

## Syllabus for: English 150: Pre-collegiate Reading /Writing

<b>Semester &amp; Year:</b>	Fall 2013
<b>Course ID and Section Number:</b>	English 150 #034044
<b>Number of Credits/Units:</b>	3.5
<b>Day/Time:</b>	MW 2:50 – 4:15 pm
<b>Location:</b>	HU114
<b>Instructor's Name:</b>	Mary Sue Prangley
<b>Contact Information:</b>	Email: <a href="mailto:marysue-prangley@redwoods.edu">marysue-prangley@redwoods.edu</a>

### 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 Outcome :

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.

**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.

## English 150: Pre-collegiate Reading/Writing

Classroom: HU114  
#034044  
MW 2:50-4:15

**Instructor:** *Mary Sue Prangley*

**E-Mail:** *marysue-prangley@redwoods.edu*

**Office:**

**Office Hours:** (& by appointment)

**Writing Center:** Tues. 4:25 – 7:25 pm & Wed. 6:00 – 7:25 pm

**Prerequisite:** ENGL 350 (or equivalent) with a “C” grade or better, or assessment recommendation for ENGL 150. **You may need to provide evidence of eligibility.**

### Required Texts & Materials:

- *They Say / I Say w/readings* (Gerald Graff & Cathy Birkenstein)
- *Into the Wild* by Jon Krakauer
- *The Bedford Handbook* (8<sup>th</sup> edition, Diana Hacker)
- Class Packet (for sale in the CR Bookstore)
- A college-level dictionary
- Regular access to a computer and the Internet
- An email account (that you check daily)
- Plenty of writing utensils (pens/pencils) and an ample supply of lined 8 ½ x 11 paper (expect to need writing materials *every* class)
- 1 blue book (exam booklet)
- 4 pocket folders
- A flash drive (or some other means of backing-up your work)

### Course Overview:

• **Course Description/Goals:** Welcome to English 150! This course will require much from you, yet it offers much in return. English 150 is a rigorous, comprehensive course designed to develop your critical thinking, reading, and writing skills and thereby prepare you for English 1A. You’ll be doing an extensive amount of reading, writing, and discussing for this class. The potential benefits, though, are worth your efforts. Engaging in activities such as reading and analyzing complex texts, developing written analytical arguments—as well as participating in intellectual

class discussions and peer group activities—sharpens the critical thinking skills that will serve you well both in college and in your life beyond the classroom.

## Course Requirements:

- ❖ **3 Major Essays (10% each=30% of the grade):** You will write three short (3-4 page) out-of-class essays during the semester. MLA formatting and documentation are required for all essays. All essays are to be typed using a standard 12-point font and double-spaced. I accept hard copies only. You may e-mail me a copy of an assignment if you're absent on the day it's due (to show you've completed it), but you will not receive credit for it until you've turned in a hard copy version when you come back to class. (See Deadline & Make-up Policy section for more details.)

You will need to maintain a working portfolio (in a pocket folder) for each major essay. The working portfolio is comprised of *all* writing pertaining to the paper, including a final, polished draft, all notes, prewriting, earlier drafts, peer feedback, conference notes, & so forth. In other words, *save everything*. In order to receive full credit for a major essay, you must submit it on the due date in a working portfolio containing all the required documents. **Note: I do not accept essays without a working portfolio.**

- ❖ **Final Writing Project (20% of the grade):** This class culminates with a final writing project. For this project, you will revise and expand one of your shorter major papers into a four-to-five-page essay. As with the shorter essays, this final writing project also requires that you maintain a working portfolio (in a pocket folder). The working portfolio is comprised of *all* writing pertaining to this writing project.

- ❖ **Reflective Cover Letter (5% of the grade):** You will include a one-to-two page Reflective Cover Letter in your Final Writing Project (to be graded separately from the project).

- ❖ **www.turnitin.com:** In addition to the stapled, hard copies of each of your essays that you submit, you will also submit electronically each of your essays to [www.turnitin.com](http://www.turnitin.com) via MyCR. At the end of the semester, the recorded grades for any essays that have not been submitted to turnitin.com will be deleted from the gradebook and you will receive a “zero” for the essay.

