

Syllabus for: English 350	
Semester & Year:	Spring 2014
Course ID and Section Number:	Engl 350, E4845
Number of Credits/Units:	6 units (5 lecture units, 1 lab unit)
Day/Time:	MTWTh, 8:30a to 9:45a
Location:	Hum 106
Instructor's Name:	Stephanie Gai
Contact Information:	Office location and hours: no assigned office; by appointment only Phone: none assigned. Please contact me via email. Email: Stephanie-Gai@Redwoods.edu
Course Description (catalog description as described in course outline): 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.	
Student Learning Outcomes (as described in course outline):	
<ol style="list-style-type: none"> 1. Identify the main idea and its major and minor support in simple academic articles. 2. Recognize that writing involves many steps, which include generation of ideas, organization of information, development of general and specific support, revision, and editing. 3. Generate and organize general and specific support derived from personal experiences to develop a point in a paragraph and in a basic essay. 4. Formulate and support a thesis in a unified, coherent, and well-developed basic expository essay. 5. Apply basic grammar, usage, and punctuation rules in writing with special attention paid to sentence boundaries. 6. Employ the Writing Center/Lab to enhance and to support basic academic behavior and habits necessary for college success. 	
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 350: READING AND WRITING SKILLS

Spring 2014 | CRN: E4845 | MTWTh 8:30a to 9:45a | Hum 106

INSTRUCTOR CONTACT INFORMATION

Email: Stephanie-Gai@redwoods.edu
MyCR: <http://mycr.redwoods.edu/xsl-portal>
Phone: none
Mailbox: none

Writing Center Hours: Th 10:05a-11:30a
Office Hours: by appointment
Office Location: none available

COURSE MATERIALS

Save all bookstore receipts until you are sure that you purchased the correct texts and materials.

REQUIRED TEXTS

- *English Brushup*, 5th edition by John Langan
- *Outliers* by Malcolm Gladwell
- *English 350 Course Packet* (blue) for Gai's class. Available only at the CR bookstore.
- A college dictionary and a thesaurus. I recommend the *Oxford Pocket American Dictionary and Thesaurus*.

REQUIRED MATERIALS

- Daily access to Internet-connected computer, printer
- 1 data storage device (USB drive or an active "cloud" account such as Google Drive)
- Money on a library print card
- 1 large three-ring binder
- Lined 8.5 x11 loose-leaf paper, not a spiral notebook
- 3 Bluebooks
- 2 Scantron forms (the thin, green 100-item version)
- 3 manila folders (tabbed, 8.5" x 11")
- Pens, pencils, and highlighters

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.

COURSE COREQUISITE: ENGLISH 350 LAB IN THE WRITING CENTER

English 350 includes a 1-unit lab component that offers essential feedback on English essays and individualized help on reading, writing, and grammar assignments. Students are assigned a scheduled time in the lab (LRC 102) and spend approximately 3 hours there each week. To receive credit for the lab (10% of the English 350 grade), students need to stay up-to-date on work in the grammar text, participate in at least four tutorials in the Writing Center, and accrue 45 lab hours over the course of the semester.

COURSE LEARNING OUTCOMES

1. Identify the main idea and its major and minor support in simple academic articles.
2. Recognize that writing involves many steps, which include generation of ideas, organization of information, development of general and specific support, revision, and editing.
3. Generate and organize general and specific support derived from personal experiences to develop a point in a paragraph and in a basic essay.
4. Formulate and support a thesis in a unified, coherent, and well-developed basic expository essay.
5. Apply basic grammar, usage, and punctuation rules in writing with special attention paid to sentence boundaries.
6. Employ the Writing Center/Lab to enhance and to support basic academic behavior and habits necessary for college success.

COURSE REQUIREMENTS: STUDENT RESPONSIBILITIES

- Regular attendance both in class and in the Writing Center (LRC 102). See below.
- Completion of all assignments on time.
- Productive participation in classroom activities.
- Daily review of your student email account and MyCR site
- Commitment to out-of-class studying: Spend 10 hours per week writing, reading, and studying outside of class. According to the *CCC Program and Course Approval Handbook*, "...it is expected that one third of [student learning] hours will occur in the classroom...and two thirds will occur outside the classroom ('homework')."

COURSE REPETITION

In Fall 2011, the state community college Board of Governors passed a new regulation limiting how many times a student may attempt to pass a course. Students have only three attempts to successfully complete a class. "Attempts" include earning a "D" or "F" grade and dropping the class with a "W." A fourth attempt may be allowed by an approved petition and only in documented situations of circumstances beyond the control of the student.

WHAT THIS MEANS TO YOU: Students should commit themselves to the considerable work load required to pass English 350 or drop the course within the first two weeks. If your life is complicated with a heavy course load, a heavy work load, demanding family responsibilities, or demanding extra-curricular activities, then you should think carefully about how you will manage the upcoming stress and time-management.

ATTENDANCE

THE ENGLISH DEPARTMENT ATTENDANCE POLICY

"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, 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."

