

English 52, English Lab Practicum Syllabus

Semester & Year:	Fall 2014
Course ID and Section Number:	ENGL 52, 036909
Number of Credits/Units:	0.5
Day/Time:	M-W, 12:40 – 2:00 Room 2, Writing Lab
Location:	T-Th, 12:40 – 1:40 Room 2, Writing Lab
Instructor's Name:	Ken Letko
Contact Information:	Office location and hours: D27, 4:10-5:00, MW; 2:00-3:00, T-Th, and at other times with or without an appointment Phone: 707.465.2360 Email: ken-letko@redwoods.edu

Course Description: Individualized instruction to help students identify and address needed English skills, such as critical reading, standard written English conventions, and all stages of the writing process. Tutorial support and other resources for reading and writing are provided.

Special Note: Students should be co-enrolled in at least one course which requires writing and/or critical reading, so the assignments may provide a focus for tutorial instruction.

Student Learning Outcome

1. Use feedback from instructors and tutors to support academic reading and writing skills as applied to assignments for other CR courses.

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://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf>

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.

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.

Activities / Awareness

One through four below characterize student behavior in English 52.

1. Follow a sequence of steps in the writing process, including interpreting instructors' assignments, generating ideas, organizing structure and argument, drafting, revising, and editing.
2. Prepare for and actively participate in writing conferences.
3. Exercise critical reading strategies such as pre-reading, annotating, and re-reading.
4. Develop a more critical awareness of writing.

Books / Materials

You'll need a memory stick, notebook, and folder for saving your work.

Textbooks are optional but recommended. Your instructor will have the two books identified below as well as other general references.

American Heritage Dictionary, 5th edition. Boston: Houghton Mifflin, 2011.

Lunsford, Andrea. *The St. Martin's Handbook*. Seventh Edition. Boston: Bedford-St. Martin's, 2011.

Attendance / Grades

Regular attendance accumulating to 22.5 hours is required as is cooperation in the learning activities. At the end of the semester you must complete a portfolio, documenting your work.

English 52 is graded Pass / No Pass.

Notes

1. Cell phones and other personal electronic devices are not part of English 52. Do not bring them unless they are turned off or set on the vibrate mode. If you must take a call, quietly leave the room. Texting is never appropriate in the Writing Lab.
2. Computer hardware and software in the Writing Lab is intended for academic purposes. Inappropriate use of the will not be allowed.
3. Emergency procedures are as follows: Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room) and review www.redwoods.edu/safety.asp for information on campus Emergency Procedures.
During an evacuation:
 - Be aware of all marked exits from your area and building. Know the routes from your work area to the nearest exits.
 - Once outside, move to the nearest evacuation point outside your building.
 - Keep streets and walkways clear for emergency vehicles and personnel.
 - Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities.
4. This syllabus is subject to change should circumstances warrant revision.

Portfolio

A portfolio is a collection of your work, which in this case will be read by your instructor. Your portfolio should demonstrate the progress you have made with the "Student Learning Outcome" on page one of this syllabus.

Inclusions / Organization

1. Create a cover page that communicates your development as a critical reader and writer. Remember that your cover page introduces the portfolio and represents you as its author.
2. Include a table of contents, listing in order the major segments in your portfolio. The table of contents may be on your cover page or on a separate page.
3. Write a 250 – 500 word progress report to sum up what you have accomplished this semester in English 52. You may find it helpful to reflect on changes in your skills, behaviors, and / or attitudes regarding reading and writing. The report should also serve as an example of your best writing and critical thinking abilities.
4. Include each significant writing assignment you have worked on during the semester in the lab, together with the prewriting, tutorial notes and early drafts for each. If other instructors are keeping your work on file, write a short summary of that work or include ungraded copies and a brief explanation of why the original could not be included.
5. Present your portfolio in a simple folder or binder that allows your instructor to easily examine the materials included.

Deadline

Your portfolio is due December 9, 2014. This date may be adjusted slightly; if so, you'll be notified well in advance. Add to your portfolio slowly throughout the semester so that it is easy to assemble at the semester's end. Continually assess what you are learning during lab and how you are applying your new knowledge and ability to reading and writing activities in your other classes.