

Syllabus for English 33	
Semester & Year:	Spring 2013
Course ID and Section Number:	03-3303 (only 1 section)
Number of Credits/Units:	3
Day/Time:	Monday 6:00 – 9:10 pm
Location:	Room 112
Instructor's Name:	Katherine Brown
Contact Information:	Office location and hours: Room 104 (small computer lab) Monday 4:00 – 5:00 pm Wednesday 1:00 – 2:00 pm Thursday 12:15 – 1:15 pm Phone: leave message with administration 962-2664 only in case of emergency – no call back Email: Katherine-brown@redwoods.edu or through English 33 Website (response may take 24 hours)
Course Description: A study in the art of writing fiction, emphasizing communication, clarity, and development. Students read and analyze many types of stories while they generate, expand, critique, and revise their own and others' stories.	
Student Learning Outcomes:	
<ol style="list-style-type: none"> 1. Recognize writing fiction as a process that involves inventing, drafting, revising, and editing. 2. Differentiate between concrete detail and abstraction and apply this knowledge effectively in writing stories. 3. Apply basic grammar and punctuation rules to clarify ideas. 4. Effectively portray scene, dialogue, and time. 	
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:

- *Self-Editing for Fiction Writers* – 2nd Ed. by Renni Browne and Dave King
- *Fiction Writer’s Workshop* – by Josip Novakovich
- Two pocketed folders to hold polished draft and rough draft(s) and self-evaluation form
- A system for keeping notes, returned work, handouts
- Regular Internet Access
- Computer Access and printer
- Lined paper, pens, pencils

My CR – Our English 33 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 33 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.**
- **Discussion Forum** – New postings each week. Students will be graded on their participation.
- **Resources**–Where you will find all Power Points (PP) and any handouts.
- **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)
- **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.

Grade Breakdown

- Exercises – 14%
- Classwork & Participation– 31%
- Short Stories – 44%
- Quizzes/Special Projects – 11%

Gradebook

- You have 24/7access 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.
- Pass= C or above

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 33 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.

Extra Credit

The English Department does not allow formal extra credit.

Paper Formats – MLA – Short Stories and Exercises

All short stories and exercises 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 of last name before page number; the proper heading on the first page only with student name, instructor name, class title, and date in special format (no commas or slashes). Please note that you will also need to save the files in .docx, .doc, or .rtf format to send to instructor for the discussion forum.

Due Dates and Late Work

All exercises and short stories are due the beginning of the class or as indicated in the Course Schedule. Missed projects, quizzes, and in-class work cannot be made up.

Short Stories – 44% of grade

Two short stories (8-10 pages) or one long story (18-20 pages) with portfolio(s) of workshopped rough drafts (up to two) and a polished draft is/are required. It is up to the student to pace himself/herself to complete the requirements before the semester ends. Short stories require a beginning, middle, and end—incomplete stories will receive a F. All short story drafts must be typed and rough drafts must be workshopped.

Rough drafts and polished drafts must be typed in MLA format. Besides having a copy for yourself to read aloud, bring instructor one UNSTAPLED copy so class copies can be made. Also, e-mail instructor rough drafts in .doc, .docx, or .rtf format so portions can be uploaded on our class website discussion forum.

Workshops – students will workshop two to four drafts of their stories with the entire class. Workshop slots require preplanning – Students can sign up week before or send instructor an e-mail by the Thursday before class. Students who fail to come to class on their workshop day or fail to be prepared for their workshop day will lose their workshop turn, which will affect vital feedback and grade.

The portfolio items, aside from the polished draft, are worth 25% of short story grade.

Quizzes/Special Projects – 11% of grade

- MyCR Quizzes (See Course Schedule for listing) - points vary
- Take Home Quizzes (handouts in class) – points vary
- Special Research Project – 120 pts. (will receive a handout in class)

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

Classwork & Participation– 31% of grade

Be prepared for a class discussion and workshopping 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—online and in class, being an active member in all group and class workshops, 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.**

The lowest classwork & participation grade will be dropped. Missed classwork cannot be made up.

Online Discussion Forum – expect one to three postings weekly (postings will occur by Tuesday 10 pm) on our English 33 website, including student work or reading questions. Each student is expected to respond with thoughtful comments to each topic presented (three topics = three postings, etc.).

Exercises – 14%

All classes will include exercises, both short in-class and lengthier homework exercises.

In-class exercises will be hand-written and count for classwork.

There are six lengthier homework exercises worth 20 points each. Homework exercises are due the next class day and must be typed in MLA format. Try to bring enough copies (usually four) for your small group so members can follow as you read. Additionally, all homework exercises must also be sent via e-mail to instructor by due date in .docx, .doc, or .rtf format as a possible selection for on-line discussion (there will be postings each week).

Please note that exercise groups will consistently change to provide new feedback (we'll decide the system as a class).

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)