

Syllabus for: English 150

Semester & Year:	Summer 2014
Course ID and Section Number:	Engl 150, 035816
Number of Credits/Units:	3.5 units (3 lecture units, 0.5 lab unit)
Day/Time:	M-Th, 9a to 10:25a
Location:	HUM 207
Instructor's Name:	Stephanie Gai
Contact Information:	Office location and hours: none assigned Phone: none assigned. Please contact me via email. Email: Stephanie-Gai@Redwoods.edu

Course Description (catalog description as described in course outline): A course in the development of college-level reading, writing, and critical thinking skills, emphasizing basic argumentation. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. The lab component of the course is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process.

Student Learning Outcomes (as described in course outline):

1. Develop an effective, thesis-driven argument appropriate to an academic audience.
2. Critically read and respond to argumentative texts.
3. In a multi-stage process, incorporate feedback (from instructors and peers) in essay planning and drafting.
4. Apply basic grammar and punctuation rules, particularly those that address sentence boundaries.

Special Accommodations: Since English 150 will culminate in a timed competency exam, it is important that necessary arrangements be made with DSPS as soon as possible. If you know you need special accommodations such as extra time on tests, quizzes, and exams or if you think you may qualify for special accommodations, please contact DSPS. Special accommodations may take weeks to process, so contact DSPS this week. 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. Furthermore, students may make requests for alternative media by contacting DSPS. Special accommodations can be allowed only if you have the appropriate documentation and approval through DSPS. They are located in the in Students' Services building and can be reached by calling 476-4280. NOTE: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities.

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.

Syllabus for English 150: Precollegiate Reading and Writing

Summer 2014 | CRN: E5816 | MTWTh 9a – 10:25a | Hum 213

Instructor Contact Information

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

Writing Center Hours: _____
 Writing Center Location: LRC 102
 Office Hours: by appointment
 Office Location: by appointment

Course Materials

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

Required Texts

- *Practical Mechanics*. **Both packets**. Nordlof course packet. Available only at the CR bookstore.
- *English 150: Precollegiate Reading and Writing*. Gai course packet. Available only at the CR bookstore.
- A college dictionary and a thesaurus. I recommend the *Oxford Pocket American Dictionary and Thesaurus*.

Required Supplies

- Daily access to Internet-connected computer, printer
- 1 data storage device
- Money on a library print card (at least \$7)
- 1 large three-ring binder
- Lined 8.5 x11 loose-leaf paper, not a spiral notebook
- 3 manila folders (tabbed, 8.5" x 11")
- Pens, pencils, and highlighters

Course Description A course in the development of college-level reading, writing, and critical thinking skills, emphasizing basic argumentation. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. The lab component of the course is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process.

The "Flipped" Classroom: This class is designed as a partially "flipped" class, a class in which lecture and homework are reversed: students complete the instructional reading at home and then participate in discussion, activities, workshops, and writing in the classroom. Therefore, it is very important to read the Class Schedule and complete the assigned work **BEFORE** class.

Course Prerequisite: English 350 (or equivalent) with a "C" grade or better OR assessment recommendation for English 150.

Course Corequisite: Students regularly attend a minimum of 22.5 hours in a scheduled lab in the Writing Center (LRC 102). To receive credit for the lab, students must complete 22.5 hours, all assigned grammar work, and three writing conferences.

Course Learning Outcomes

1. Develop an effective, thesis-driven argument appropriate to an academic audience.
2. Critically read and respond to argumentative texts.
3. In a multi-stage process, incorporate feedback (from instructors and peers) in essay planning and drafting.
4. Apply basic grammar and punctuation rules, particularly those that address sentence boundaries.

Basic Student Responsibilities

- Regular attendance both in class and in the Writing Center (22.5 WC hours).
- Completion of assignments before class on the due date, and daily check of MyCR and student email.
- Participation in classroom activities, and commitment to out-of-class studying—at least 20 hours per week.

Course Repetition

In 2011, the state began limiting students to three attempts to complete a class. For this reason, students should commit themselves to the considerable work load required to pass English 150 or drop the course within the first week. If your life is busy—with a job, multiple classes, family responsibilities, or extra-curricular activities—plan ahead. See the course catalog.