THE APPLICATION OF THE ENGLISH DEPARTMENT ATTENDANCE POLICY IN ENGLISH 350

Absences and partial absences should be used to accommodate special circumstances only. Since our course meets four times a week, students should not exceed 8 absences. Therefore, plan to attend every class session, arrive for class on or before its starting time and stay for the entire class every day. Keep track of your attendance (page 6).

Before Friday of Week 10, 9 absences will result in an instructor-initiated drop.

After week ten, 9 absences will likely result in an F in the course.

Arriving late or leaving early count as 1/3 of an absence (3 partial absences equal 1 absence).

Missing 25 minutes or more of a class counts as a full absence.

If you must miss a class meeting, bring signed medical or legal documentation to the next class meeting, and get the assignments and handouts from another student before the next class meeting. If you arrive late, see me after class to inform me of your arrival.

WRITING CENTER ATTENDANCE

Students are *required* to regularly attend their scheduled weekly WC session(s), for a total of 45 hours over the course of the semester. If you wish to attend more than the required three hours, you may stay longer or attend additional WC sessions, but you must also attend your assigned session. In the case of a holiday or absence, you must make up your required hours as soon as possible. If you find that you cannot regularly attend your scheduled session, contact Leslie Leach, Writing Center Director, to reschedule.

Your instructor receives a record of your WC attendance each week to monitor your progress.

DROP POLICY AND WITHDRAWALS

Instructors shall clear their rolls of inactive students not later than...the end of the tenth week of the semester (62.5% of the class for all other classes and in the summer).... Inactive students include:

- A. Students identified as no-shows
- B. Students who officially withdraw
- C. Students who are no longer participating in the courses and are therefore dropped by the instructor
- D. Students with excessive absences as defined by the instructor in the syllabus for the course

While an instructor may drop a student for excessive absences or non-participation, it is the student's responsibility to officially withdraw from a class. Instructor approval is not required to withdraw from classes. Students must drop their classes by the appropriate deadline date through [WebAdvisor]. Withdrawals, or drops, are authorized through the last day of the tenth week of instruction or 62.5% of the class, whichever is less. Students who are "inactive" (see above) without officially withdrawing from the course will receive an "F" (Failure) on their academic records. See "Attendance" above.

MAJOR ACADEMIC WORK AND ASSIGNMENTS

- 2 college-level paragraphs
- 4 four-paragraph essays (500-750 words in length)
- 4 Writing Center Conferences, one per paragraph/essay
- 3 in-class essays: 2 practice, 1 "real" comp. exam
- 10 weekly reading logs and 3 pick-a-passage
- Weekly Writing Center (WC) assignments: grammar
- 6 Quizzes: 4 grammar quizzes, 2 reading quizzes

LATE EXAM AND MAKE-UP TEST POLICY

All tests, quizzes, and exams must be taken on the day they are given. If you are absent, it is your responsibility to contact me immediately and make up the quiz within 1 week of the original test date. You may make up two missed quizzes. Because quizzes occur weekly—sometimes twice a week—and are given at the beginning of class, it is important that you attend every day and arrive on time. Quizzes may not be retaken to improve a poor grade.

LATE PAPER AND ASSIGNMENT POLICY

All work should be ready to turn in at the beginning of class on the day it is due. Absence is not an excuse for late work. Assignments and papers that are incomplete or not received by the due date will receive zero points, an F.

ASSIGNMENTS: Assignments without late coupons are not accepted. Each student will receive two coupons, each good for one “free” late reading response journal, which will allow you to turn in a reading journal assignment (RRJ) up to one week late without penalty. The coupon must be stapled to the RRJ when it is turned in. If you have an emergency that warrants special attention regarding a deadline, **plan to use your late coupon.**

PAPERS: Final drafts must include first drafts, prewrites, planning documents, and proof of a conference. Without those documents, final drafts will not be accepted, will be considered late, and will suffer a reduced grade. Late paragraphs and essays will receive a late-paper penalty: -5% each class day until turned in with all required documents. For example, one week late is -20%. Rewriting a paper does not remove the late-paper penalty.

REVISIONS AND REWRITES

Revision: Using tutors’ and peers’ comments to rethink and significantly change your work before turning it in.

Rewrite: Using my grading comments to rewrite and resubmit your work to be graded a second time.

REVISIONS: Each out-of-class paragraph and essay must be revised. You will plan your revisions with help from a tutor or instructor in the Writing Center. See “Late Paper and Assignment Policy” above.

REWRITES: After receiving a grade on the paragraph or essay, you may consider my feedback, rewrite, and resubmit it to be re-graded. Rewritten papers should include a new conference form, the original final draft with my comments, and the scoring rubric with my original comments. The score of the rewrite will replace the earlier grade but will not remove late penalties. Most rewrites (RW) are optional; however, a “RW” noted on a major writing assignment or a reading journal is mandatory and is due in one week. If you choose not to rewrite the assignment, it will receive the original not-passing grade.

