

Syllabus for English 1B	
Semester & Year:	Spring 2013
Course ID and Section Number:	03-2790 (only 1 section)
Number of Credits/Units:	3
Day/Time:	Monday and Wednesday – 2:30 – 3:55 pm
Location:	Room 111
Instructor's Name:	Katherine Brown
Contact Information:	Office location and hours: Room 104 (small computer lab) Monday 4:00 – 5:00 pm Thursday 12:15 – 1:15 pm Wednesday 12:30 – 1:30 pm Phone: leave message with administration 962-2664 only in case of emergency – no call back Email: Katherine-brown@redwoods.edu or through English 1B Website (response may take 24 hours)
Course Description: A course using literature as a basis for critical thinking and composition. Students analyze issues, problems, and situations represented in literature and develop effective short and long written arguments (6000 minimum word total) in support of an analysis. This course is designed for those students who seek to satisfy both the full year composition and the critical thinking transfer requirements.	
Student Learning Outcomes:	
<ol style="list-style-type: none"> 1. Analyze and employ appeals (e.g. logical, emotional, faulty, etc.) in written texts. 2. Write logical, well-developed, thesis-driven essays that respond to questions at issue raised by literary works. 3. Locate, evaluate, use, and document evidence from primary and secondary sources (both electronic and print) to support, develop, or validate judgments. 4. Identify and evaluate rhetorical and literary devices as representational and persuasive tools. 	
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, Carole-Freeman, Room 130 (in Student Study Hall), carole-freeman@redwoods.edu , (707) 962-2638.	
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.	

Required Textbooks and Materials:

- *Course Packet for English 1B* – order online from CR Bookstore – will be sent with stock card covers and 3-hole-punched (usually less expensive than printing yourself). Portions of the Course Packet is also available on our class website under Resources.
- *Literature and the Writing Process*, 9th Ed. by McMahan, Day, Funk, and Coleman
- *The Pocket Wadsworth Handbook* by Kirszner and Mandell, 5th edition. ISBN #978-0-495-91295-8 (OR an up-to-date MLA handbook (2010 or late) for Works Cited and in-text citation assistance)
- Flash drive (aka thumb drive) for storing in-class writing (available wherever computer accessories are sold)
- Three pocketed folders for Essay Portfolios (or one that you recycle with each project)
- A three-ring binder to hold Course Packet, notes, paper for in-class writing
- A system for keeping notes, returned work, handouts
- Regular Internet Access
- Computer Access and printer
- Lined paper, pens, pencils

My CR – Our English 1B Website

To log onto the MyCR website for this class, you will enter your first initial, last name, and last three digits of your student ID. **If you have any problems logging on, contact the ITS team immediately and resolve the issue.**

example: Susan Student w/ID 1234567 = SStudent567

Password is your birth date in the mmddyy format with no slash or dash. For example, a birthday of Jan. 1 1991 is entered as 010191.

- **Messages** – To send/receive messages to/from your English 1A instructor and classmates
- **Calendar** – Highlights important dates
- **Syllabus** – For constant access to the syllabus. **Any homework changes will be posted on the Course Schedule portion in red.**
- **Assignments** – as needed for certain exercises per instructor
- **Resources** – Where you will find all Power Points (PP), exercises and worksheets from the Course Packet, and any class handouts, including **Essays and Projects.**
- **Gradebook** – 24 hour access to your grades as they are entered.
- **Tests & Quizzes** – Where you will take on-line quizzes per instructor (flagged as MyCR quiz on Course Schedule)
- **Grammar Cengage and Grammar CCC** – sites available for grammar practice. Make use of these.
- **Online Tutor** – CR tutoring services to help you with essays and other grammar/writing resources.
- **Library Access** – You have to create an account while on campus to get access to the library databases off campus. Do this right away so you can do research from home. See librarian for help.
- **Discussion Forum and Chat Room** – Tools for you to make contact with your classmates.

Grade Breakdown

Essays – 41%

Classwork & Participation – 25% (lowest two scores dropped)

Journals – 12% (lowest score dropped)

Quizzes/Special Projects – 22%

Gradebook

- You have 24/7 access to your grades through *Gradebook* on MyCR under our class site. This is updated as soon as assignments are graded and entered. (Note that Participation will only be posted each month.)
- Instructor also keeps another set of books and will send you this version periodically through e-mail.
- The highest grade between the two gradebook versions will determine your semester grade.

Grading Scale

	A = 93-100	A- = 90-92.9
B+ = 87-89.9	B = 83-86.9	B- = 80-82.9
C+ = 77-79.9	C = 70-76.9	
	D = 60-69.9	
	F = 59 and below	

Attendance and Absences

Excused absences require written medical or legal documentation.

Please note that undocumented illness or having to work is an unexcused absence. Also, tardiness of more than five minutes and leaving early will count as one-half absence. (This means two instances equal one unexcused absence.)

Participation is part of your class grade, and you cannot be an active participant if you are late, leave early, or do not attend class. Also be aware that excessive absences will result in your being dropped from the class.