Attendance

The English Department Attendance Policy Official Statement:

"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 150

Before Monday of Week 5, five absences will result in an instructor-initiated drop.

Monday of Week 5 and later, five absences will likely result in an F in the course.

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

Absences and partial absences should be used to accommodate special circumstances only. Since our summer course meets four times a week, students should not exceed 4 absences. Therefore, plan to attend every class session, arrive for class on time and stay for the entire class every day. Keep track of your attendance (PKT ____). If you must miss a class meeting, bring signed medical or legal documentation, review MyCR Class Notes, and call 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 22.5 hours over the term. If you wish to attend extra time, you may stay longer or attend additional sessions, but you must also attend your assigned session. In the case of a holiday or absence, make up your required hours as soon as possible. If you find that you cannot regularly attend your scheduled session, contact the director, Leslie Leach. NOTE: 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 by the beginning of the fifth week of the term (62.5% of the class). Inactive students are "no-shows," are no longer participating, have excessive absences, or have withdrawn officially. While an instructor may drop a student for excessive absences or non-participation, it is the student's responsibility to officially withdraw. Instructor approval is not required to drop or withdraw from classes. Students who are "inactive" (see above) without officially withdrawing will receive an "F." See course catalog.

Major Academic Work and Assessments

3 formal 800-word, five-paragraph essays

8 Journals

3 Mechanical & Grammar Corrections of Essays

5 Grammar quizzes

1 Summative Writing Sample (20% of the final grade)

Miscellaneous quizzes, exercises, and discussions

Late Exam and Make-Up Test Policy

All tests and quizzes must be taken on the day they are given. If you are absent or if you would like to retake a quiz, you must contact me and make up the quiz in or before Week 7 of the term. If you do not make up the quiz by the end of Week 7, your score will be zero or the original quiz grade, whichever is higher.

Late Paper and Assignment Policy

ALL WORK IS DUE ON THE DAY IT IS LISTED ON THE SCHEDULE. Because late work requires extra attention, attention that I use to plan upcoming class sessions, I do not accept late work. However, I reserve the right to adjust the late policy based on the student's emergency situation and on past performance in the class. If I agree to accept late work, the late work will be graded when time allows, usually near the end of the term.

Final Drafts, Optional Third Drafts, and the Summative Writing Sample

Formal essays must include first drafts, prewrites/planning forms, proof of a conference, a Turnitin.com confirmation, proper format, and significant revisions. Without these documents, final drafts will not be accepted. NOTE: Papers must be in one of these file formats: MS Word .doc or .docx, Portable Document Format .pdf, Rich Text .rtf, Plain Text .txt, and essays submitted via Google Drive. If you need assistance with MyCR, call 476-4160.

Optional Third Drafts: You may rewrite each graded essay one time for a possible grade increase. To rewrite, consider my feedback, have a second WC conference, rewrite the essay, follow the new cover sheet instructions, and resubmit it. The third draft grade will replace the original grade but will not eliminate penalties for late work.

The Summative Writing Sample is a thorough revision of one of the formal essays (750 words or more) assigned in this class and is 20% of the final grade. The summative essay should exhibit your readiness for English 1A.

Returned Work and Instructor Comments/Grades

Most formal papers will be graded and returned within a few weeks. Optional third drafts will be returned at the end of the semester. Some work is graded in class but is kept by me. Some work may be graded for completion rather than correctness (prewriting, early drafts, etc); other work may be graded without comments.

Course Grade

TO PASS THE CLASS, YOU MUST ACHIEVE A 70% (C) AND SUCCESSFULLY COMPLETE ALL REQUIREMENTS. 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.

Final Grade Calculation

A	100-93	B+	89-87	C+	79-77	F	69-0
A-	92-90	B	86-83	C	76-70		
		B-	82-80				

Grade Itemization by Category:

- 40% Writing: Essays (20%) and Summative Writing Sample (20%)
- 40% Reading: RR and WQ Journals (25%), discussions (12%), class notes (3%)
- 10% Grammar: Grammar tests (5%) and Mechanical Corrections of Essays (5%)
- 10% Writing Center: 22.5 WC hours, 3 conferences, all grammar exercises

Academic Misconduct

Cheating, plagiarism, collusion, fabrication or falsification, multiple submissions, complicity in misconduct, etc. will not be tolerated. Violations will be dealt with according to the procedures and sanctions of the college.

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 catalog.

Campus Resources

Academic Support Center (ASC): In the back of the library, the ASC provides free tutoring, workshops, and computers.

EOPS and DSPS: EOPS and DSPS offer free tutoring for eligible students. EOPS phone: 476.4270. See DSPS below.

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, Learning Resource Center, Writing Center, and several labs. For assistance, call 707.476.4160.

DSPS and Special Accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students. Special accommodations may take weeks to process and can be allowed only with the appropriate documentation and approval. DSPS is located in the Students' Services building and can be reached at 707.476.4280. 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.

Important Dates

6/26	In-Class Essay	7/23	In-Class Essay	8/13	SWS Portfolio Due
7/03	Essay 1 Due	7/24	Grammar Quiz 2	8/14	Grammar Quiz 5
7/09	In-Class Essay	7/30	Essay 3 Due; GR Quiz 3		
7/16	Essay 2 Due; GR Quiz 1	8/07	Grammar Quiz 4		

Classmate Contact Information:

Name: _____ Phone: _____

Name: _____ Phone: _____

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 150 Course Schedule

The following calendar is a schedule the course assignments.

WEEK 1

- M Syllabus, Writing Center, Academic Argument, Writing Question 1 (WQ1), and Questions at Issue
- T Read pages 5-18 and complete page 23. Connecting Writing to Thinking: questions at issue, WQ 3.
- W Intro to Grammar, Read "The Value of a Degree," Journal 1. Intro. to Essay 1. Education Discussion.
- TH Read pages 21, 25, 36-7, 53-5. In-class essay.

WEEK 2

- M GR 2: Parts of Speech, Read pages 26-30 and 53-5, Class Notes assignment.
- T Revise essay, Complete Journal 2, Writing Center conference. Thesis, Topic Sentences, and Paragraph Structure.
- W WQ4. Read pages 33-5. Source-Use.
- TH **Due: Essay 1.** Introduction to Essay 2. WQ5.

WEEK 3

- M WQ5, GR 3: Subjects and Verbs, Journal 3. Minimum Wage Discussion
- T Journal 4. Read 51 and 38-41. Revision and Optional Third drafts. Introduction to Mechanical Corrections.
- W WQ6. In-class essay.
- TH Essay 2 Peer Response. GR 4: More on Subjects and Verbs.

WEEK 4

Accumulated WC Hours 10.5

- M Journal 5, Revise Essay 2, WC conference.
- T WQ8. Opposition and refutation. GR Review
- W **Due: Essay 2, GR Quiz 1,** Essay 3 introduction.
- TH GR 4: Phrases and Clauses. Due: Mechanical Corrections of Essay 1. WQ9.

WEEK 5

- M Journal 6, GR 5: Independent and Dependent Clauses. Homelessness Discussion 1.
- T Journal 7, Review pages 51 and 38-40. Homelessness Discussion 2.
- W In-class essay.
- TH GR6: Commas. Writing Center conference. Essay 3 X-Ray.

WEEK 6

- M Journal 8, GR 7: More on Commas. Peer Response.
- T Review GR, Revise Essay 3. Summative Writing Sample (SWS) introduction and schedule.
- W **Due: Essay 3. GR Quiz 3.** Grading Discussion.
- TH GR 9: Pronouns. SWS steps 1 -3. Review "What is Revision?"

WEEK 7

- M GR 10: Apostrophes, SWS 4-6. Reminder: Print/bring **revised copy** of SWS every day.
- T SWS 7-11.
- W GR 11: Semicolons. SWS 12-13, WC conference, Peer Review.
- TH **GR Quiz 4.** SWS 14.

WEEK 8

Accumulated WC Hours 22.5

- M HW: GR 12: Colons. Assess your SWS: Is there an earlier step in the revision process that you should revisit?
- T SWS 15. Student conferences.
- W **Due: SWS Portfolio, and Optional Third Drafts.**
- TH **GR Quiz 5.**