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| Syllabus for: (name of class) ENGL-1A-E4033-2013F Analytical Reading and Writing | |
| Semester & Year: | Fall 2013 |
| Course ID and Section Number: | ENGL-1A-E4033-2013F Analytical Reading and Writing |
| Number of Credits/Units: | 4 |
| Day/Time: | Wednesdays 3:15-5:20 PM / On-line |
| Location: | Humanities Bldg, Room HU127 |
| Instructor's Name: | Erin Sullivan |
| Contact Information: | Office location and hours: HU127 2:30-3:15 PM Phone: 707 826-3128 Email: erin-sullivan@redwoods.edu |
| Course Description (catalog description as described in course outline): A transfer-level course in critical reading and reasoned writing. Students analyze issues and claims presented in visual, oral, or written arguments and write analytical and argumentative essays based on those issues. Research and source-based writing, employing correct MLA documentation, is required. | |
| Student Learning Outcomes (as described in course outline) : 1. Analyze argumentative claims. 2. Respond to arguments with persuasive critical essays. 3. Locate, synthesize, and document sources for use in response to arguments. 4. Revise and edit for sentence structure and mechanics. | |
| 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. | |

ENGL-1A-E4033-2013F Analytical Reading and Writing

THEME: ENVIRONMENT AND COMMUNITY

COURSE SYLLABUS

Erin Sullivan | College of the Redwoods | Section 034033 | Fall 2013

Classroom Hours | Wednesday afternoons | 3:15-5:20 PM | HU Room 127

Online Hours | 6-10 hours (minimum) | MyCR (Sakai) platform

CONTACT INFORMATION

- PHONE: (707) 826-3128 (HSU)
- EMAIL: erin-sullivan@redwoods.edu
- MyCR SITE: [HTTP://MYCR.REDWOODS.EDU](http://mycr.redwoods.edu)

OFFICE LOCATION: HU 113 / HU 127 ♦

OFFICE HOURS: Wed 2:30-3:15 PM ♦

CONFERENCES BY APPOINTMENT ♦

MAILBOX LOCATION: HUM 113 ♦

COURSE MATERIALS

- Texts, readings, and assignments posted to MyCR
- *The Bedford Handbook*, 8th edition, ISBN 978-0-312-47974-9
- Bedford website: http://bcs.bedfordstmartins.com/bedhandbook8e/#t_518572
- Access to college-level dictionary and college-level thesaurus
- Access to computer, printer, internet, MyCR, and CR email account
- Recommended: Accordion folder with sections and tabbed letter-size file folders
- Lined paper, pens, pencils, highlighters (5 colors), post-it notes, stapler and staples
- Field Notebook: composition book or small bound journal, exclusively for this class
- Adequate funds for printing assignments, readings, and essays when required

COURSE OBJECTIVES

Students successfully completing English 1A should demonstrate the following competencies:

- Analyze argumentative claims.
- Respond to arguments with persuasive critical essays.
- Locate, synthesize, and document sources for use in response to arguments.
- Revise and edit for sentence structure and mechanics

COURSE DESCRIPTION

English 1A is a transfer-level course in critical reading and reasoned writing. Students analyze issues and claims presented in visual, oral, or written arguments and write analytical and argumentative essays based on those issues. Research and source-based writing, employing correct MLA documentation, is required. Prerequisite: English 150 (or equivalent) with grade of "C" or better or appropriate reading and writing scores on the placement exam.

Hybrid Course Description: This section of English 1A combines on-campus community based learning with off-campus technology-based learning. The course includes face-to-face classroom instruction and activities; face-to-face individual conferences with the instructor; and online workshops, assignments, and discussion forums using the web-based instructional program MyCR. To be successful in this course, you must be comfortable working in an online environment, organized and self-motivated enough to complete coursework on your own time and by deadline, and committed to attending and participating in face-to-face class sessions and individual conferences.

Course Theme: In Richard Louv’s book *The Nature Principle*, he argues that “a reconnection to the natural world is fundamental to human health, well-being, and survival.” We will investigate this thesis from both a personal and academic perspective through a variety of course readings, assignments, and activities. In short, *Nature is the Syllabus* this semester.

