

### Syllabus for English 350: Reading and Writing Skills

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| <b>Semester &amp; Year:</b>      | Spring 2014   |
| <b>Course ID/Section Number:</b> | Engl. 350-D5484   |
| <b>Number of Credits/Units:</b>  | 6   |
| <b>Day/Time:</b>                 | MTWTh 10:15–11:30 in DM 34  |
| <b>Location:</b>                 | MTW 11:40-12:45 in DM2 (Writing Lab)  |
| <b>Instructor's Name:</b>        | Deborah Gerth   |
| <b>Contact Information:</b>      | Office location: Associate faculty office<br>Office hours: Wednesdays, 9:00-10:00 am<br>Email: <a href="mailto:deborah-gerth@redwoods.edu">deborah-gerth@redwoods.edu</a><br>Phone (message only): 465-2300 |

#### 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 Lab**, 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

1. As a reader, 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 Lab to enhance and to support basic academic behavior and habits necessary for college success.

#### Required Books and Materials

1. *Putting It Together: Basic College Reading in Context* (DiYanni) ISBN10: 0312136897
2. *Stepping Stones: A Guided Approach to Writing Sentences and Paragraphs*, 2<sup>nd</sup> ed. (Juzwiak) ISBN10: 0312675992
3. *The American Heritage Dictionary* (paperback edition) ISBN10: 0553583220
4. Binder, dividers, and loose-leaf notebook paper
5. Flash drive or other computer memory storage
6. Recommended: a weekly planner

**Textbook note:** These textbooks are workbooks and are essential to your learning. If you do not intend to purchase these textbooks, you should drop the course. If you have

textbooks problems, please bring them to my attention right away.

### Grading

**A** (90-100%)   **B** (80-89%)   **C** (70-79%)   **D** (60-69%)   **F** (0-59%)

10% Lab Participation (SLO 6)

*A point for engaged, on-task participation during 100% of each lab session*

10% Vocabulary Competency (SLO's 1, 5)

*Structured journal assignment; late work is not accepted*

10% Sentence Skills and Writing Competencies (SLO's 2, 3, 5)

*Practices, quizzes (½) and editing tests (½); only tests can be made up*

15% Reading Competencies (SLO 1)

*Practices, quizzes (½) and mastery tests (½); only tests can be made up*

20% Paragraphs and Essays (SLO's 2, 3, 4, 5)

15% Exit Competency Essay (SLO's 3, 4, 5)

10% Degrees of Reading Power test (SLO 1)

10% Exit Portfolio (SLO's 2, 3, 4, 5)

There is no extra credit.

### Attendance

Attendance is required since you cannot be learning and developing your skills if you are not here. There are no excused absences, but most students are successful even with two to four absences. Students with excessive absences may be dropped from the course; more than eight absences are considered excessive for English 350.

### 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.