

Syllabus for English 350: Reading and Writing Skills

Semester & Year:	Fall 2014
Course ID/Section Number:	Engl. 350-036445
Number of Credits/Units:	6
Day/Time:	MTWTh 10:05–11:20 in DM 23
Location:	MTW 11:30-12:25 in DM2 (Writing Lab)
Instructor's Name:	Julie Bayon
Contact Information:	Office location: Associate faculty office Office hours: Thursdays, 11:30-12:30 Email: julie-bayon@redwoods.edu Phone (message only): 464-7457

Course Description

A **competency-based** course emphasizing the integration of **academic reading and writing skills**. **Students develop reading strategies necessary for** academic reading and write extended formal **paragraphs** and reading-based expository **essays**. The lab component is scheduled in the **Writing Lab**, where students receive essential **tutorial support** in reading, writing, and sentence skills.

Course Learning Outcomes

1. After a close reading of a nonfiction text, write a unified, coherent essay that develops a thesis with general and specific support.
2. Identify the main ideas and their development in academically appropriate nonfiction texts.
3. Adhere to standard English conventions in writing with special attention to sentence boundaries.
4. Employ the Writing Lab to support basic academic behavior necessary to college success.

Required Books and Materials

1. *Stepping Stones: A Guided Approach to Writing Sentences and Paragraphs*, 2nd ed. (Juzwiak) ISBN: 9780312576523
2. *The American Heritage Dictionary* (paperback edition) ISBN10: 0553583220
3. Binder, dividers, two pocket folders, and loose-leaf notebook paper
4. Flash drive or other computer memory storage
5. 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%)

From the Start—Daily Work, Weekly Evaluation, Specific Skills

15% Vocabulary Competency (CLO's 1, 2)

Structured journal assignment; late work is not accepted

- 15% Sentence Skills and Writing Competencies (CLO's 1, 3)
Practices, quizzes (½) and editing tests (½); only tests can be made up
- 15% Reading Competencies (CLO 2)
Practices, quizzes (½) and mastery tests (½); only tests can be made up
- 10% Lab Participation (CLO 4)
A point for engaged, on-task participation during 100% of each lab session
- 20% Paragraphs and Essays (CLO's 1, 3, 4,)

End of the Semester—Cumulative Evaluation (All required to pass class)

- 10% Degrees of Reading Power test (CLO 2)
 15% Exit Portfolio (CLO's 1, 3)

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.

Required Books and Materials

1. *Stepping Stones: A Guided Approach to Writing Sentences and Paragraphs*, 2nd ed. (Juzwiak) ISBN: 9780312576523
2. *Outliers*, Malcolm Gladwell, Back Bay Books (2011) ISBN: 9780316017930
3. *The American Heritage Dictionary* (paperback edition) ISBN10: 0553583220
4. Binder, dividers, two pocket folders, spiral bound notebook, and loose-leaf notebook paper
5. Flash drive or other computer memory storage
6. Recommended: a weekly planner

Course Overview

English 350 has two parts: class and lab. During class we have a mix of teaching time and activities. You will work independently, in pairs, and in small groups during the activity time. On Monday through Wednesday, after a short break, you will have time in the Writing Lab where you can do homework, use a computer for writing assignments, or receive one-on-one help from me.

Expectations

- ❖ Students should attend class regularly and arrive on time. According to English department policy, **excessive absences** (more than 4 in the first 4 weeks or 8 in the first 8 weeks) are grounds for being dropped from the class. Separate attendance is taken for lab.
- ❖ You should be prepared to **participate** in class activities by having **all homework complete**.
- ❖ If you are **absent**, you should **check on MyCR** for the day's posted homework under **Announcements**. **Handouts from the day** (like a paragraph essay assignment sheet or peer edit form) are available under **Lessons**. You can also call another student in the class to find out what we did in class that day. (Get a couple phone numbers in case you can't get online.)
- ❖ Although some CR instructors like to be called by their first names, I prefer to be called either Dr. Julie or Dr. J. (The title "doctor" refers to my doctorate in education.)
- ❖ Students should take advantage of the free tutoring help available on campus as needed.
- ❖ Cell phones and other personal electronic devices should be turned **OFF or set to silent** during class. **IT IS NOT OKAY TO TEXT OR RECEIVE TEXTS DURING CLASS**. If you must take an emergency call, set your phone to vibrate and quietly leave the room. Notebook computers may be used only during time devoted to in-class essay writing or in lab.

