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| Syllabus for: (name of class) English 350—Reading and Writing Skills | |
| Semester & Year: | Spring 2013 |
| Course ID and Section Number: | 2013S-ENGL350-033427-Gonzalez |
| Number of Credits/Units: | 6.0 |
| Day/Time: | MWF 2:30-5:10pm |
| Location: | KTIS |
| Instructor's Name: | J. Gonzalez |
| Contact Information: | Office location and hours: KTIS 2:00-2:30pm Email: jeff-gonzalez@redwoods.edu |
| Course Description (catalog description as described in course outline): 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/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 (as described in course outline): <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, and 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 Center/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. | |

English 350
Reading and Writing Skills
Spring 2013 MWF 2:30-5:10pm

Jeffrey Gonzalez
Office Hours: MW 2:00pm-2:30pm
jeff-gonzalez@redwoods.edu

Catalog Description

English 350 is 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/Lab, where students practice basic reading and writing skills and receive essential tutorial support in reading strategies, in writing, and in sentence skills.

Required Texts

Anker, Susan. *Real Writing with Readings*, 6th ed. Boston: Bedford/St.Martin's, 2012.
DiYanni, Robert. *Putting It Together: Basic College Reading in Context*. Boston: Bedford/St.Martin's, 2002.

Manuscript Format

Use Times New Roman font, size 12, double-spaced, .5 inch indentation for paragraphs (no extra spacing between paragraphs), 1 inch margins all around, with page numbers preceded by your last name at top right, all pages stapled. Your name, class, instructor's name, assignment label, date, and word count should be single-spaced and aligned left at top of first page; title is centered. In general, follow MLA format. See the MLA section (pp. 313-318) in *Real Writing*.

Course Overview

Throughout the term emphasis will be placed on understanding the fundamental aspects of writing and how they can be applied to both paragraphs and essays using the Modern Language Association format. Four paragraphs, each centered on a specific type of writing, will also be required. In addition to these writing assignments, weekly context journals will be assigned. During weeks fifteen and sixteen, students will concentrate on preparing their final written portfolio, meaning students should save all written and graded work.

Course Learning Outcomes

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, and 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 Center/Lab to enhance and to support basic academic behavior and habits necessary for college success.

Expectations

1. You should attend class regularly, asking questions, participating in discussion, and demonstrating cooperation with class members in an effort to maturely and intelligently discuss the material. (See “Notes” section below for further information).
2. You should attend at least one office conference with the instructor, preferably during the first six weeks of the semester. Clear, consistent communication with Mr. Gonzalez is the best way to get your needs as a student attended to and will thus help you earn a better grade.

Requirements

1. You must hand in all assignments on time unless you make prior arrangements.
2. You must submit all out-of-class papers to turnitin.com through MyCR.
3. You must keyboard all out-of-class essay assignments.
4. You must successfully complete all assigned essays (including in-class exams), your context journals, and a portfolio.

Office Hours

I will mostly be available in the computer lab Monday and Wednesday, 2:00-2:30pm and at other times, with or without an appointment. Note: These hours are located between my English sections, so students who approach me first will have priority during that time, unless a prior appointment has been made.

Grades

English 350 is graded A, A-, B+, B, B-, C+, C, D, F. If you successfully meet all course requirements, your final grade will be calculated as follows:

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|---------------------------------|-----|
| Homework and Participation..... | 20% |
| Essays and Paragraphs..... | 30% |
| Quizzes & Tests..... | 5% |
| Context Journal..... | 10% |
| Portfolio..... | 10% |
| Competency Exam..... | 15% |
| Degrees of Reading Power..... | 10% |

Notes

1. If you have a disability, you are invited to meet with me to identify any special needs that you may have in English 350. Please communicate your needs during the first week of the semester.
2. You are responsible for all of your own work. While I encourage collaborative study groups and tutoring, any plagiarism, cheating, or disruptive behavior will result in immediate referral to the Campus Dean and the “Student Code of Conduct Standards” (go to CR website for details).
3. Cell phones and other personal electronic devices are not part of English 350. Do not bring them to class unless they are turned off or set on the vibrate mode. If you must take a call, quietly leave the room. Texting is **never** appropriate during class, and will result in immediate dismissal from that day’s class.
4. Laptops should not be open during class lecture and discussions, but can be used when the instructor gives specific approval.
5. This syllabus is subject to change should circumstances warrant revision.

Have Fun and Remember: “Writing is always a lot easier if you have something to say.”