

Syllabus for English 150	
Semester & Year:	Fall 2013
Course ID and Section Number:	03-3814 (only 1 section)
Number of Credits/Units:	3.5
Day/Time:	Monday and Wednesday – 6:00 – 8:15 p.m.
Location:	Room 111
Instructor's Name:	Katherine Brown
Contact Information:	Office location and hours: Room 104 (English Lab) Monday 1:30 – 4:00 pm Wednesday 3:30 – 5:30 pm Email: Katherine-brown@redwoods.edu or through English 150 Website (response may take 24 hours)
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.	
Student Learning Outcomes:	
<ol style="list-style-type: none"> 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: 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 150*– available at the College of the Redwoods online bookstore
- *Real Essays with Readings* 4th Edition by Susan Anker ISBN# 978-0-312-64808-4
- One flat folder with pockets (no hole punching, clips, or rings)
- Flash drive (aka thumb drive/memory stick) for storing in-class writing
- Internet and e-mail access
- Computer Access and printer
- A three-ring binder to hold Course Packet, notes, paper for in-class writing
- A system for keeping notes, returned work, handouts

Our English 150 Website

You must have internet access to log onto our English 150 website, and you must be familiar with website features. To log onto the English 150 website for this class, under user name you will enter your first initial, last name, and last three digits of your student ID. **example:** Susan Student w/ID 1234567 = SStudent567

If you have any problems logging on, contact the ITS team immediately and resolve the issue. Your password is your birth date in the SIX DIGIT mmddyy format with no slash or dash. **example:** a birthday of Jan. 1, 1991 is entered as 010191. Most errors occur when students try to enter the year in 4 digits instead of 2.

- **Messages** –To send/receive messages to/from your English 150 instructor and classmates
- **Syllabus** –For constant access to the syllabus. **Any homework changes will be posted on the Course Schedule portion in red.**
- **Resources** –Where you will find all Power Points (PPT), a full copy of the Course Packet, and any class handouts, including Essays and Projects.
- **Gradebook**– 24/7 access to your grades as they are entered.
- **Tests & Quizzes** – Where you will take on-line quizzes per instructor
- **Grammar Cengage, Grammar OWL, 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** – To access the library databases to help with research.

Grade Breakdown

- Writing Portfolio – 20%
- Unit Tests – 10%
- Essays – 30%
- Classwork, Lab Work, and Participation– 24% (lowest two scores dropped)
- Journals – 10% (lowest score dropped)
- In-Class, Online, and Take Home Quizzes – 6%

Gradebook

- You have 24/7access to your grades through *Gradebook* on our website. This is updated as soon as assignments are graded and entered. 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 (does not include routine medical exams). Do not schedule routine medical exams during class time.

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 150 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.**

Unexcused absence

Please note that undocumented illness (those without doctor's note), routine doctor appointment, 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.**

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. **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.

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. Graded work is usually returned on the next class session.**

Make-Up – Not Allowed for Unit Tests, Class work, Homework

Unit Tests cannot be made up (unless excused absence with documentation). If you know you will be absent, please make arrangements with the instructor to complete work ahead of time. Class work cannot be made up. Homework (take home quizzes/journals) will NOT be accepted late without a late coupon or without previous special arrangement made with instructor. If you already used your coupon, then you will receive a zero.

Extra Credit

The English Department does not allow formal extra credit.

Late Work Policy

Late Rough Drafts of essays are not accepted. Late final drafts of essays come with a ½ grade penalty unless a one-time late coupon is used. Your Writing Portfolio will not be accepted late. Journals and Take Home Quizzes are not accepted late unless a one-time late coupon is used (or if prior arrangement with instructor has been made). If you are going to miss a class, plan on either sending your homework in with a friend or using your coupon. If you know ahead of time that you will be missing a class, turn in your work early.

How to Find Homework Assignments

Homework can be found under the class schedule of the syllabus. Since it may change from the initial handout at the beginning of the semester, homework is also posted on the board in each class and posted 24/7 on our English 150 website (See Syllabus/Course Schedule—changes will be in red). Also, you can check the Calendar on our website—it will show what is due for class on that day.

If you miss a class, it is your responsibility to check with a classmate or our English website for homework updates.