- ❖ **Final Reading Exam (5% of the grade)**

- ❖ **Grammar: Grammar Exams (10% of the grade)**

- ❖ **Writing Center Attendance (22.5 hrs.) (10% of the grade):** Complete your hours in the Writing Center weekly. If you get behind in your hours, it means extra time in the WC in subsequent weeks. Eventually, students reach the point where it is impossible to make up all the hours. Remember the Writing Center is all or nothing, pass or fail. 22.5 hours plus 3 writing conference must be completed in order to get credit. The Writing Center

component is worth 10% of your grade—this can make a significant difference to your final outcome.

❖ **Attendance & Engaged Participation in Class Activities, Online Posts, Peer Group Exercises, and Whole Class Discussions (10% of the grade):** (see Attendance & Participation section for more details)

❖ **Homework & In Class Writing (10% of the grade)**

❖ **Formatting Assignments:** All writing (other than in-class) must be typed using a standard 12-point font and double-spaced, the pages formatted with one inch margins. Staple pages together.

❖ **Deadline & Make-Up Policies:** As a general rule, I do not accept late work. Any exception to this rule will be determined on a case-by-case basis. All assignments must be turned in on the date they are due to receive credit. As noted in other sections, though, if you are absent, you may email me a copy of your homework by 5:30 pm on the day it is due (**followed by a hard copy turned in to me when you return to class**) to receive credit.

**Grading:** Essays will be graded according to the Rubric For English 150 Essays (see class packet). I use grade points for all assignments.

There are a total of 500 points available for this course. Final grades will be based on the following scale: A (470-500), A- (450-469), B+ (435-449), B (415-434), B- (400-414), C+ (385-399), C (365-384), C- (350-364), D (300-349).

### **Grade Breakdown (approximation):**

1) 3 Major Essays (in working portfolios)	30% (150 pts.)
2) Final Writing Project (in working portfolio)	20% (100 pts.)
3) Reflective Cover Letter	5% (25 pts.)
4) Final Reading Exam	5% (25 pts.)
5) Grammar Unit Tests	10% (50 pts.)
6) Writing Center	10% (50 pts.)
7) Homework & In Class Writing	10% (50 pts.)
8) Class Discussion & Participation	10% (50 pts.)

## **Attendance and Participation Policies:**

Since much of this class revolves around our discussions, you will need to be in class every day, on time, and prepared to engage in the day's activities. Please note that I will be taking attendance (in one form or another) *every* class period. I will also be keeping track of individual participation in group discussions and activities. (Grades are influenced by the level of participation in class.) Being late to class also affects your grade.

It is imperative that you come to class on time and prepared to actively participate. Lateness, lack of preparation, and inattentiveness will not only affect *your* ability to succeed in this course, it will also have an effect on the functioning of the class *as a whole*. Please keep this in mind.

### **The English Department Attendance Policy:**

Students at the College are expected to attend all sessions of each class in which they are enrolled. Students may not miss more than two weeks of class. 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, an instructor will notify the student that he or she has been dropped. After that notification, students are still responsible 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.

**Before Census (Week 3): Be aware that if you've missed multiple classes and/or have not been turning in work, your name may be cleared from the class roster following Friday of Week 3 (Census Week). If you find yourself in this boat, you need to talk with me about your situation as soon as possible.**

## **Academic Dishonesty Policy:**

Plagiarism is a serious offence which can result in failing English 150. Turning in a paper you got off the internet is a blatant form of plagiarism, but submitting a paper which contains a paragraph, sentence, or even a phrase from someone else without including proper documentation is also considered an act of plagiarism. We will be talking about acceptable ways of including the words of others in your writing. Even so, if you ever have any questions about whether or not you may be plagiarizing something in your writing, please come see me *before* you turn in your paper, so we can avoid any potential misunderstandings about what your intentions may have been.

**Academic Misconduct:** 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>

## **Special Accommodations:**

Persons who wish to request disability-related accommodations should contact Disabled Student Programs and Services. Some accommodations may take up to several weeks to arrange. **Please see me as soon as possible if you would like help arranging accommodations. Your success in this class is my main consideration. I will be pleased to help in whatever way I can.**

**The instructor reserves the right to add, delete, or revise sections of this course or syllabus. Changes will be announced on MyCR and in class.**