The English Department Attendance Policy – Effective as of 8/27/12

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, the instructor will notify the student via e-mail that he or she has been dropped.

(Students are advised 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.) *Any revision to this policy will be posted on our English 1B website and announced in class.*

If you miss a class, it is your responsibility to check the website for homework updates and/or to check with another student as to what you missed. **Do not contact the instructor for this material.**

Conduct

Be respectful, patient, and open-minded in your interactions with each other. On no account will the use of sexist, racist, or homophobic language be tolerated, or talking over the instructor or classmates, or open displays of temper. **Cell phone use is prohibited in the classroom.** Students fiddling with their phones will be asked to leave. Laptops are permitted as long as their use is limited to note-taking.

Children are NOT permitted in the classroom.

Returned Work

Please keep all returned work in a folder or binder. It is easy for an instructor to make an entry error when grading, and the original document is necessary to correct the error. **NOTE that once graded work is returned, no late work can be turned in using a late coupon or a test make up scheduled. Graded work is usually returned on the next class session.**

Extra Credit

The English Department does not allow formal extra credit.

Paper Formats – MLA – and Word Count

All essays and journals must be typed according to MLA format: Times New Roman- 12 pt. font, one inch margins on all sides, double-spaced throughout, including heading and title, pagination, with the proper heading on the first page only with student name, instructor name, class title, and date in special format (no commas or slashes). For all essays, heading should include word count. The word count for all three essays is 2000 minimum to 2200 maximum—less or more will result in a penalty.

Due Dates, Coupons, and Late Work

Your Course Packet contains two one-time-use late coupons allowing for a forty-eight hour extension (two calendar days—no more--). These coupons must be attached to the appropriate written assignment. **Coupons cannot be used for rough drafts of essays or for final draft of Essay 3.** Also, **coupons cannot be used once the graded assignment has been returned.**

All work is due the beginning of the class or as indicated in the Course Schedule. Missed projects cannot be made up. Missed In-class work, including in-class quizzes, cannot be made up. Late take home quizzes are not accepted at all unless the one-time forty-eight hour coupon is used AND the late work is turned in prior to the corrected quizzes being returned. Late journals are not accepted at all unless the one-time forty-eight hour coupon is used. Late essays are allowed with the penalty of one grade reduction (+/-) for every calendar day late, unless coupon is used and the work turned in within the coupon time limit. However, late essays will not be accepted after seven days.

On the rare occasion that the instructor allows work to be e-mailed (**prior special permission required**), please note that only .doc or .docx or .rtf files are accepted.

Turnitin.com

All out-of-class essays require an electronic submission (this is in ADDITION to printing a hard copy for your portfolio) of your final draft to Turnitin.com. You do not want to exceed more than 20% quoted material, and you must cite any material from other sources (otherwise you are plagiarizing). Instructions and codes for Turnitin can be found in your Course Packet (CP 7). Essays will not be graded without a Turnitin submission, and failure to do so will result in a zero.

Essays – 41% of grade

Three out-of class essays with portfolios, works cited, plus an electronic submission of Turnitin. Each essay is worth 140 points (including portfolio).

A portfolio (folder with pockets) consists of not only the final/polished essay draft, but evidence of 1) outline/brainstorming, 2) typed rough draft, 3) peer evaluations (both those received on your essay and copies of those you did for peers—so four), and 4) a self-evaluation form. **The portfolio items, aside from the polished draft, are worth 25% of your essay grade.** Students also must electronically submit a copy of the polished draft to Turnitin.com and receive a readout of 20% or less. Essays will not be graded without a Turnitin submission. It is not acceptable to bring a handwritten draft for Peer Evaluation exchanges. Late coupons cannot be used for rough drafts or written Peer Evaluations.

Sources – each essay must contain at least two sources (one primary) and a correctly formatted Works Cited page attached to final draft.

The word count for all three essays is 2000 minimum to 2200 maximum—less or more will result in a grade penalty.

Quizzes/Special Projects/Final – 22% of grade

- Group Presentation - Final Part 1 - based on author study of a body of work – 90pts.
- Written Final – Part 2 - 90 pts.
- Written Final – Part 3 – 20 pts.
- MyCR Quizzes (See Course Schedule for listing) – 10 pts. each

Quizzes and written final may include some essay questions, multiple choice, fill in the blank, and true and false.

Classwork & Participation– 28% of grade

Be prepared for a class discussion (and some writing) every session; therefore, do preparation (such as assigned reading) and bring paper and pen.

Participation includes coming to class, arriving on time, staying for the entire class, joining in discussions, being an active member in group work, asking questions, offering answers, reading aloud, and being generally engaged in class. (See also Attendance and Absences). **You cannot be an active class participant if you are late, leave early, or do not attend class.**

Missed classwork cannot be made up.

The lowest two classwork & participation grades will be dropped (rough draft days not included).

Journals – 12% of grade

Journal instructions can be found in your Course Packet. See the Course Schedule for journal due dates and material. The lowest journal grade will be dropped.

NOTE: This syllabus may be modified during the course of the semester, as needed. If there are corrections or additions, you will be notified of such on the course website (notices will appear on home page).