

### **Syllabus for: English 350: Reading and Writing Skills**

<b>Semester &amp; Year:</b>	Spring 2013
<b>Course ID and Section Number:</b>	Engl. 350-032905
<b>Number of Credits/Units:</b>	6
<b>Day/Time:</b>	MTWTh 10:15 - 11:30 am in DM34
<b>Location:</b>	MTW 11:40 am - 12:45 pm in DM2 (Writing Lab)
<b>Instructor's Name:</b>	Julie Bayon
<b>Contact Information:</b>	Office location: Associate Faculty office Office hours: M-Th as needed; Th 11:30-1:00 Email: julie-bayon@redwoods.edu

#### **Course Description**

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 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**

1. As a reader, 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 paid to sentence boundaries.
6. Employ the Writing 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://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.

## Required Books and Materials

1. *Exploring Writing*, 2<sup>nd</sup> ed. (Langan)
2. *Ten Steps to Advancing College Reading Skills*, 5<sup>th</sup> ed. (Langan)
3. *The American Heritage Dictionary* (paperback ed.)
4. *The Hunger Games* (Collins)
5. Flash drive (memory stick)
6. Binder, loose leaf paper, pocket folder

## Course Overview

English 350 has two parts: class and lab. During class time we have a mix of teaching time and activities. You will work independently, in pairs, and in small groups during the activity time. On Monday through Wednesday, after a short break, you will have time in the Writing Lab where you can do homework, use a computer for writing assignments, or receive one-on-one help from me.

## Expectations

- ❖ Students should get to class on time. **Excessive absences** (more than 8) are grounds for being dropped from the class.
- ❖ You should be prepared to participate in class activities by having all homework complete.
- ❖ If you are absent, you should check on MyCR for the day's posted homework. You can call another student in the class to find out what we did in class that day.
- ❖ You may make up a missed test only if you have a doctor's note explaining you were too ill to attend class. Missed quizzes may not be made up.
- ❖ I prefer to be called either Miss Julie or Dr. Julie. (The title "doctor" refers to my doctorate in education.)
- ❖ Students should take advantage of the free tutoring help available on campus as needed.
- ❖ Cell phones and other personal electronic devices should be turned **off** during class. If you must take a call, set your phone to vibrate and quietly leave the room. Notebook computers may be used only during time devoted to in-class essay writing.

## Requirements

- Hand in all assignments on time, unless prior arrangements have been made.
- Keyboard all paragraph/essay assignments on a computer word processor.
- Take the Degrees of Reading Power test and the Competency Exam.
- Submit the final portfolio.

## Grading

English 350 grades are computed according to the scale found in the CR catalog:

<b>A</b> .....	excellent.....	4.0 grade points per unit	(94-100%)
<b>A-</b> .....	excellent.....	3.7 grade points per unit	(90-93%)
<b>B+</b> .....	good.....	3.3 grade points per unit	(87-89%)
<b>B</b> .....	good.....	3.0 grade points per unit	(84-86%)
<b>B-</b> .....	good.....	2.7 grade points per unit	(80-83%)
<b>C+</b> .....	satisfactory.....	2.3 grade points per unit	(77-79%)
<b>C</b> .....	satisfactory.....	2.0 grade points per unit	<b>(70-76%) MINIMUM GRADE REQUIRED TO PASS</b>
<b>D</b> .....	poor.....	1.0 grade points per unit	<b>(60-69%) NOT A PASSING GRADE</b>
<b>F</b> .....	failure.....	0 grade points per unit	(0-59%)

The majority of your grade is based on completing your daily homework, taking the weekly quizzes and tests, and participating in class and lab (65%). About a third of your grade comes from two exit exams and a final writing project, all turned in at the end of the class (35%).

**From the Start—Daily Work, Weekly Evaluation, Specific Skills**

<u>Lab Participation (SLO 6)</u> . . . . .	10%
<i>Points for engaged, on-task participation during 100% of lab session</i>	
<u>Vocabulary Competency (SLO's 1, 5)</u> . . . . .	10%
<i>Structured journal assignment; late work is not accepted</i>	
<u>Sentence Skills Competencies (SLO 5)</u> . . . . .	10%
<i>Practices, quizzes and mastery tests; only tests can be made up if absent</i>	
<u>Reading Competencies (SLO 1)</u> . . . . .	15%
<i>Practices, quizzes and mastery tests; only tests can be made up if absent</i>	

**End of the Semester—Cumulative Evaluation (All required to pass class)**

<u>Paragraphs and Essays (SLO's 2, 3, 4, 5)</u> . . . . .	20%
<u>Competency Exam Essay (SLO's 3, 4, 5)</u> . . . . .	15%
<u>Degrees of Reading Power Test (SLO 1)</u> . . . . .	10%
<u>Final Writing Portfolio (SLO 2, 5)</u> . . . . .	10%

**Notes**

- Students with disabilities are invited to meet with me to identify any special needs. The Disabled Students Programs and Services folks offer assessment and accommodation assistance.
- All students are responsible for their own work. While I encourage collaborative work (study groups) and tutoring, any plagiarism, cheating, or disruptive behavior will result in immediate referral to the appropriate vice president and the “Student Code of Conduct Standards.”
- This syllabus is subject to change should circumstances warrant revision.