Email: <a href="mailto:victoria-barnes@redwoods.edu">victoria-barnes@redwoods.edu</a> Telephone: (707) 445-2114 [leave message]
<b>Course Description (catalog description as described in course outline):</b> 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.	
<b>Student Learning Outcomes (as described in course outline):</b>	
<ol style="list-style-type: none"> <li>1. Identify the main idea and its major and minor support in simple academic articles.</li> <li>2. Recognize that writing involves many steps, which include generation of ideas, organization of information, development of general and specific support, revision, and editing.</li> <li>3. Generate and organize general and specific support derived from personal experiences to develop a point in a paragraph and in a basic essay.</li> <li>4. Formulate and support a thesis in a unified, coherent, and well-developed basic expository essay.</li> <li>5. Apply basic grammar, usage, and punctuation rules in writing with special attention to sentence boundaries.</li> <li>6. Employ the Writing Center/Lab to enhance and to support basic academic behavior and habits necessary for college success.</li> </ol>	
<b>Special accommodations:</b> 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.	
<b>Academic Misconduct:</b> 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://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf>

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

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](mailto:victoria-barnes@redwoods.edu)

**Telephone:** (707) 445-2114 [leave message]

**Office hours:** Tu and W by appointment

**Writing Center Hours:** Th 10:05-11:30 a.m.

#### Texts and Materials

1. Eng. 350 class packet sold in the CR Bookstore (required)
2. *English Brushup* (5<sup>th</sup> edition), by John Langan and Janet M. Goldstein (required)
3. *Ten Steps to Advancing College Reading* (5<sup>th</sup> edition), by John Langan (required)
4. Materials:
  - large 3-ring loose leaf notebook (large enough for class packet)
  - dividers for notebook (set of 5)
  - 3 manila folders (8 ½" x 11")
  - Pencil, pen, and 2 different color highlighters
  - 2 100-item Scantron forms
  - 3 blue books for competency practices and competency exam
5. College dictionary and college thesaurus (highly recommended)

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

#### Student Responsibilities

1. Regular class attendance. **The English Department requires attendance of 85% of classes to pass.** Exceeding this amount results in course failure. Excused absences require documentation from a health care provider or legal authority.
2. Regular Writing Center attendance. Three hours per week in the Writing Center are required. **45 hours in the Writing Center, along with assigned work to be completed at the Center, are required to receive credit in Eng. 350L (lab).**
3. Completion of all assignments on time.
4. Participation in classroom activities.

## 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:

1. Arrive promptly, either early or on time.
2. Prepare for class. Have homework finished.
3. Take care of personal needs before entering the classroom.
4. **Turn off your cell phone before entering class.** Cell phones must be put away in backpacks or purses and not used during class.
5. Laptops, electronic tablets, audio devices, and any other distracting materials may not be used during class. All such materials must be put away.
6. In class discussion, **listen** respectfully to others, even if you disagree. Then, voice your own thoughts and opinions.
7. Talking is not permitted during exams or quizzes.
8. Attend for the entire class period.

## Major Assignments

- 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

## Grading

### 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 %

### Total = 100%

Assignments, except for the Writing Center (pass/fail), are graded as follows:

Letter Grade	% in Grade Book	Points in Grade Book
A	100-93	5.0 - 4.65
A-	92-90	4.6 - 4.5
B+	89-87	4.45 - 4.35
B	86-83	4.3 - 4.15
B-	82-80	4.1- 4.0
C+	79-77	3.95 - 3.85
C	76-70	3.8 - 3.5
Not passing	69-0	3.45 - 0

Monitor your grades regularly on the course Web site through **MyCR** ([mycr.redwoods.edu](http://mycr.redwoods.edu)), which has your grade book. 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 states no extra credit can be earned in this course.

<b>English Department Guidelines for Promoting ENG. 350 Students</b>
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To be promoted from English 350 to English 150, a grade of C (70%) or higher must be earned.

