

Syllabus for English 1A	
Semester & Year:	Spring 2014
Course ID and Section Number:	03-5413 (only 1 section)
Number of Credits/Units:	4
Day/Time:	Tuesday and Thursday
Location:	Room 111
Instructor's Name:	Katherine Brown
Contact Information:	Office location and hours: Library Tuesday and Thursday 6:00-8:05 p.m. Email: Katherine-brown@redwoods.edu or through English 1A Website (response may take 24 hours)
Course Description: 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, is required.	
Student Learning Outcomes: 1. Analyze argumentative claims. 2. Respond to arguments with persuasive critical essays. 3. Locate, synthesize, and document sources for use in response to arguments. 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, 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 1A* – available at the College of the Redwoods online bookstore (very unreliable), on our class website, and Beckman’s Printing in Fort Bragg (Ask for English 1A Course Packet on Norman’s Computer—they should provide card stock covers and 3-hole punched single sided sheets—this is the best deal)
- *The Pocket Wadsworth Handbook* by Kirsznier and Mandell, 6th edition. ISBN #978-1-285-42661-7 (5th edition ISBN# 978-0-495-91295-8 is acceptable, but note that page assignments will not match up.)
- *Writing and Reading Across the Curriculum* – 12 ED. by Laurence Behrens and Leonard J. Rosen ISBN#978-0-205-88543-5
- Flash drive (aka thumb drive/memory stick) for storing in-class writing
- Internet and e-mail access
- Computer Access and printer
- Paper and pens/pencils for in-class writing
- A system for keeping notes, returned work, handouts, and Course Packet

Our English 1A Website

You must have internet access to log onto our English 1A website, and you must be familiar with website features.

To log onto the English 1A website for this class, under user name enter your first initial, last name, and last three digits of your student ID. **example:** Susan Mart w/ID 1234567 = SMart567

If you have any problems logging on, contact the ITS team immediately and resolve the issue. Your password is your birth date in the mmddyy format with no slash or dash. **example:** a birthday of Jan. 1, 1991 is entered as 010191.

Here is what the website contains:

- **Messages** –To send/receive messages to/from your English 1A instructor and classmates.
- **Calendar** – Highlights important class events.
- **Syllabus** –For constant access to the syllabus and Course Schedule. **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. If there are any errors, please return work for correction immediately (i.e. wrong quiz grade entered).
- **Tests & Quizzes** – Where you will take on-line quizzes per instructor (flagged as MyCR quiz on Course Schedule)
- **Grammar Cengage 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 (i.e. EBSCO and CQ Researcher) to help with research.

Grade Breakdown

Long Writing Assignments – 40%

Classwork & Participation– 19% (lowest two scores dropped)

Short Writing Assignments – 19%

Review Tests – 6%

Quizzes (In-Class and Take Home) - 10% (lowest quiz dropped)

Special Projects – 6%

Extra Credit

The English Department does not allow formal extra credit.

Gradebook

- You have 24/7 access 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 1A 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.

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

Review 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/writing assignments) will NOT be accepted late without a late coupon. If you already used your coupons, then you will receive a zero.

Coupons for Late Work

Your Course Packet contains two one-time-use late coupons.

1. One coupon allows for a one class meeting extension on a take home quiz or short writing assignment.
2. One coupon allows for up to a ten day extension for an out-of-class long writing assignment (expires April 21st). **Coupons cannot be used for rough drafts of essays, which are 25% of your long writing assignment grade, or for in-class essays.**

Late Work Policy

- Late writing assignments (short or long) come with a ½ grade penalty per **calendar day** (not class meeting day) unless a one-time late coupon is used.
- Take Home quizzes are only accepted late if a coupon is attached and the work is turned in the next class meeting after the work is due.
- 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 work in ahead of time.

What's for Homework? Do not contact the instructor for this material.

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 1A website (See Syllabus/Course Schedule—changes will be in red).

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

Due Dates

All work is due at the **beginning** of class on the date indicated in the Course Schedule.

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. 7). 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 – 7408003

Password – argument

Power Points

- 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.

Long and Short Writing Assignments

You will receive special handouts for long assignments to include an evaluation or ethical argument, a definition argument, a critique, and a research paper.

Short writing assignment will vary and directions can be found on your Course Schedule.

All short writing should be in complete sentences. Thoroughness, conventions of English, and clarity will be graded. You will also be graded on following the specific directions, which will vary among short writings.

Special Projects

You will receive handouts for special projects, which will include a group and individual presentation.

Review Tests

Review Test – 100 points

Group Work

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

Paper Formats – MLA (Modern Language Association) (See CP for full explanation)

All writing assignments, unless otherwise instructed, 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.
- Heading should include word count when asked (placed after date). Long writing assignments may also have special requests from instructor (Claim and structure type)

Quizzes (lowest take home/in-class quiz dropped)

- MyCR Quizzes (online), 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 & Participation

- 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, 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.
- The lowest two classwork/participation grades will be dropped.

Important Dates

Feb. 3 Census Day – non-participating students will be dropped

Feb. 14 and 17 No Classes

Mar. 17-21 Spring Break

May 12-16 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).