FACE-TO-FACE CLASS REQUIREMENTS (25%)

Everyone has the opportunity to earn 100% in this grading category by strictly observing all attendance, participation, preparedness, and behavior policies during class and library sessions and during individual conferences. When directed, essays and assigned readings must be printed in hard copy form and brought to class and conference to participate in workshops and activities. Failure to bring printed documents and other required texts and materials will negatively affect the Classroom Grade (CG). Lack of participation or inappropriate behavior during class and conference will also negatively affect the CG. *Missed class sessions, conferences, and in-class work may not be made-up.*

VIRTUAL CLASS REQUIREMENTS (50%)

Reading Nature (15%)

There are 8-10 assigned texts (readings, videos, images) posted to *MyCR* pertaining to the natural world and our connection (or disconnection) from that world. In addition, there are assigned readings and exercises from *The Bedford Handbook*. Most readings have a corresponding reading quiz (RQ), reading response forum (RRF), or reading activity (RA) that must be accessed and completed on *MyCR* by the published deadline. Some RAs will be completed in class. RQs, RRFs, and RAs are usually worth between 5 and 15 points each.

Writing Nature: Essays and Working Folders (35%)

There are three formal academic writing assignments that will reflect our nature theme, each accompanied by a corresponding **Working Folder** (WF) that is maintained electronically in a computer file folder with individual assignments uploaded to *MyCR* for credit. All drafts, revisions, workshops, activities, exercises, research, bibliographies, peer responses, and conference prep/notes must be saved to the electronic WFs. Failure to maintain (and produce, if requested) a comprehensive and organized electronic WF for each essay will significantly affect your course grade. Working Folders are required for three reasons:

- To recognize and value the writing process required to produce academic writing
- To protect yourself against any potential plagiarism accusations
- To create a back-up system so that lost documents will not impede progress or success

To receive credit, upload or post each essay and working folder assignment or forum, as directed, to *MyCR* by the published deadline. Individual working folder assignments and forums are usually worth 5-10 points, depending on word count and effort required.

- Remembering Our Place: A Nature Narrative (NN) 10%
- Textual Analysis of Place: Examining Our Nature (TAP) 10%
- Politics of Place: Advocating for Nature (POP) 10%
- Miscellaneous: On-line workshops and other assignments 5%

ASSESSMENT PORTFOLIO REQUIREMENTS (25%)

You will create an **Assessment Portfolio** (AP) of *extensively revised* final draft essays and a portfolio cover letter (PCL) that will be graded holistically by me at the end of the semester. This portfolio, worth a significant portion of your grade, is the culminating assignment of the semester. Students must be earning at least a C- (70%) in the course to submit an Assessment Portfolio.

COURSE LETTER GRADES

Course letter grades will be computed according to the weighted percentages for each grading category listed above and according to the total point percentage equivalents listed below. Students with a D+ (69.99 percent) or lower will receive a grade of "F" for the class and must reenroll in English 1A another semester in order to meet their Area A Written Communication requirement. Incompletes are never issued for this course.

| Letter Grade | Equivalent Percentages | Grade Description |
|--------------|------------------------|------------------------|
| A | 94 - 100 | Excellent |
| A- | 90 - 93.99 | |
| B+ | 87 - 89.99 | Good |
| B | 83 - 86.99 | |
| B- | 80 - 82.99 | |
| C+ | 77 - 79.99 | Satisfactory |
| C | 70 - 76.99 | |
| D | 60 - 69.99 | Failure without Credit |
| F or NC | 0 - 59.99 | |

Extra Credit: As per CR English Department policy, there is NO extra credit available in this course. You earn a course grade by attending class and conferences and completing the required assignments.

COURSE POLICIES

ATTENDANCE AND PROMPTNESS

Your attendance is essential in a collaborative writing community operating in a hybrid environment. Because we meet face-to-face only once per week, arriving late or leaving early is disruptive and interferes with my instruction and your classmates' learning and participation. If your work, extracurricular activities, or personal schedule overlaps or interferes with our scheduled course dates and times, you must take another section of English 1A.

Please visit the restroom, make phone calls, and print assignments before class. If you arrive late, it is your responsibility to see me after class that day to verify attendance. See me immediately for a consultation if attendance and missing assignments become a problem.