In addition to completing all course work and attending the lab for the **required 45 hours**, you must **demonstrate competency in writing** by completing a formal in-class essay given at the end of the semester and graded holistically by the English Department. This **competency exam** counts 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 to Eng. 150.** 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)

75% (Course work = 85% of grade)  
1-2 (Competency exam score = 15% of grade)  
**FAIL**

The competency exam scores uses the following scale:

5= 95%  
4 = 85%  
3 = 75%  
2 and 1 = 55%

In reading, you will also be asked to **demonstrate competency 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.

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## Course Policies and Procedures

### **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. 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.*

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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 by the instructor. Arrival after 8:30 a.m. is considered tardy and a one-third absence will be recorded. Arriving later than 8:50 a.m. is a full absence. Leaving class early (5 minutes or more) is considered one-third of an absence. Leaving early more than 20 minutes is a full absence. It is your responsibility to keep track of your attendance and periodically check with the instructor that both your and the instructor's records are the same.

Students can expect to be more successful by attending every class. Part of your learning depends on class discussion and on participating in group work, part of which

will be responding to others' written assignments. Much of the material and support will only be available in class—not from your textbooks.

If you miss a class, refer to the weekly assignment sheet to find out what was missed. Do not use class time for discussions of missed work. You may ask another student either before or after class for more information. Ask the instructor as well, but only after class, or make an appointment for outside of class.

If you know you will be absent, please notify the instructor in advance.

### **Late Assignments**

Assignments are to be handed in **on time**. The grade on late assignments will drop a full grade for every **class** day it is late. Exception: Reader response journal entries must be submitted in class on the due date. Late submissions of journals are allowed only with a coupon (found in the course packet), and within one week of the original due date.

All tests and quizzes must be taken on the day given. Exception: Make-up tests and quizzes are allowed for excused absences **ONLY**. These will be taken in the Academic Student Center as arranged in advance with the instructor.

### **Re-writes**

Re-writes on paragraph and essay assignments are strongly encouraged, although they are optional. Re-writes provide you with the opportunity to change a grade you are displeased with and to learn by correcting mistakes. The final grade received will be the *average* of the original assignment and the rewritten assignment. For example, if your original grade is a C, and the rewritten assignment an A, the final grade for the assignment will be a B.

### **Personal Issues and Emergencies**

Your privacy is important, yet sometimes it is also important for the instructor to understand what is causing absences or late work. Personal information will be held as confidential.

### **Writing Center**

**An important step** you can take to guarantee your success in Eng. 350 is to **attend the Writing Center regularly. Your grade of pass/fail for this part of the course will be based on Writing Center attendance, *English Brushup* and *Ten Steps* assignments, and writing evaluations that can only be completed in the Writing Center.** Make attendance 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.

## Course Calendar

The following dates affect class attendance:

Course Begins	01/14/13
Dr. Martin Luther King, Jr.'s Birthday (No class)	01/21/13
Washington's Birthday (No class)	02/18/13
Spring Break (No classes)	03/11-03/16/13
Final Exam	05/06-05/10 (Day and Time TBD)

Full records and admission dates are listed at the front of the course packet. Assignment due dates are given in the weekly assignment sheets.

## Getting Help in Eng. 350

**Help** can be obtained from several sources:

1. The **course instructor** is willing to help whenever possible. **Simply ask.**  
**Email** is an excellent way to contact me: [victoria-barnes@redwoods.edu](mailto:victoria-barnes@redwoods.edu)  
**Telephone** messages: (707) **445-2114**. Please leave your name and number so I can return your call. This is a message-only number.  
**Office hours** are **Tuesday** and **Wednesday** by appointment. Check ahead of time to make an appointment.  
My **Writing Center hours** are 10:05 to 11:30 a.m. on Thursdays. That time is 20 minutes after our class is over on Thursday, so I am available there regularly beyond class meetings.
2. The **Writing Center** instructors, tutors, and peer tutors are valuable resources who can assist with writing and grammar.
3. The **Academic Support Center** (located in the Learning Resource Center, through the Library) provides tutors in English free of charge. (Appointments are usually required).
4. **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.
5. **EOPS** and **DSS** also provide tutors.
6. **Computers and printers** are available in the Writing Center, Library, and Academic Support Center.

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