

Syllabus for: English 350	
Semester & Year:	Spring 2013
Course ID and Section Number:	E1816
Number of Credits/Units:	6
Day/Time:	MTWR 11:40 to 12:55 pm
Location:	Student Services/Admin 109
Instructor's Name:	Deborah Dixon
Contact Information:	Email: deborah-dixon@redwoods.edu
<p>Catalogue 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 Center, where students practice basic reading and writing skills and receive essential tutorial support in reading strategies, in writing, and in sentence skills.</p>	
<p>Student Learning Outcomes:</p> <ol style="list-style-type: none"> 1. 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 to sentence boundaries. 6. Employ the Writing Center/Lab to enhance and to support basic academic behavior and habits necessary for college success. 	
<p>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.</p>	
<p>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.</p>	
<p>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</p>	

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 Texts and Materials

- ❑ English Brushup -- John Langan
- ❑ Ten Steps to Advancing College Reading -- John Langan
- ❑ English 350 class packet
- ❑ Two 100-item Scantron forms
- ❑ diskette or memory stick (required)
- ❑ A large 3-ring loose-leaf binder and 2 pocket folders,
- ❑ 2-4 highlighter pens in different colors.
- ❑ *Recommended: Thesaurus and a good dictionary

Class Policies

Every two weeks a new schedule of assignments and tests will be handed out on Thursday. It is your responsibility to read your schedule daily and to complete each assignment in a thoughtful and timely manner. I accept late work and revisions on all assignments (except quizzes and tests). You have a one week grace period for late work; after that you will receive a 0.

The English Department Attendance Policy: Attendance is mandatory. Since regular attendance is a critical factor in student success, students at the College of the Redwoods are expected to attend all session of each class in which they are enrolled. Census is January 28th. If you are not actively participating (attending both class and the writing center, turning in assignments) in the class as of that date, you will be dropped. If you are still enrolled after the census, you must continue to attend regularly. Students may not miss more than two weeks of class. For instance, our class meets four days a week; therefore, any more than eight absences for the semester would be considered "excessive." If a student exceeds the limit on absences before week 11 of the semester, the instructor will notify the student that he or she has been dropped. After week 10, excessive absences will likely result in failure. The last date to withdraw from a class is

March 29th. Also, please note that both a grade of F and W count as attempts (see New repeatability Rules below).

Late Paper and Exam Policy. Papers are to be handed in on time. If you have a challenge meeting a deadline, please talk to me. I will accept late papers, but be aware that once you start down that road it is likely you will have great difficulty catching up, for the work and assignments continue. All tests must be taken on the day given. However, if you have a legitimate excuse for missing the test, you may make it up. It is your responsibility to contact me for a makeup test. Make-up tests are taken in the ASC (Academic Support Center, located in the LRC). All make-up tests must be completed within one week. It is your responsibility to know which test you are there to take and what the deadline is. If you miss more than two exams/quizzes, you will need a documented legal or medical excuse in order to receive a make-up test.

Rewrites on paragraph and essay assignments are strongly encouraged, although they are optional. Rewrites provide you with an opportunity to improve a grade you are displeased with and to learn from correcting your mistakes. However, there must be evidence of substantial revision work done as well as an additional conference with a writing tutor. **Save** all your typed work on a disk or memory stick—it makes it much easier to revise and make corrections.

New Repeatability Rules: English 350 can only be taken 3 times. If you receive a D, F, or W in this class you will only be allowed to repeat it 2 more times. If you are repeating this course, be aware that previous attempts count.

Writing Center Attendance. Three hours per week in the Writing Center is required. A semester's total of 45 hours in the Writing Center is required to receive credit. Probably the most important step you can take to guarantee your success in English 350 is regular attendance in the Writing Center. Make it a part of your daily routine as a serious student. You do not have to pass this class alone; help is available—instructors, peer tutors, computer experts, fellow students, computers, printers, reference books and textbooks—in the Writing Center. Remember, if you get behind in your hours, at some point you will have to increase your hours in the WC to make it up. And the further behind you get, the less likely it is that you will ever catch up. The Writing Center is worth 10% of your total grade. It is pass/fail. You must have 45 hours, 4 writing conferences and all lab work completed in order to get credit. This 10% can make the difference in passing or failing the class.

Academic Decorum. Be early or on time for class. Come prepared. Take care of personal needs before class. Leaving and reentering the classroom is disruptive, distracting, and disrespectful to others. Please do not walk in front of me when I am talking. If you absolutely must leave, wait until there is an appropriate, non-disruptive moment. **No eating in the classroom.** Inappropriate language, cursing, racial, ethnic, sexist, or epithets will not be tolerated.

No talking is permitted during exams or quizzes. If you finish early, turn your exam paper over and read a book.

Turn off and put away your cell phones. Remove ear buds. Do not answer your phone or text in class. Do not leave class in order to answer your phone or text. This is inappropriate behavior. Using or accessing a cell phone during an exam will cause you to receive a zero for that exam. Student Conduct: 8. *Unauthorized use of cell phones, pagers, and other communication devices in all instructional areas and Library, including all labs and classrooms during instructional sessions* (2009-2010 Catalogue, page 133). After a verbal or written notice and giving the student an opportunity to respond, *any faculty member may, for good cause, order a student removed from his or her class for the day of the removal and the next class meeting* (Education Code 76032). Keep all electronic devices out of sight during class. If you are suspended from class, you will receive a zero for any work missed. Electronic devices and digital distraction are detrimental to our learning environment and your success.

Grading: Record your grades on the Student Grade Sheet provided for you. Keep track of your progress. The instructor uses letter grades and grade points for all assignments:

A = 4.0	B+ = 3.3	C+ = 2.3	D = 1	F = 0
A- = 3.7	B = 3.0	C = 2.0		
	B- = 2.7	C- = 1.7		

Grading Criteria

Writing = 60%

Writing Center (pass/fail)

_____ 10%

(45 hours + 4 writing conferences)

Competency Exam _____ 15%

Paragraphs and Essays _____ 30%

Narrative Paragraph _____

Examples Paragraph _____

Cause & Effect Paragraph _____

Essay _____

Practice Essay Exam _____

1 2

Writing Skills Quizzes _____ 5%

hmk S/V P/C Frg RO

Reading = 40%

Degrees of Reading Power test _____ 10%

Weekly Reading (TS) Quizzes _____ 12.5%

hmk V MI MI2 SD IM Rel PO Inf PT ARG

Weekly Reading Journals _____ 12.5%

1 2 3 4 5 6 7 8 9

Reading tests _____ 5%

RRJ 1 RRJ2

Final Grade _____ 100%