Since regular attendance is a critical factor in student success, students at College of the Redwoods are expected to attend all sessions of each class in which they are enrolled. In

general, absences may be considered excessive when the number of absences exceeds the total number of hours that the class meets during one week. For instance, our course meets one day per week for two hours; **any more than two absences for the semester is considered “excessive” and will result in no credit for this course.** Faculty may drop students for excessive absences through the end of the 10th week of the semester.

First Week Attendance Policy: Students who have been absent from a class session within the first week of instruction, without notifying the instructor before the absence, will be dropped from the course.

Conference Attendance Policy: All students are required to attend three (3) face-to-face individual conferences with the instructor to receive verbal feedback and assistance with each essay. I devote considerable time to conferencing with all of my students; consequently, making up a missed conference is impossible. Students who do not contact me 48 hours in advance to reschedule a conference will incur significant grade deductions. Conferencing privileges will be suspended after a 2nd missed conference, and you will be asked to seek feedback from the Writing Center and the Academic Support Center during the remainder of the semester.

PARTICIPATION AND PREPAREDNESS

Your participation and preparedness are essential in a hybrid course that requires both workshop-style class activities and significant online class participation. Please strictly observe the following course policies:

- Attend class and conferences regularly; arrive on time and remain for the entire session
- Come to class and conference prepared with required texts, assignments, and materials
- Fully and thoughtfully engage in class and online workshops, responses, and discussions
- Log on to *MyCR* regularly and complete assignments per instructions and by deadline
- When requested, submit required hard copy assignments in class by deadline

CLASSROOM AND ONLINE BEHAVIOR

Please adhere to the class and online behavior policies listed below. Students who disregard these policies will be asked to leave the classroom and may be dis-enrolled from English 1A and assigned a grade of “F” if behavior is deemed egregious.

- Always maintain tolerance, respect, and appropriate social behavior in class and on-line
- Be fully present, free of drugs and alcohol (if impaired, you will be asked to leave class)
- **Turn off and store** cell phones, MP3 players, and laptops unless approved for class use
- Refrain from accessing personal email, social networking sites, and games during class

DEADLINE AND SUBMISSION POLICIES

Required assignments, evaluation criteria, and deadlines will be distributed weekly through *MyCR*. Students are responsible for accessing *MyCR* frequently to view, print, complete, and upload assignments, readings, quizzes, and post forums. Documents uploaded to *MyCR* must be in **.doc, .docx, .odt, .rtf, or .pdf file format only**. I will not accept other file formats.

When requested, you must print hard copies of drafts, readings, or other assignments in preparation for class. All drafts must be formatted and submitted according to MLA guidelines. Reading and writing homework, as well as class activities, build on one another and emphasize cumulative learning; therefore, **late assignments are not accepted** and will

negatively affect course grades. I do not accept assignments via email, and I will not print assignments for students. Carefully read our weekly course schedule and *MyCR* to access, complete, and submit all assignments as directed. Developing and maintaining good time management and organizational skills are critical to your success in this course.

Please see me as soon as possible if you are experiencing difficulty completing coursework, or if extenuating circumstances are affecting your attendance or academic performance. I want you to be successful in this course.

ACADEMIC HONESTY

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>

To discourage plagiarism, the CR English Department requires English 1A students to post all essays to **Turnitin.com** before they can receive credit. The process is simple, takes only a few minutes, and can be completed in the Writing Center or at any computer with Internet access. If you are tempted to plagiarize or cheat, or if you are confused about properly citing sources, please see me immediately so that we can work together to address these issues.

CAMPUS AND ONLINE RESOURCES

Academic Support Center (ASC): The ASC, located in the Learning Resource Center (library), provides test proctoring and tutoring along with computers, printers, and quiet study rooms. Individualized writing consultations are available to all CR students free of charge (<http://www.redwoods.edu/eureka/asc/tutoring.asp>).

The Bedford Handbook Website: We will use this handbook companion site to complete various exercises and quizzes. For assistance using this site, please call **800-936-6899** (http://bcs.bedfordstmartins.com/bedhandbook8e/#t_518572).

MyCR Reference: The Distance Education department at College of the Redwoods holds a free, fully-online orientation to *MyCR*, the learning management system. This self-paced orientation can be taken at (<http://wiki.redwoods.me/wiki/DE101>).

