

Syllabus for: ENGL-150-E1808-2013S – Gai

Semester & Year:	Spring 2013
Course ID and Section Number:	English 150, 031808
Number of Credits/Units:	3.5 units (3 lecture units, 0.5 lab unit)
Day/Time:	TTh, 1:15p to 2:40p
Location:	FM 106
Instructor's Name:	Stephanie Gai
Contact Information:	Office location and hours: FM 200F, by appointment only Phone: none assigned. Please contact me via email. Email: Stephanie-Gai@Redwoods.edu

Course Description (catalog description as described in course outline): A course in the development of college-level reading, writing, and critical thinking skills, emphasizing basic argumentation. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. The lab component of the course is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process.

Student Learning Outcomes (as described in course outline):

1. Develop an effective, thesis-driven argument appropriate to an academic audience.
2. Critically read and respond to argumentative texts.
3. In a multi-stage process, incorporate feedback (from instructors and peers) in essay planning and drafting.
4. Apply basic grammar and punctuation rules, particularly those that address sentence boundaries.

Special Accommodations: Since English 150 will culminate in a timed competency exam, it is important that necessary arrangements be made with DSPS as soon as possible. If you know you need special accommodations such as extra time on tests, quizzes, and exams or if you think you may qualify for special accommodations, please contact DSPS. Special accommodations may take weeks to process, so contact DSPS this week. 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. Furthermore, students may make requests for alternative media by contacting DSPS. Special accommodations can be allowed only if you have the appropriate documentation and approval through DSPS. They are located in the in Students' Services building and can be reached by calling 476-4280. NOTE: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities.

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.

Syllabus on next page

Syllabus for English 150: Precollegiate Reading and Writing

Spring 2013 | CRN: 031808 | TTh 1:15p-2:40p | FM106

NOTE: Please carefully read this syllabus. Underline or make notes about any parts that you do not understand.

Instructor Contact Information

Email: Stephanie-Gai@Redwoods.edu
Mailbox: FM 200 (in the hallway behind the Humanities office)
Writing Center Hours: Mondays between 4:25p and 5:50p
Office Location and Hours: FM 200F by appointment only, in the hallway behind the Humanities office

Course Materials

Required Texts

- *The Least You Should Know About English: Form A, 11th ed. Special Edition for College of the Redwoods.* Page and Glaizer.
- *English 150: Precollegiate Reading and Writing.* Course Packet. Available only at the CR bookstore.
- A college dictionary and a thesaurus. Recommended: *Oxford Pocket American Dictionary and Thesaurus.*

Required Supplies

- 1 data storage device such as a USB or “thumb” drive
- 4 bluebooks
- 3 manila file folders (tabbed, 8.5” x 11”)
- Pens, pencils, and 3 highlighters (different colors)
- 1 large three-ring binder with dividers and lined paper (8.5” x 11”)
- 1 stapler or regular access to one
- Daily access to an Internet-connected computer and a printer (including money on your student i.d. to print)

SAVE ALL BOOKSTORE RECEIPTS until you are sure that you purchased the correct texts and materials.

Course Description

A course in the development of college-level reading, writing, and critical thinking skills, emphasizing basic argumentation. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. The lab component of the course is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process.

Course Prerequisite

English 350 (or equivalent) with a “C” grade or better OR assessment recommendation for English 150. Be prepared to provide proof of eligibility if requested.

Course Corequisite: English 150 Lab in the Writing Center

English 150 includes a .5 unit lab component that provides English 150 students with essential feedback on English essays and individualized help on reading, writing, and grammar assignments. Students spend approximately 90 minutes each week in the Writing Center (LRC 102), during a regular time period which is scheduled for the first week of classes. In addition to the required hours, to receive credit for the lab portion of English 150 (10% of the total grade), students need to stay up-to-date on work in the grammar text and participate in at least three conferences in the Writing Center over the course of the semester.

Student Learning Outcomes

1. Develop an effective, thesis-driven argument appropriate to an academic audience.
2. Critically read and respond to argumentative texts.
3. In a multi-stage process, incorporate feedback (from instructors and peers) in essay planning and drafting.
4. Apply basic grammar and punctuation rules, particularly those that address sentence boundaries.

Basic Student Responsibilities

- **Regular class attendance.** See below.
- **Regular Writing Center attendance.** Minimum 22.5 hours (1.5 hours per week) to pass this class. See below.
- **Completion of all assignments on time.**
- **Productive participation in classroom activities.**
- **Check your student email account and MyCR daily.**
- **Commitment to out-of-class studying:** Prepare to spend at least 6 hours writing, reading, and studying outside of class each week. According to the CCC *Program and Course Approval Handbook*, “...it is expected that one third of [student learning] hours will occur in the classroom...and two thirds of them will occur outside the classroom (‘homework’).”