COURSE GRADE

You must achieve a 70% (C) average and successfully complete all requirements to pass the class and proceed to English 150. I use plus and minus grades (B-, B, B+) for the final course grade. Borderline grades are not negotiable (i.e. grades are not “bumped up”). It is your responsibility to check your grade on MyCR and remain informed about your course performance. Save all returned work for the entire semester. Class records are kept for one semester.

GRADE ITEMIZATION BY CATEGORY:

Writing	50%	Two paragraphs and two essays = 30%
		Grammar Quizzes = 5%
		Competency Exam = 15%
Reading	40%	Degrees of Reading Power exam = 10%
		Weekly reading journals = 15%
		Weekly reading logs = 10%
		Two reading tests = 5%
Writing Center	10%	Pass/Fail based on:
		Attendance: 3.25 hours per week, 45 hours total
		Completed <i>English Brushup</i> book and <i>Ten Steps</i> computer assignments
		Conferences on paragraphs and essays

FINAL GRADE CALCULATION

Passing:				Not Passing:			
A	100-93	B+	89-87	C+	79-77	F	69-0
A-	92-90	B	86-83	C	76-70		
		B-	82-80				

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>

STUDENT CONDUCT

Students are expected to act appropriately in class. Disruptive behavior (including wandering in and out of class, carrying on side conversations, sleeping, using cell phones, doing homework for other classes, etc.) will not be tolerated. After one warning, students who demonstrate disruptive behavior will be asked to leave class and will earn an absence for that day. Serious misconduct may result in suspension from the class. See the College of the Redwoods catalog for the complete policy on student conduct.

CAMPUS RESOURCES

ACADEMIC SUPPORT CENTER (ASC): The ASC provides individual and group tutoring, workshops, and computers.

CR HEALTH CENTER: The CR Student Health Center is located in PE 114. Their phone number is 707.476.4149.

TECHNICAL ASSISTANCE AND ACCESS: Computers, printers, scanners, and Internet 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, call Information Technology Services at 476-4160.

SPECIAL ACCOMMODATIONS: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Special accommodations, such as alternative media or extra time on tests, quizzes, and exams, may take weeks to process and can be allowed only with the appropriate documentation and approval through DSPS. DSPS is located in the Students' Services building and can be reached by calling 476-4280. DSPS documentation should be given to me at least one week before the first test. No last-minute arrangements or post-test adjustments will be made.

PERSONAL PROBLEMS AND EMERGENCIES

Sometimes it's important that I understand what is causing absences or late work. This information confidential.

HELP WITH ENGLISH 350

Help in English 350 can be obtained from five sources:

- 1) **Me.** As the instructor, I am here to help. Ask questions in class and meet with me in the WC.
- 2) **The Writing Center.** Peer tutors are available to help you plan, organize, develop, rethink, and revise your writing. Instructors are available to assist you with grammar, mechanics, punctuation, and writing in general.
- 3) **The Academic Support Center (ASC).** The ASC provides tutors free of charge (appointments are required). It is located in the back corner of the Learning Resource Center (LRC).
- 4) **Your classmates.** Classmates can be a support system for you. Form a study group. It will help you learn the material covered in the course and will provide motivation when your resolve falters.
- 5) **EOPS and DSPS.** Eligible students can access additional tutors in EOPS and DSPS.

IMPORTANT DATES

Every Tues. Reading Log Due

Every Thurs. RRJ Due

1/20 No Class (Martin Luther King, Jr.'s, Birthday)

1/28 Practice DRP Exam

2/02 Last Day to Drop w/o a W

2/03 Census Day

2/13 Examples Paragraph Due

2/17 No Class (President's Day)

3/04 Cause/Effect Paragraph Due

3/06 Grammar Quiz 1

3/13 Reading Test 1

3/17-21 No Class (Spring Break)

3/26 Essay 1 Due

3/31 Grammar Quiz 2

4/04 Last Day for Faculty- or Student-initiated Drop

4/14 Essay 2 Due

4/16 Grammar Quiz 3

4/21-2 CE Practice 1

4/28-9 CE Practice 2

4/30 Reading Test 2

5/05 Competency Exam First Half

5/06 Competency Exam Second Half

5/07 No Class (Instructors score comp exams)

5/08 Optional Rewrites Due, Grammar Quiz 4

5/12 8:30a to 10:30a DRP Final Exam

EQUAL OPPORTUNITY EMPLOYER: 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 350: PERSONAL ATTENDANCE RECORD

NAME _____

Because the English department strictly enforces the attendance policy, record your attendance daily. If there is a discrepancy between my record of your attendance and your record, I will ask to see this sheet, and I will ask you to describe what we did in class on the day(s) in question.

NOTE: If you arrive late, record the time you arrived and speak with me after class. See "Attendance."

	Monday	Tuesday	Wednesday	Thursday
Week 1	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 2	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 3	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 4	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 5	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 6	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 7	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 8	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 9	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 10	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 11	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 12	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 13	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 14	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Week 15	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent	__ On time __ Late __ Absent
Finals Week	8:30a to 10:30a	No Class	No Class	No Class

CLASSMATE CONTACT INFORMATION:

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____