

Syllabus for: English 350/350L – Reading and Writing Skills	
Semester & Year:	Fall 2013
Course ID and Section Number:	034057 #4057
Number of Credits/Units:	6
Day/Time:	M-Th 2:50-4:05 p.m.
Location:	HU106 and Laboratory TBD 45-hours total
Instructor's Name:	Jacqui Cain
Contact Information:	Jacqui-cain@redwoods.edu
<p>Course 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. Write well-developed, clear paragraphs. 2. Write formal college essays. 3. Use appropriate grammar, usage, and mechanics. 4. Apply reading skills necessary on the literal, inferential, and critical levels. 5. Earn passing scores on the English department competency exam and the Degrees of Reading Power Exam. 	
<p>Required Texts and Materials:</p> <ul style="list-style-type: none"> • <i>Ten Steps to Advancing College Reading Skills, 5th Ed.</i> by Langan • <i>English Brushup, 5th Ed.</i> by Langan and Goldstein • <i>Course Packet</i> • Readings on MyCR <ul style="list-style-type: none"> ○ A composition notebook ○ Access to the Internet ○ Access to word processing and printing ○ Flash storage device 	
<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 are an individual with a disability who requires an accommodation to maximize your success in academic programs or campus activities, contact Disabled Students Programs and Services (DSPS) located behind the bookstore in building T-20, Mon- Friday, 7:30 a.m. to 5:00 p.m., or call 476-4280, TDD 476-4282.</p>	

Evaluations & Assignments

Participation:	150 points
Lab:	150 points
Midterm Portfolio:	100 points
Final Portfolio:	200 points
Journal:	100 points
Competency Exam:	MUST PASS
Quizzes:	50 points
In-class Activities:	50 points
<u>Essays:</u>	<u>200 points</u>

Total: 1000 points

Students must earn a grade of C (700 points) in order to pass the course.

100-93% = A	-----87% = B+	-----77% = C+	-----60% = D
-----90% = A-	-----83% = B	-----70% = C	----- 0% = F
	-----80% = B-		

To receive credit for English 350/350L and be eligible for English 150, you must earn a grade of “C” or better on your final portfolio and you must receive a passing grade on the Competency Exam.

Portfolios: A portfolio is a collection of your work that represents your abilities as an effective, thoughtful writer. I will collect a portfolio from you twice during the semester (once at midterm and once at the end of the semester). I will give you a handout of exactly what to include in each of your portfolios as the due dates approach. Keep in mind that portfolios that are missing required assignments generally fail, and as the note above says, you must earn a passing score on your final portfolio to pass this class.

Essays and paragraphs: You will write 4-5 formal paragraphs and 3-4 formal essays over the course of the semester. I will collect rough drafts of your essays and paragraphs after your classmates have read and commented on them, comment on them myself, and return them to you marked with a +, a ✓, or a -. A + indicates excellent work, a ✓ indicates satisfactory work, and a - indicates unsatisfactory work. Any work receiving a - must be revised and resubmitted within seven days. Work receiving a + or a ✓ can be set aside for the time being and revised for evaluation in a portfolio.

ALL OUT OF CLASS WORK MUST BE TYPED AND DOUBLE-SPACED
UNLESS OTHERWISE INDICATED

Lab: 15% of your grade is based on attendance and participation in the Writing Lab. Students are required to attend for 45 hours during the semester. Details on which assignments require one-on-one work with the tutors is explained in the course packet.

Competency Exam: Twice during the semester you will complete a competency exam. Once early during the course, and then again as the final. You are required to demonstrate improvement in your reading comprehension in order to pass the course.

Attendance is mandatory and I take roll at the beginning of class. Regular attendance is very important in college, both for your own success, as well as to create a positive learning community in the classroom. In addition, after missing more than two weeks (of a 15 week semester), students have lost their ability to master all of the skills offered by the course. Because of this, it is the policy of the English Department at College of the Redwoods that any student who misses more than 8 unexcused class sessions during weeks 1-10 will be dropped (see note below on “excused” absences.)

If you miss a class, you are still expected to come to class prepared. You will be provided with a course calendar that will allow you to follow what was done in class the day you were absent, and what homework is due. I will not provide lecture notes for what happens in class sessions; it is your responsibility to find out from another student what happened in class the day that you missed, and for this reason you are strongly encouraged to exchange contact information with several other students in class.

If you come 10 minutes late or unprepared that will count as ½ an absence. Also, if you leave more than 10 minutes early, it will also count as half an absence. In other words, if you are tardy twice or leave early two times, that will equal one unexcused absence; or, if you are tardy once and come once unprepared to participate, that will also be the equivalent of one absence.

Unexcused Absences: Students are allowed eight unexcused absences before being dropped. It is expected that students will get sick, have to attend a funeral, miss a bus, or have a day-care problem, etc., a few times during a semester; however, as noted above, once a student misses more than two full weeks of class it is no longer possible for them to achieve the outcomes of the course and they should welcome the opportunity to retake the class another time.

Student Athletes: Instructors are notified by the athletic department when student athletes will be required to miss class and those absences are automatically considered “excused.” Student athletes are still expected to come prepared and with their homework to the next scheduled class session and will not be given automatic extensions on assignment deadlines.

Excused Absences: Medical or legal emergencies will be considered “excused” absences with documentation. Examples include a court date or a visit to the ER for the student or their dependent. Because your instructor allows for excused absences only in rare circumstances, students are strongly encouraged to miss class only when they absolutely must. You don’t want to find yourself skipping a few classes at the beginning of the quarter, and then later getting a cold and missing a bus putting you over the six-absence limit!

Census Week: Be aware that if you've missed three classes and have not turned in work, your name will be cleared from the class roster following Friday of Week 3 (Census Week).

Student Responsibilities:

The general rule for college classes is that for every hour spent in class (6/wk), students should expect a minimum of 2-3 hours working outside of class: expect to spend at least 12-18 additional hours each week reading, writing, or doing other related activities. Being prepared will improve your learning experience (and your grade). Not only will coming prepared help you make the most of class time, it is also crucial to the success of the others in the classroom as I will often as you to work in groups.

Reading: You will be doing a tremendous amount of reading this semester—or you should be if you are engaged in the course. Moreover, the reading we’ll do is active, critical reading: this means that you will reread confusing or difficult sections until they’re clear (or until you’re confident you’ve given it your best shot) and that you’ll underline significant passages, circle important words, and write questions and comments in the margins of the reading. In short, you cannot afford to simply read the words on the page. You have to take those words very seriously and think carefully about them.

ASK QUESTIONS!!! The only questions that you should not ask are things such as “when is the due date” and “what are we doing today,” as you should already have that information at your fingertips. Everything else is welcomed, and encouraged! I know that for every question I get in class, there are at least three others that have gone unasked, and I am only so good at second-guessing.

Late Work and Make-Ups: Due dates are for the beginning of class on the day an assignment is due. I will still accept regular homework one-day late for half credit. Essays and portfolios will be accepted up to 4-days late with a 10% penalty for every 24-hours period after the due date (including weekends); in other words, if your essay is 1 minute, or 20 hours late, your get a 10% penalty. After 4-days, the essay or portfolio will not be accepted.

Students who miss a **quiz**, either due to an excused or an unexcused absence, have one-week from the originally scheduled date of the quiz to schedule a **make-up** quiz in the Testing Center. It is the responsibility of the student to contact me and arrange the make-up quiz.

Misc. Classroom Policies:

Food – Food is not permitted in the classroom. Beverages are allowed so long as they are in a container that will not spill (has a lid). If someone has a medical condition that requires them to eat during class, they need to contact me privately in order to make an accommodation.

Leaving the classroom – please do not leave the classroom once the class has started. If it is an emergency and you must leave, please do so discretely without disrupting the rest of the class. Students who create distractions may be asked to leave the class and return the next day (see the policy on behavior below).

Electronics – students may use electronic devices to take notes during class. All other types of technology, such as MP3 players, phones, or gaming devices, must be put away at the start of class. If you have a specific situation, such as you are expecting a call from the babysitter, please tell your instructor in advance and if you have to answer the phone, please go outside.

Behavior -- This is an environment of growth, openness, and mutual respect. Students are expected to arrive prepared and remain attentive and involved in the class. A student will be asked to leave the class for distracting, inattentive or disrespectful behavior. All judgment regarding what is appropriate behavior rests solely with me. At the same time, please let me know about any problems that may exist that I may be unaware of.

Extra Credit – Extra credit may be offered if a learning opportunity arises that I want to encourage students to participate in. For example, if a guest lecturer is on campus, or if the college is screening a film that would enhance the curriculum. Extra credit will not be offered just to help a student raise their grade.

Contesting a Grade -- Students have one-week from the time an assignment has been returned to contest the grade with the instructor: after that time the grade will stand. If for any reason you are not sure why you earned the grade you received, or if you unclear on the grading policies, or think that something in your work was overlooked or misunderstood by the, please do not hesitate to contact me immediately. This is especially true if you are thinking about revising your work and resubmitting it for a higher grade.

Incompletes – Incompletes are not available for this course.

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>

Plagiarism:

Plagiarism is the use of another's words or ideas in your writing without acknowledging that they are not your own. When you use someone's direct words or even an idea unique to an individual author, you must cite your source. This includes paraphrasing and summarizing from a text.

The sanctions for plagiarism in this course are as follows: any student found plagiarizing will receive a "0" for the assignment in question. A second instance of plagiarism will result in a failing grade for the quarter.

The instructor reserves the right to make adjustments to the syllabus and course calendar as necessary. Students will be notified of any changes in an announcement in MyCR, as well as a verbal announcement in class.

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.