Course Repeatability

In Fall 2011, the state community college Board of Governors passed a new regulation limiting how often a student may attempt to take a course. "Attempts" include earning a "D" or "F" grade as well as dropping the class with a "W" (dropping after the census date). All past attempts to take the course (non-passing grades or Ws back to 1985) will be counted.

Students will have only three tries (initial registration and two repeated registrations) to successfully complete a class. Financial aid may be affected after two attempts. A fourth attempt may be allowed by an approved petition and only in documented situations of circumstances beyond the control of the student.

What this means to you: Students should commit themselves from the beginning of the semester to the considerable work load required to pass English 150 or drop the course within the first few of weeks. If you have registered for this course before and withdrawn or not passed, it is especially important that you understand these new regulations. If you have enrolled in the class, but your life is complicated with a heavy course load, a heavy work load, demanding family responsibilities, or demanding extra-curricular activities (like being a student athlete), then you should think carefully about how you will manage the upcoming stress and the time-management while you still have the option to drop by the above date.

Attendance

The 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."

The Application of the English Department Attendance Policy in English 150

Since regular attendance is a critical factor in student success, students at the College are expected to attend all sessions of each class in which they are enrolled. For example, since our course meets four times 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 via campus email 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. Therefore, plan to attend every class session, arrive for class on or before its starting time, turn off your cell phone, and refrain from social conversation during class. If you are absent, your non-participation in class will impact not only your performance but also your grade. To keep track of your attendance, record your attendance on your Personal Attendance Record sheet each day.

On or before Friday of week ten, 4 absences will result in an instructor-initiated drop (the student must complete the drop).

After week ten, 4 absences will likely result in an F in the course.

Arriving late or leaving early are partial absences and count as 1/3 of an absence (3 partial absences equal 1 absence).

Please see me immediately if you miss two (2) classes. Absences and partial absences should be used to accommodate special circumstances only. If you must miss a class meeting, bring signed medical or legal documentation to the next class meeting. In addition, you are responsible for getting the assignments from another student and picking up any missed handouts from me before the next class meeting. If you arrive late, you must see me after class to inform me of your arrival. If you miss 25 minutes of class (more than 30% of a class meeting), you have missed too much information to be considered "in attendance," and the tardy or early departure will count as a full absence.

The last day for a student-initiated drop without a Withdrawal on your transcript is 1/27/13. The last day for a student-initiated drop or an instructor-initiated drop (due to excessive absences and/or missed work) is 3/29/13. Before I disqualify anyone, I will try to speak with the student, providing I am able to reach him or her in class. However, do not assume that if your attendance is poor, I have or will disqualify you; you must check with me before 3/29/13. After that date, I cannot drop you. If you stop attending class without officially dropping or being disqualified, you will receive an F in English 150. See "Important Dates" on the Admissions webpage, www.redwoods.edu/Admissions/.

Writing Center Attendance

Students are required to spend at least 22.5 hours in the Writing Center (WC) over the course of the semester. The most important step guaranteeing your success in English 150 is regularly attending the WC. English 150 is a very demanding class; the WC provides help in all areas of English and a disciplined learning environment. Instructors, peer tutors, computer experts, fellow students, computers, printers, reference books, and textbooks are all available for you in the WC. Make it a part of your regular, daily routine.

Drop Policy and Withdrawals

Instructors shall clear their rolls of inactive students not later than...the end of the tenth week of the semester (62.5% of the class for all other classes and in the summer).... Inactive students include:

A. Students identified as no-shows

- B. Students who officially withdraw
- C. Students who are no longer participating in the courses and are therefore dropped by the instructor
- D. Students with excessive absences as defined by the instructor in the syllabus for the course

While an instructor may drop a student for excessive absences, it is the student's responsibility to officially withdraw from a class. Instructor approval is not required to withdraw from classes. Students must drop their classes by the appropriate deadline date through the current registration system [WebAdvisor]. Withdrawals, or drops, are authorized through the last day of the tenth week of instruction or 62.5% of the class, whichever is less.

Students who are "inactive" without officially withdrawing from the course will receive an "F" on their academic record.

