

Syllabus for: English 350	
Semester & Year:	Spring 2014
Course ID and Section Number:	English 350 E4849
Number of Credits/Units:	6
Day/Time:	MTWR 2:50 to 4:05
Location:	Hu 106
Instructor's Name:	Deborah Dixon
Contact Information:	Email: deborah-dixon@redwoods.edu
<p>Catalogue 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.</p>	
<p>Student Learning Outcomes:</p> <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 to sentence boundaries. 6. Employ the Writing Center/Lab to enhance and to support basic academic behavior and habits necessary for college success. 	
<p>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.</p>	
<p>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.</p>	
<p>The student code of conduct is available on the College of the Redwoods website at: http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf</p>	
<p>Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.</p>	
<p>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.</p>	

Required Texts and Materials

- ❑ *English Brushup* -- John Langan
- ❑ *Outliers* by Malcolm Gladwell [no kindle, \$11 on Amazon, also used \$5-6]
- ❑ English 350 class packet: Deborah Dixon
- ❑ Two 100-item Scantron forms
- ❑ 5 Green Books (essay exam booklets)
- ❑ diskette or memory stick (required)
- ❑ A large 3-ring loose-leaf binder and 2 pocket folders, 3 section dividers
- ❑ 2-4 highlighter pens in different colors.
- ❑ *Recommended: Thesaurus and a good dictionary

Final Exam:

Class Policies

Every two weeks a new schedule of assignments and tests will be handed out on Thursday. It is your responsibility to read your schedule daily and to complete each assignment in a thoughtful and timely manner. I accept late work and revisions on all assignments (except quizzes and tests). You have a one week grace period for late work; after that you will receive a 0.

The English Department Attendance Policy: Attendance is mandatory. Since regular attendance is a critical factor in student success, students at the College of the Redwoods are expected to attend all sessions of each class in which they are enrolled. Census is February 3rd. If you are not actively participating (attending both class and the writing center, turning in assignments) in the class as of that date, you will be dropped. If you are still enrolled after the census, you must continue to attend regularly and actively participate. Students may not miss more than two weeks of class. For instance, our class meets four days a week; therefore, any more than eight absences for the semester would be considered “excessive.” You must also be attending the Writing Center and turning in assignments. If a student exceeds the limit on absences before week 11 of the semester, the instructor will notify the student that he or she has been dropped. After week 10, excessive absences will likely result in failure. The last date to withdraw from a class is April 4th. Also, please note that both a grade of F and W count as attempts (see New Repeatability Rules below).

Late Paper and Exam Policy. Papers are to be handed in on time. If you have a challenge meeting a deadline, please talk to me. I will accept late papers, but be aware that once you start down that road it is likely you will have great difficulty catching up, for the work and assignments continue. All tests must be taken on the day given. However, if you have a legitimate excuse for missing the test, you may make it up. It is your responsibility to contact me for a makeup test. Make-up tests are taken in the ASC (Academic Support Center, located in the LRC). All make-up tests must be completed within one week. It is your responsibility to know which test you are there to take and what the

deadline is. If you miss more than two exams/quizzes, you will need a documented legal or medical excuse in order to receive a make-up test.

Rewrites on paragraph and essay assignments are strongly encouraged, although they are optional. Rewrites provide you with an opportunity to improve a grade you are displeased with and to learn from correcting your mistakes. However, there must be evidence of substantial revision work done as well as an additional conference with a writing tutor. **Save** all your typed work on a disk or memory stick—it makes it much easier to revise and make corrections.

New Repeatability Rules: English 350 can only be taken 3 times. If you receive a D, F, or W in this class you will only be allowed to repeat it 2 more times. If you are repeating this course, be aware that previous attempts count.

Writing Center Attendance. Three hours per week in the Writing Center is required. A semester's total of 45 hours in the Writing Center is required to receive credit. You will have regularly scheduled hours in the Writing Center. The Writing Center is not a drop-in study hall. It is a part of your English 350 class and should be attended at the same time every week. You will have scheduled alternate hours to attend if you are occasionally unable to attend at your regularly scheduled hours.

Probably the most important step you can take to guarantee your success in English 350 is regular attendance in the Writing Center. Make it a part of your daily routine as a serious student. You do not have to pass this class alone; help is available—instructors, peer tutors, computer experts, fellow students, computers, printers, reference books and textbooks—in the Writing Center. Remember, if you get behind in your hours, at some point you will have to increase your hours in the WC to make it up. And the further behind you get, the less likely it is that you will ever catch up.

You are receiving English class credit for your hours in the Writing Center, so you must spend that time on English assignments: English Brush up, writing papers and reading response logs, conferences on papers, grammar or reading, studying for tests, or reading Outliers. The Writing Center is worth 10% of your total grade. It is pass/fail. You must have 45 hours, 4 writing conferences and all lab work completed in order to get credit. This 10% can make the difference in passing or failing the class.

Academic Decorum. Be early or on time for class. Come prepared. Take care of personal needs before class. Leaving and reentering the classroom is disruptive, distracting, and disrespectful to others. Please do not walk in front of me when I am talking. If you absolutely must leave briefly, wait until there is an appropriate, non-disruptive moment. If, for a legitimate reason, you must leave class early, you **MUST** discuss this with me **BEFORE** class. It is not okay simply to get up and leave the class room.

No eating in the classroom. Inappropriate language, cursing, racial, ethnic, sexist, or heterosexist epithets will not be tolerated. No talking is permitted during exams or quizzes. If you finish early, turn your exam paper over and read a book.

Turn off and put away your cell phones. Remove ear buds. Do not answer your phone or text in class. Do not leave class in order to answer your phone or text. This is inappropriate behavior. Using or accessing a cell phone during an exam will cause you to receive a zero for that exam. Student Conduct: 8. *Unauthorized use of cell phones, pagers, and other communication devices in all instructional areas and Library, including all labs and classrooms during instructional sessions* (2009-2010 Catalogue, page 133). After a verbal or written notice and giving the student an opportunity to respond, *any faculty member may, for good cause, order a student removed from his or her class for the day of the removal and the next class meeting* (Education Code 76032). Keep all electronic devices out of sight during class. If you are suspended from class, you will receive a zero for any work missed. Electronic devices and digital distractions are detrimental to our learning environment and your success.

MyCR: Each student has a college email account. This is the address used by the college and instructors to contact you. Please check this email account daily. In addition, there are several assignments and helpful handouts that will be available only on MyCR. You can access our class site using the first part of your college email (bbaggins111) and your password which is your birthday (011481). This class (and all English classes) uses the MLA format for papers. A template for this format is posted on MyCr under “Assignments.” Download this format to your computer and use it for every paper for this class. Also, the weekly Reading Comprehension Questions are posted on MyCR. You are responsible for downloading and printing out a hard copy of these questions for every Thursday’s class, starting week 3.

Notebooks: You must have a 3-ring binder for this class. The class packet is 3-hole punched for the notebook. It is **essential** that you have a notebook containing the packet and **all** class work. Being organized is your first step to successful completion of English 350. File your work daily and it will always be easily found when needed. You need to set up three sections: Writing, Sentence Skills, Reading.

Grading: Record your grades on the Student Grade Sheet provided for you. Keep track of your progress. The instructor uses letter grades and grade points for all assignments:

A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D = 1 F = 0

Writing = 60%

10% Writing Center (pass/fail) (45 hours + 4 writing conferences)

15% Competency Exam

30% Paragraphs and Essays

5% Sentence Skills Quizzes (grammar)

Reading = 40%

10% Degrees of Reading Power test

12.5% Weekly Reading Workshops

12.5% Weekly Reading Comprehension Questions

5% Reading tests

English 350 Assignments

Please note that homework assignments are DUE on the day they are indicated.

Week 1 (January 21 -23)

Monday: C: Holiday

Tuesday: C: Course Introduction. Writing Center Orientation.

Wednesday H: Buy required texts and supplies.
C: Introduction to writing process.

Thursday H: Bring scantron and pencil.
C: Degrees of Reading Power Pretest

Week 2 (January 27-30)

Monday: H: Begin work in EB book.
C: Expository Writing.

Tuesday: H: Bring *Outliers* book. Quickwrite #3 due (page 191)
C: Introduction to Reading. Read the Introduction.

Wednesday: H: Complete reading log.
C: More on Expository Writing.

Thursday: H: Annotation due.
C: Introduce Examples paragraph. Work on RCQs for Introduction.

- * Start regular attendance hours in Writing Center this week
- * Read and complete EB chapter tests 1, 3, 5 for Homonyms, pp. 143-152.
Check answers in the EB instructor's edition in the WC. Record scores.

KEY: EB = *English Brushup*

PKT = class packet

C = material to be covered in class

RCQ = Reading Comprehension Questions

H = homework

* = work to be completed anytime during the week, usually in the Writing Center

Week 3 (February 3-6)

Monday: H: Topic due for Examples Paragraph. Bring composition folder to class.
C: Prewriting for paragraph.

Tuesday: H: Bring Outliers to class. Reading response log for Introduction due. RCQs for Introduction due.

C: Reading workshop on Chapter 1.

Wednesday: H: Annotate Outliers.

C: Work on Examples paragraph.

Thursday H: Bring Outliers.

C: Reading Comprehension Questions. Outlining the paragraph.

* Read *Outliers*, Chapter 1 and complete Reading Response Log.

* Read about Capital Letters and Quotations in EB. Do chapter tests 1, 3, and 5, pp. 133-142 and 113-122. Correct tests in the WC and record scores.

* **Do you have 6 hours in the WC?**

Week 4 (February 10-13)

Monday: H: **Typed draft for peer review.**

C: Peer Review.

Tuesday: H: Continue to revise paragraph of examples. Bring Outliers. Reading Response Log for Chapter 2 due. RCQs Chapter 1 due.

C: Reading Workshop on Chapter 2.

Wednesday: H: Annotate Outliers.

C: Apostrophes.

Thursday H: **Examples paragraph (with proof of writing process) due.**

C: Introduce Paragraph of Cause & Effect. Topic Brainstorming. RCQs #2 discussion.

* Read *Outliers*, Chapter 2. Complete Reading Response Log.

* **Complete WC evaluation before Thursday**

* Read about Apostrophes in EB and do chapter tests 1, 3, and 5, pp. 101-112. Correct tests in the WC and record scores.

EB = *English Brushup* PKT = class packet RCQ = Reading Comprehension Questions

H = homework C = class

* = work to be completed anytime during the week, usually in the Writing Center

Week (February 17 – 20)

Monday: H: Select topic for paragraph of cause & effect. Complete Quickwrite page

C: Holiday.

Tuesday: H: Complete prewrite for paragraph of cause & effect. Complete Reading Response Log for Chapter 3.

C: Reading Workshop on Chapter 3.

Wednesday: H: Complete prewrite for **paragraph of cause & effect due. Bring Revision folder.**

C: Pick-a-Passage #1.
More on unity, support, coherence. Subjects, verbs, & prepositions.

Thursday H: Work on paragraph
C: Specific support; models of paragraphs
Evaluating paragraphs of examples according to the Four Bases. Planning form returned.

- * Read Outliers Chapter 3 and complete Reading Response Log.
- * Pick-a-Passage #1. This will be explained and begun on Wednesday.
- * Read EB chapter on Subjects and Verbs and complete tests 1, 3, and 5, pp. 17-26. Check answers in the EB instructor's edition in the WC. Record scores.
- * **Do you have 12 hours in the WC?**

Week 6 (February 24 -27)

Monday: H:
C: Practice in Organization & Coherence.

Tuesday: H: Work on paragraph of examples. Complete Reading Response Log for Chapter 4.
C: Reading Workshop on Chapter 4.

Wednesday: H: **Bring draft of cause & effect paragraph for in-class peer response.**
English Brushup book and score sheet due—Weeks 1-5.
C: In-class evaluation of paragraph. Review conference guide. Review evaluating paragraph of examples using the four bases.
Revising; Sentence Skills responsibilities. More on Subjects & Verbs.

Thursday H: Revise paragraph of examples. Paragraph of Cause & Effect (with proof

of writing process) due **next Tuesday**

C: Introduce Essay #1: assignment, definition, models. Brainstorming. RCQs
for Chapter 3.

* Read Outliers Chapter 4 and complete Reading Response Log.

* Pick-a-Passage #2.

* **Have WC evaluation of cause & effect paragraph by next Monday.**

* Read EB chapter More about Verbs and complete tests 1, 3, and 5, pp. 27-38 Check answers in WC and record scores.

Week 7

Monday: H: Come to class with topic for cause or effect paragraph. Pick-a-Passage 3.

C: Discuss C/E topics. Prewriting.

Tuesday: H: **Paragraph of Examples due** (with proof of writing process)

C: Reading Workshop on Chapter 4.

Wednesday: H: Prewriting for C/E paragraph.

C: Work on C/E paragraph. Review subject and verbs

Thursday H: Download and print RCQs Chapter 4.

C: Planning form for cause or effect paragraph.

Subjects and verbs, continued. Discuss RCQs Chapter 4.

* Read *Outliers* Chapter 5 and complete Reading Response Log. NOTE: This is a long chapter, so give yourself plenty of time.

* Read EB chapter on Word Choice and complete tests 1, 3, and 5, pp. 153-162. Check answers and record scores.

* **Do you have 18 hours in the WC?**

Week 8

Monday: H: Bring EB and updated Record Sheet to class.

C: **Quiz: Subject-Verb Identification.**

Prewriting C & E paragraph. Introduce phrases and clauses.

Tuesday: H: Continue work on cause/effect paragraph.

C: Reading Workshop on Chapter 5.

Wednesday: H: **Bring typed draft of cause or effect paragraph to class.**

C: In-class evaluation of paragraph.

Thursday H: **Get writing center conference on C/E paragraph. Download and print**

RCQs Chapter 5.

C: More on phrases & clauses. Discuss RCQs.

* Review Part I. Make sure all Reading Response Logs, Annotation, and RCQs completed.

* No EB chapter this week.

Week 9

Monday: H: Finish revising cause or effect paragraph. Pick-a-Passage #4.

Read "What Is an Essay."

C: Introduce essay: assignment, definition and parts, models

Topic Brainstorm.

Tuesday: H: 10 minute (one page) Quickwrite on essay topic.

C: Reading Workshop: Part One

Wednesday: H: Complete Graphic Organizer on essay topic.

C: Prewriting for essay. More practice with phrases and clauses.

Thursday H: **Cause or Effect paragraph (with proof of writing process) due.**

Bring annotated Outliers to class.

C: **Reading Test I on Part I.**

* Read Chapters 7. Complete Reading Reponse Log.

* Read EB chapter on Parallelism, pp. 173-182. Check answers and record scores.

* **Do you have 24 hours in the WC?**

Week 10

Monday: H: Pick-a-Passage #5.

C: Prewriting for essay. Writing a thesis statement and plan of development.

Tuesday: H: Outliers Chapter 7 and completed Reading Response Log.

C: **Reading Workshop on Chapter 7.**

Wednesday: H:

C: Outlining the essay. Review phrases and clauses.

Thursday H: Work on draft of essay. Bring EB and updated Record Sheet to class.
Download and print RCQs for Chapter 7.

C: **Quiz: Phrase/Clause Identification. RCQ.**

* Read *Outliers* Chapter 8 and complete Reading Response Log.

* Read EB chapter on Fragments and complete tests 1, 3, & 5, pp. 59-70. Check answers and record scores.

Week 11

Monday: H: **Bring draft of essay** (thesis/POD/body paragraphs only) **to class.**

C: In-class evaluation of essay (body paragraphs only).
Ideas for introductions and conclusions; tips for revising

Tuesday: H: Continue to revise essay.
C: Reading Workshop Chapter 8.

Wednesday: H: Work on essay. **Bring draft of introduction and conclusion to class.**
C: In-class evaluation of introduction and conclusion.

Thursday H: Continue to revise essay. Download and print RCQs Ch 8.
C: Identifying and Correcting Sentence Fragments. RCQs Ch 8.

* Read Outliers Chapter 9.

* **Get WC evaluation of essay sometime this week.**

* Read EB chapter on Run-ons and complete tests 1, 3, & 5, pp. 71-80. Check answers and record scores.

* **Do you have 30 hours in the WC?**

Week 12

Monday: H: Pick-a-Passage #6.
C: HOLIDAY

Tuesday: H: **Essay (with proof of writing process) due in class.**
C: Explain Competency Exam. Prompts for practice exam given and discussed. Reading workshop on Chapter 9.

Wednesday: H: Select topic for practice competency and complete prewriting.
Bring EB and updated Record Sheet to class.
C: **Quiz: Sentence Fragments.** Continue to review competency exam.

Thursday H: Complete planning form for practice competency exam. Bring planning form for practice competency exam to class.
C: Tips for practice competency exam. Introduce comma splices and run-on sentences

* Read EB chapter on Commas and complete tests **1, 2, & 5**, pp. 91-100. Check answers and record scores.

Week 13

Monday: H: Prepare for practice competency exam (plan, outline, draft).
C: **Practice Exam #1** (in-class essay). Prompts for practice exam #2 assigned.

Tuesday: H: Review plan and original draft of essay
C: **Second half of practice exam #1**

Wednesday: H: Work on prewrite and planning form for practice exam #2.
C: Practice exams returned and discussed; strategies for improvement .
Reading Workshop on Epilogue.

Thursday H: Prepare for practice competency exam #2.
C: Work on comma splices and run-on sentences

* Check hours in WC (36 hours by end of week)

* Check that WC assignments are up-to-date

* No EB chapter this week.

Week 14

Monday: H: Prepare for practice exam (plan, outline, draft).
C: **Practice Exam #2** (in-class essay). **Directions and prompts for Competency Exam handed out.**

Tuesday: H: Review plan and original draft of essay
C: **Second half of practice exam #2**

Wednesday: H: Begin to prepare for competency exam. EB book and score sheet due.
C: Practice exams returned and discussed. **Run-on Quiz.**

Thursday H: Continue to prepare for competency exam.
C: Holiday

- * Complete EB Combined Mastery Tests 1, 3, & 7, pp. 231-237. Check answers and record scores.
- * **Do you have at least 39 hours in the WC? Will you have 45 hours by the end of week 16?**

Week 15

Monday: H: Prepare for Competency Exam (plan, outline, draft)

C: **First half of Competency Exam**

Tuesday: H: Review plan and original draft of essay

C: **Second half of Competency Exam**

Wednesday: H: Check to see that all Writing Center requirements are complete:

(45 hours; all WC assignments; EB Record Sheets)

C: **No Class** (Instructors score exams)

Thursday H: Last day for late, make-up or revised assignments.

C: **Degrees of Reading Power Exam. Bring Scantron form and #2 pencil to**

class.

- * Complete EB Editing Tests 1, 3, & 5, pp. 243-247. Check answers and record scores.
- * **Next week is the last to earn Writing Center hours.** (WC is open during Finals Week.)

Week 16

During Finals Week regular classes do not meet. Come only when your exams are scheduled. Note that exam sessions are two hours long and may start earlier or later than your regular class time.

Final Exam:

Reading Test II. Bring *Outliers* and Reading Notebook.

Graded competency exams returned; **estimated grade for class.**