Do not contact the instructor for this material.

Homework

Homework assignments are due at the **beginning of the next class** unless stated otherwise.

Late Work Coupons

Your Course Packet contains two one-time-use late coupons allowing for a slight extension for take home quizzes, journals, and out-of-class essays (NOT the Writing Portfolio). **Coupons cannot be used for rough drafts.** Also, **coupons cannot be used once a graded quiz/journal has been returned.**

Turnitin.com

All out-of-class essays require you to submit an electronic copy of your final draft to Turnitin.com. You should set up an account following directions in your Course Packet (p. 9). You do not want to exceed more than 20% quoted material, and you must cite any material used from other sources to avoid plagiarism.

Turnitin Codes: Class ID – 6395002
Password – thesis

Paper Formats – MLA (Modern Language Association)

All essays (and other assignments when requested) must be typed according to MLA format:

- Times New Roman- 12 pt. font
- One inch margins on all sides
- Spacing. Double-spaced throughout, including heading and title (will need to change default spacing in Word—go to Paragraph under Home page, Spacing boxes on left change to Before: 0, After: 0, and Line Spacing to Double.)
- No bold or underline for essay title
- Pagination (last name and page number ½ inch from top margin, formatted in Insert/page number/top and choosing right hand placement, then type last name in front of page number) (double click on header to close)
- Proper left hand heading on the first page only with student name, instructor name, class title, and date in special format (no commas or slashes), in that order.
- For all essays, heading should include word count (placed after date) and any other special requests from instructor.

Printing PowerPoint

You can preview a Power Point on many of the grammar selections (and preprint it) on our website under Resources. To print a Power Point and NOT get 8 ½ x 11 inch sheets of each slide, call it up as though you were going to view it, and then call up the print menu. In PPT 2010, under Settings in the print box, go to SLIDES and use the pull down menu. You can change to Outline (which eliminates the boxes and just has content) or change to the number of boxes you want per page. A selection of 3 slides gives you lines on the right of the boxes to take notes.

Essays – Out-of-Class – 30% of grade

Essays must be typed and printed per MLA format outlined above. Essays require prep work as explained in each handout (for example: outline, rough draft(s), peer evaluations), plus a completed self-evaluation should be stapled to the back of the essay. In addition to a paper copy, an electronic submission must be turned into Turnitin. Failure to complete Turnitin will result in a zero.

Rough Drafts

Rough drafts of essays cannot be turned in late and student presence on peer evaluation days is mandatory. Rough drafts are worth 25% of a student's essay grade.

Journals – 10% of grade

The lowest journal grade will be dropped. Journals must be typed using MLA format. Journals will vary in points and directions. See the Course Schedule for each specific journal request and journal due dates.

In-Class, Online, and Take-Home Quizzes (lowest quiz dropped)– 6% of grade

MyCR Quizzes, In-Class Quizzes, and Take Home Quizzes (in Course Packet) - points will vary (See Course Schedule for listing). Tests and quizzes include short essay answers, multiple choice, fill in the blank, true and false, and grammar corrections.

Classwork, Lab Work, and Participation– 24% of grade

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, doing in-class work, and being generally engaged in class. (See also Attendance and Absences). **You cannot be an active class participant if you are late, leave early, sleep, text, or do not attend class.**

Be prepared to do writing for every class and to turn this work in. Therefore, bring paper and pen, and do preparation (such as assigned reading). Also, you will often do group work in the form of discussion and collaborations. Your classmates count on you to be an active member.

Every class is worth a minimum of 10 points. Tardiness or leaving early (or coming back late from break) results in points penalty, which escalates if habitual.

The lowest two classwork/lab work/participation grades will be dropped.

Portfolio – 20%

A summative writing sample will constitute 20% of your final grade. A specific handout on this will be distributed later in the semester.

Group Work

Depending on class size, instructor will divide students into specific working groups, which may/may not include your friends. Groups will be periodically changed.

Important Dates

Sept. 9	Census Date (students who show a pattern of absences may be dropped)
Nov. 1	Last day to drop
Nov. 11	Veteran's Day – no classes
Nov. 28-29	Thanksgiving Holiday – no classes
Dec. 9-14	Finals Week

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).