Major Academic Work and Assessments

- **3 formal essays** (minimum 800 words with at least 5 well developed paragraphs). On the due date, each essay must be accompanied by prewriting worksheets, two drafts showing significant revision, and a Writing Center conference record and must be submitted electronically to the appropriate assignment on MyCR. Essays turned in without the supporting documents will be considered late and will not be graded. Likewise, essays which have not been thoroughly revised will be considered late and will not be graded. If you need assistance with MyCR, call Information Technology Services at 476-4160.
- **Reading** assignments and reading response journals, discussions, and tests.
- **Grammar**, usage, and punctuation: Readings and workbook assignments (in both the grammar workbook and the course packet), exercises, tests, and essay second draft grammar corrections.
- **1 competency exam essay**: During a 90-minute period in the last week of classes, students will write an essay that will be evaluated by other English 150 instructors. **Your grade on this essay will count as 20% of your final grade in English 150.** In addition, you will write two practice exams in preparation for the competency exam.
- **Miscellaneous** tests, writing assignments, exercises, in-class essays, and discussions.

Late Exam and Make-Up Test Policy

All tests, quizzes, and exams must be taken on the day they are given. If you are absent, it is your responsibility to contact me within 4 days and make up the quiz within 1 week of the original test date. If you do not make up the quiz within one week, your score will be zero. Students who perform poorly on a quiz are not eligible to retake quizzes.

Late Paper and Assignment Policy

All work should be ready to turn in at the beginning of class on the day it is due. Absence is not an excuse for turning in late work. Each student may use up to three late coupons, each good for one "free" late assignment. Two will allow you to turn in a reading journal assignment up to one week late without penalty; and one will allow you to turn in a second (or optional third draft) one week late without penalty. The coupon must be stapled to the late work when it is turned in. Late papers will be graded and returned later than papers turned in on time. USE YOUR LATE COUPONS WISELY. If you have an emergency that warrants special attention, contact me before the deadline and plan to use your late coupon. When special circumstances arise, I reserve the right to adjust the late paper policy, based on my judgment of the student's emergency situation and his or her past performance in the class. Read below for assignment-specific late policies.

Students are responsible for uploading all second drafts (and optional third drafts) to the appropriate assignment on MyCR. Once uploaded in a compatible format to the appropriate assignment on MyCR, the essay will be checked by turnitin.com, a database that checks for similarities between students' papers, the internet, and media. **Your essay will not be graded unless it has been scanned by turnitin.com via MyCR, and I have received the results.** Turnitin-compatible file formats: MS Word (.doc or .docx), Portable Document Format (.pdf), Rich Text (.rtf), Word Perfect document (.wpd) and Plain Text (.txt).

Formal essays submitted late without a coupon (or later than one week with the coupon) will be permanently lowered one full grade for each weekday it is late. Furthermore, a formal essay is considered late if it is turned in in class on time but is not ready to be graded for one or more of the following reasons: 1) it is missing supporting documents (see "Academic Work..." above), 2) the student has not properly uploaded the final draft to the correct assignment on MyCR, or 3) the student has not revised thoroughly. In these cases, deadlines will not be extended, and the paper will receive a reduced grade, which cannot be reversed by the optional revision.

Planning and x-ray forms and **first drafts** should always be completed on time. These essential preliminary steps cannot be delayed by late coupons. If these documents are not completed on time, a grade penalty may be imposed on the final product.

Other assignments will not be accepted late unless special arrangements have been made BEFORE the due date. This policy includes work which may be late because of an absence, illness, etc. unless you provide a documented medical excuse.

Revisions and Optional Third Drafts

Two drafts—thoroughly revised—are required for each formal essay. Although I will check that you have completed a first draft on the date it is due, I will not read it thoroughly or respond with written comments unless you meet with me during my Writing Center hours. Instead, you will plan your next revision with help from a tutor or instructor in the Writing Center. I will comment on and grade second drafts. **First drafts with proof of a conference must be included with all second drafts**

submitted for a grade. If a first draft has been skipped or has not been thoroughly revised or if you have not had a Writing Center conference before revising, I will not accept the second draft and it will be considered late if not turned in on the due date. See “Late Paper and Assignment Policy” above.

After receiving your graded essay, you may rewrite the essay one time for a possible grade increase. To rewrite, consider my feedback, have a second Writing Center conference, rewrite the essay, attach the graded draft with the rubric, and resubmit it for reevaluation. Although rewrites are optional, they are highly recommended for all students and especially for students who are not receiving passing grades on the second drafts and for those who wish to excel in the course. Third drafts (rewrites) must follow the above procedure. The third draft grade will replace the original grade, but it will not eliminate penalties for late work.