Requirements

- Hand in all assignments **on time**, unless prior arrangements have been made.
- Keyboard all paragraph/essay assignments on a computer word processor.
- **Turn in all paragraphs and essays in a folder. Do not staple or paper clip pages together.**

- You must have a **highlighter** or some other writing device to correct quizzes in class. I need to be able to tell the difference between your original answer and the correction.

Late Work Policy

- ✓ All late essays will be penalized 10% per day. Essays will not be accepted more than one week after they are due except for extraordinary circumstances (subject to instructor approval).
- ✓ **Missed quizzes/tests** may not be made up except for extraordinary circumstances or serious illness (subject to instructor approval).
- ✓ If you know ahead of time that you will miss class for a legitimate reason, make arrangements for when missed work will be turned in—this is your responsibility, not the instructor's.

Avoiding Plagiarism by Using Internet Source Material Responsibly

It is never okay in college level work to simply cut and paste information you find from an Internet source and present it as your own. Plagiarism is a form of intellectual theft. To avoid plagiarism you must do two things: put information you borrow word-for-word in quotation marks and tell your readers the name of the author and the source. You will learn a simple way of “citing sources” in the second half of the semester.

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This syllabus is subject to change should circumstances warrant revision.

Fall 2014 Schedule

Week 1 (8/25)

Getting started

Week 2 (9/2) No class Monday—Labor Day

Outliers Introduction

SS 1 Purpose and Audience

Week 3 (9/8)

DRP pre-test

SS 2 Developing a Topic

Vocab Journal

Outliers 1

Week 4 (9/15)

SS 3 Organizing the Paragraph

SS 10 Simple Sentence

Week 5 (9/22)

SS 4 Outlining

Active Reading Skills

Response Paragraph

Outliers 2

Week 6 (9/29)

SS 5 Paragraph—topic sentence, support points

Examples paragraph

Week 7 (10/6)

SS 5-6 Revision SS 10 Fragments

Writers Workshop

Success Paragraph

Week 8 (10/13)

Compare/Contrast Paragraph

SS 6 Revision SS 11 Compound Sentence

Outliers 3

Pizza Party

Week 9 (10/20)

Cause & Effect Paragraph

Details—ch. 7; Sentence combining and punctuation—ch. 11

Verbs—Ch. 15

Outliers 4

Week 10 (10/27)

Final draft of either Compare/Contrast or Cause & Effect Paragraph

Details—ch. 7

Fixing run-ons and comma splices—ch. 11

Week 11 (11/3)

Essay #1--Argument

Details—ch. 7

From paragraph to essay, thesis—Ch. 9

Complex sentences, subordinating conjunctions, punctuation, fragments—Ch. 12

Week 12 (11/11) No class Monday—Veteran's Day

Essay #1--Argument

Details—ch. 7

From paragraph to essay, Intro. & Concl.—Ch. 9

Argument=evidence & reasons—photocopied Ch. 11 (RWC)

Complex sentences with clauses, fragments—Ch. 13

Outliers 9

Week 13 (11/17)—*Outliers* Response Essay assigned

Quotation & Paraphrase—photocopied Ch. 16 (RWC)

Complex sentences, subordinating conjunctions, punctuation, fragments—Ch. 12

Quoted Details—Ch. 7; Verbs—Ch. 15; Summary/paraphrase

Last week of Vocab Journal

Week 14 (11/24) No class Thurs. 11/27 (Thanksgiving)

Outliers Response Essay rough draft due end of lab Mon. 11/24; returned Wed. 11/26

Verbs—Ch. 15; Fixing Run-ons/Comma Splices; Summary/paraphrase

Portfolio directions handout

Week 15 (12/1) No class Tuesday (personal day)

Outliers Response Essay final draft due end of lab Wed. 12/3 (revised date)

Work on Portfolio Practice for DRP exam

Finish SS Ch. 15--Verbs

Week 16 (12/8)

Mon. (12/8)—Lab open 12-2 pm for tutoring and printing

Tues. (12/9)—Lab open 10-11 am for tutoring and printing

DRP exam 11am -12 pm (scantron). Turn in portfolio.