

Syllabus for English 1B	
Semester & Year:	Spring 2014
Course ID and Section Number:	03-5414 (only 1 section)
Number of Credits/Units:	3
Day/Time:	Tuesday and Thursday – 3:00 – 4:25 pm
Location:	Room 111
Instructor's Name:	Katherine Brown
Contact Information:	Office location and hours: Library Tuesday – Thursday Noon – 2:00 pm Phone: leave message with administration 962-2664 only in case of emergency – no call back Email: Katherine-brown@redwoods.edu or through English 1B Website (response may take 24 hours)
Course Description: A course using literature as a basis for critical thinking and composition. Students analyze issues, problems, and situations represented in literature and develop effective short and long written arguments (6000 minimum word total) in support of an analysis. This course is designed for those students who seek to satisfy both the full year composition and the critical thinking transfer requirements.	
Student Learning Outcomes:	
<ol style="list-style-type: none"> 1. Analyze and employ appeals (e.g. logical, emotional, faulty, etc.) in written texts. 2. Write logical, well-developed, thesis-driven essays that respond to questions at issue raised by literary works. 3. Locate, evaluate, use, and document evidence from primary and secondary sources (both electronic and print) to support, develop, or validate judgments. 4. Identify and evaluate rhetorical and literary devices as representational and persuasive tools. 	
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:

- *Literature and the Writing Process* (10th Edition) by McMahan, Day, Funk, and Coleman, ISBN-13: 978-0205902279. You can get by with the 9th edition (ISBN #978-0-205-74507-4), but note that the pages won't match up and you'll likely need to copy or share with someone for some of the pieces.
- *The Pocket Wadsworth Handbook* by Kirszner 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.)
- Flash drive (aka thumb drive) for storing in-class writing (available wherever computer accessories are sold)
- Three manila folders or 9 x 12 envelope for Essay Portfolios (or one that you recycle with each project)
- A system for keeping notes, returned work, handouts
- Regular Internet Access
- Computer Access and printer
- Lined paper, pens, pencils

Our English 1B Website

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

To log onto the English 1B 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 any Power Points (PPT), Handy Resources (transitional words, etc.), and any class handouts, including Long Writing Assignments 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 – 42%

Classwork & Participation– 21% (lowest two scores dropped)

Short Writing Assignments – 21%

Quizzes (Online) - 8% (lowest quiz dropped)

Special Projects – 8%

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 Class work, Homework, Online Quizzes

Online quizzes, Classwork, and homework cannot be made up (unless excused absence with documentation for homework). If you know you will be absent, please make arrangements with the instructor to complete work ahead of time (online quizzes cannot be done ahead of time). 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

Online are two one-time-use late coupons.

1. One coupon allows for a one class meeting extension on a short writing assignment.
2. One coupon allows for up to a ten day extension for an out-of-class long writing assignment.

Coupons cannot be used for rough drafts of essays, which are 25% of your long writing assignment grade..

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.
- Online quizzes cannot be late. If you miss the cut-off time, you get a zero on the quiz.
- 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. (Online quizzes cannot be done ahead).

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 – 7508147

Password – literature

Long and Short Writing Assignments

You will receive special handouts for long assignments to include three 2000 word essays.

Short writing assignment will vary and directions can be found on your Course Schedule. Question cards will fall under short writing assignment points (you will get a handout on these).

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 one special project, which will include a group or individual presentation.

Group Work

Depending on class size, instructor will divide students into specific working groups for classwork or discussions, 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 for all long writing assignments).

Quizzes - Online

- MyCR Quizzes (online)- points will vary (See Course Schedule for listing)

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 (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).