Returned Work and Instructor Comments/Grades

Most second drafts of formal papers will be returned, with comments, a grading rubric, and a grade, two weeks after being turned in. Students will not receive the optional third drafts until the end of the semester. Essays which do not comply with the guidelines on the handout “Format for Second (and Third) Drafts” in the course packet or essays which have not been uploaded to the appropriate assignment on MyCR, will not be graded, nor will they warrant extensions on subsequent revisions. Quizzes and tests will be returned as soon as possible and well in advance of the next related quiz or test. Some work—in particular, Reading Response Journals—may be corrected in class and turned in only for the grades to be recorded, not for instructor comments.

Course Grade

You must achieve a 70% (C) average and successfully complete all requirements to pass the class. To be accurate and to recognize effort and performance, I use plus and minus grades (B-, B, B+) for the final course grade. Borderline grades are not negotiable (i.e. grades are not “bumped up” for good behavior); the grade you have earned is the grade you receive. It is your responsibility to check your grade on MyCR regularly and remain informed about your course performance. Work that is not turned in will receive zero points and/or an F grade. See “Late Exam...” and “Late Paper...” policies above for more information. Save ALL returned work in case it is entered incorrectly. Class records are kept for one semester.

Grade Itemization by Category:

- 40% **Essays:** Prewriting assignments, first drafts, Writing Center conferences, second drafts, and practice competency exams contribute to this grading category.
- 20% **Reading:** assignments, journals, and tests
- 20% **Competency Exam:** in-class competency exam
- 10% **Grammar and Punctuation:** Mechanical corrections on essays and unit tests.
- 10% **Writing Center:** Pass/Fail based on the following:
 - 22.5 hours of Writing Center attendance
 - 3 Writing Center conferences
 - Completion of workbook exercises (to be completed as assigned)

Final Grade Calculation

Passing:

A	100-93	B+	89-87
A-	92-90	B	86-83
		B-	82-80

Not Passing:

F 69-0

Academic Misconduct

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>

In our English 150 course packet, students will find a handout outlining the college and English department policies on plagiarism, including definitions and penalties. No essay which contains plagiarism—no matter how small the amount or how unintentional—will be graded, and students who are guilty of blatant plagiarism will be referred to campus authorities for disciplinary action.

Student Conduct

Students are expected to act appropriately in class. Disruptive behavior (including wandering in and out of class, carrying on side conversations, sleeping, using cell phones, doing homework for other classes, etc.) will not be tolerated. After one warning, students who demonstrate disruptive behavior will be asked to leave class and will earn an absence for that day. Serious misconduct may result in suspension from the class. See the College of the Redwoods catalog for the complete policy on student conduct.

Campus Resources

Academic Support Center (ASC): The ASC provides individual and group tutoring, workshops, and computers.

Technical Assistance and Access: Computers, printers, scanners, and Internet are available in the Academic Support Center

and other locations within the Learning Resource Center, Writing Center, and several labs on the Eureka campus. For assistance with MyCR or WebAdvisor, call Information Technology Services at 476-4160.

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CR Health Center: The CR Student Health Center is located in PE Building 114 and may be reached by calling 707.476.4149.

Personal Problems and Emergencies

Although I don't want to infringe on your privacy, sometimes it's important that I understand what is causing absences or late work. I keep this information confidential.

Help with English 150

Help in English 150 can be obtained from five sources:

- 1) **Me.** As the instructor, I am here to help. Ask questions in class and meet with me in the WC.
- 2) **The Writing Center.** Peer tutors are available to respond to your writing and to help you plan, organize, develop, rethink, and revise your writing. Instructors are available to assist you with grammar, mechanics, punctuation, and writing in general.
- 3) **The Academic Support Center (ASC)** located in the back corner of the Learning Resource Center (LRC). The ASC provides tutors free of charge (appointments are required).
- 4) **Your classmates.** 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.
- 5) In addition, **EOPS and DSPS** can also provide tutors.

Important Dates

1/22	In-Class Essay	3/26	Unit Test 3
1/27	Last Day to Drop without a W	3/28	Due: Essay 3
1/28	Census Day	3/29	Last Day to Withdraw
2/7	Due: Essay 1	4/2	Practice Comp. 1 in class
2/12	Unit Test 1	4/16	Practice Comp. 2 in class
2/26	Unit Test 2	4/30	Comp. Exam
3/5	Due: Essay 2	5/2	Unit Test 4 (Final Grammar Test)
3/11-16	No Class (Spring Break)	5/9	1p to 3p Final Exam in my office

Classmate Contact Information:

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Equal Opportunity Employer: 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.

For Thursday's Class:

