

Syllabus for: English 150	
Semester & Year:	Fall 2014
Course ID and Section Number:	Engl 150, E6143
Number of Credits/Units:	3.5 units (3 lecture units, 0.5 lab unit)
Day/Time:	T, Th, 10:05a to 11:30a
Location:	LRC 105
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):	
<ol style="list-style-type: none"> 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: 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.	
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. See also http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf .	
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.	

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.

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 ...an instructor will notify the student that he or she has been dropped. After that notification, students [must] 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 course meets two 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. Students may attend extra time, stay longer or attend additional sessions, but students must also attend their assigned session. In the case of a holiday or absence, students should make up the required hours as soon as possible. To change scheduled sessions, contact Leslie Leach. NOTE: Instructors receive a WC attendance record each week.

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 class or Writing Center 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.

Personal Problems and Emergencies

Sometimes it's crucial that I understand the cause of absences or late work. I try to keep this information confidential.

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 15. If you do not make up the quiz by the end of Week 15, 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 is used to prepare for class, I do not accept late work. However, I reserve the right to adjust the late policy based on a student's emergency situation and on past performance in the class. If I agree to accept late work, the late work will be graded near the end of the term.

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

Formal essays must follow the directions on the second draft cover sheet and include the following: first drafts, prewrites/planning forms, proof of a conference, a Turnitin.com confirmation, proper format, significant revisions, and a clean copy of the final draft. Without the aforementioned, final drafts will not be accepted. NOTE: Papers must be in an acceptable file format: .doc, .docx, .pdf, .rtf, .txt, or Google Drive. If you need assistance with MyCR, call 476-4160.

Optional Third Drafts: You may rewrite two essays one time each for a possible grade increase. To rewrite, read and consider my written feedback, have a second WC conference, significantly revise the essay, follow the third draft (new) cover sheet instructions, and resubmit it. Only significant revisions warrant a grade change; minor changes and mechanical corrections alone will not be regraded. The third draft grade will replace the original grade but will not eliminate late penalties accrued on second drafts. Optional third drafts are due in Week 14.

The Summative Writing Sample is 20% of the final grade and is due on the day of the final. The SWS is a thorough revision of one formal essay assigned in this class and should exhibit readiness for English 1A. Minimum 750 words.

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 for completion rather than correctness; other work may be graded without comments.

Major Academic Work and Assessments

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|-------------------------|---|
| 3 five-paragraph essays | 5 Grammar quizzes |
| 14 Journals | 1 Summative Writing Sample |
| 3 Corrections of essays | Miscellaneous quizzes, exercises, and discussions |

Course Grade

To pass the class, you must achieve a 70% (C) and successfully complete all requirements. Plus and minus grades are used (B-, B, B+) for the final course grade. Borderline grades are not negotiable (i.e. grades are not “bumped up”). It is students’ responsibility to check grades on MyCR and remain informed about course performance. Save all work. 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:

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|-----|---|
| 40% | Writing: Essays (20%) and Summative Writing Sample (20%) |
| 10% | Reading: Prior Knowledge worksheets, discussions, other activities |
| 30% | Journals: Class Notes and Journals |
| 10% | Grammar: Grammar tests and Mechanical Corrections of Essays |
| 10% | Writing Center: 22.5 WC hours, 3 conferences, all grammar exercises |

Campus Resources

Academic Support Center (ASC): The ASC provides free individual and group 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: See “Special Accommodations” on the first page of this syllabus.

Major Due Dates

9/04	In-Class Essay	10/14	Essay 2 Due	11/13	Grammar Quiz 3
9/18	Essay 1 Due	10/28	In-Class Essay	11/25	Grammar Quiz 4
9/30	In-Class Essay	10/30	Grammar Quiz 2	12/11	SWS Portfolio Due
10/9	Grammar Quiz 1	11/11	Essay 3 Due	12/11	Grammar Quiz 5

Classmate Contact Information:

Name: _____ Phone: _____
Name: _____ Phone: _____

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 \$10)
- 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 highlighter

English 150 Course Schedule

The following calendar is a schedule the course assignments.

WEEK 1		WC Hours 1.5
T	Syllabus, Writing Center, Academic Argument, Writing Question 1 (WQ1), Questions at Issue, Journal Instructions	
TH	Journal 1, Read PKT 5-22 and 35-8, Log into student email and MyCR. Introduction to Essay 1.	
WEEK 2		
T	Journal 2, GR: Parts of Speech, "Class Notes" sign up, Sample Essay, Education Discussion.	
TH	In-Class Essay. Read 37, 40-7, and Complete 79-80.	
WEEK 3		
T	GR: Subjects & Verbs, Read 68, and Review 42-46 and 73-5, X-Rays, Formatting.	
TH	Journal 3, X-Ray and revise essay, Read 69-72 and 87. Thesis, Topic Sentences, and Structure. WC conference.	
WEEK 4		Accumulated WC Hours 6
T	Journal 4. Read 49-56. Source-Use.	
TH	Due: Essay 1 , Introduction to Essay 2.	
WEEK 5		
T	Journals 5 and 6, GR3: More on Subjects & Verbs. Minimum Wage Discussion.	
TH	Journal 7. Read and complete PKT 67. More on Minimum Wage.	
WEEK 6		
T	In-class essay, GR4: Phrases & Clauses, Journal 8.	
TH	X-Ray and revise Essay 2. Peer Response. Rubric and Optional Third drafts. Mechanical Corrections.	
WEEK 7		
T	Journal 9, GR5: Independent & Dependent Clauses. WC conference. Wages discussion.	
TH	Journal 10, GR Quiz 1 , Turn in GR Exercise pages 1-30. Opposition and refutation.	
WEEK 8		
T	Due: Essay 2 , GR6: More on Independent & Dependent Clauses. Essay 3 introduction.	
TH	Journal 11.	
WEEK 9		
T	Journal 12, GR7: Fragments & Run-ons, Homelessness Discussion.	
TH	Journal 13, Homelessness Discussion, 2-Part Titles.	
WEEK 10		Accumulated WC Hours 15
T	In-class essay.	
TH	Due: Mech. Corrections of Essay 1, GR Quiz 2 , Turn in GR Exercise pages 31-45, GR8: Pronouns, X-Ray.	
WEEK 11		
T	GR9: Pronouns, Revise Essay 3. Peer Response, Homelessness Discussion. Complete WC conference this week.	
TH	Revise Essay 3. Summative Writing Sample introduction. GR Review	
WEEK 12		
T	Due: Essay 3 . Grading Discussion. SWS Steps and expectations.	
TH	Due: Mech. Corr. of Essay 2. GR Quiz 3 . Turn in GR p. 46-68. Review PKT 69-74. Complete SWS Revision Steps 1-3.	
WEEK 13		
T	GR10: Commas, SWS 3- 6.	
TH	SWS 7, 8, SWS 4 (again), 9, 10, 11.	
WEEK 14		
T	GR11: Apostrophes. GR Quiz 4 . Peer Review. Complete SWS conference this week.	
TH	No Class	
WEEK 15		Accumulated WC Hours 22.5
T	GR: Semicolons & Colons. SWS 14.	
TH	SWS 15. Due: Mech. Corr. of Essay 3 .	
WEEK 16		
TH	Due: SWS Portfolio , and Optional Third Drafts, GR Quiz 5, Turn in GR Record Sheet and GR Exercise pages 93-102.	