Disabled Students Programs and Services (DSPS): 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. They are located on the Eureka campus in Student

Services Building 113 and can be reached by calling 476-4280 (<http://www.redwoods.edu/district/dsps/>).

Online Tutoring: CR students can also access the Online Tutoring site. In this site, you will be able to talk to a tutor in the “Discussion Forums” who will be able to help you with your work or direct you to appropriate resources.

- Log-in to *MyCR* (you should be in your “My Workspace”)
- Click on “Membership” under “My Settings”
- Click on “Joinable Sites”
- Search for “Tutoring”
- Click on “Join” beneath the site title “Online Tutoring”
- “Online Tutoring” will now appear under your “My Sites” tab

Learning Resource Center (LRC): CR librarians are available for face-to-face consultation and assistance during regular library hours. You may also seek assistance from a librarian online (<http://www.redwoods.edu/eureka/library/askalibrarian.asp>).

Technological Access and Assistance: Computers, printers, scanners, and Internet access are available in the Academic Support Center and other locations within the Learning Resource Center, Writing Center, and several labs on the Eureka campus. For assistance with *MyCR* or WebAdvisor, contact the Informational Technology Services (ITS) Help Desk at 476-4160 and submit a support ticket at <http://support.redwoods.edu>.

Writing Center (WC): All students may access individualized tutoring at the Writing Center on the Eureka campus by signing up for English 52 (variable 0.5 - 2 units, 1.5 - 6 hours per week). Computers, printers, and quiet study rooms are also available. The WC is always staffed by an instructor from the English Department and by trained writing tutors. (<http://www.redwoods.edu/departments/english/writingcenter/>)

EMERGENCY EVACUATION AND SAFE ZONES

Please familiarize yourself with the designated safe zones located throughout the Eureka campus. In the event of an emergency, we will calmly exit the classroom together and proceed to the nearest safe zone where I will call role to verify everyone’s attendance and well-being. (<http://www.redwoods.edu/Eureka/campus-maps/EurekaCampusMap.070912llh.pdf>).

FINAL EXAM POLICY

Attendance at, and participation in, the scheduled final exam period is mandatory. Students who fail to attend the final exam period will receive a course grade of “F”. Due to the hybrid format of our class, the official final exam schedule does not include a specified day/time for a Wednesday class. We will meet on our normal day and time (see below). This time slot is normally assigned to a Monday class that meets from 4:30-5:55 PM. Please let me know immediately, if you have a Monday class at this time.

Wednesday, December 11, 2013 | 3:15-5:15 PM | HU 127

STUDENT-INSTRUCTOR AGREEMENT

Sign and submit a hard copy of this agreement to continue enrollment in the course.

CLASS ASSIGNMENT ABBREVIATIONS

- AP** Assessment Portfolio (culminating assignment for the entire semester)
- CG** Class/Conference Grade (attendance, participation, preparedness grade in class/conference)
- GWS** Grammar Workshop (*MyCR* assignment)
- NN** A Nature Narrative (essay and working folder)
- PCL** Portfolio Cover Letter (introduces the Assessment Portfolio)
- POP** Politics of Place (essay and working folder)
- PPD** Pre-Portfolio Draft
- PR** Peer/Partner Response (in-class or *MyCR* assignment)
- PRG** Peer Response Group (in-class or *MyCR* assignment)
- PW** Prewriting (in-class or homework assignment)
- RA** Reading Activity or Assignment (in-class or homework assignment)
- RD** Rough Draft
- RN** Reading Nature (grading category for reading assignments, quizzes, responses, and activities)
- RRF** Reading Response Forum (*MyCR* assignment)
- RRP** Reflection and Revision Plan (*MyCR* assignment)
- RQ** Reading Quiz (*MyCR* assignment)
- RVD** Revised Draft
- RWS** Research Workshop (in-class or *MyCR* assignment)
- TAP** Textual Analysis of Place (essay and working folder)
- WF** Working Folder (electronic and physical file folder for copies of essay assignments)
- WL** Writers Log (in-class or *MyCR* assignment)
- WP** Working Portfolio (recommended accordion folder for all hard copy readings and assignments)
- WS** Workshop (in-class or *MyCR* assignment)
- WWS** Writing Workshop (in-class or *MyCR* assignment)