

Syllabus for: (name of class) English52--English Lab Practicum	
Semester & Year:	Fall 2014
Course ID and Section Number:	ENGL-52-K6491 (036491)
Number of Credits/Units:	1.0
Day/Time:	MW 3:15-4:15pm
Location:	KT Computer Lab
Instructor's Name:	J. Gonzalez
Contact Information:	Office location and hours: KTIS 10:00-10:30am Phone: 707-834-7473 (text message is best) Email: jeff-gonzalez@redwoods.edu
Course Description (catalog description as described in course outline): 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.	
Student Learning Outcomes (as described in course outline) : 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.	

English 52

Pre-collegiate Reading/Writing
Fall 2014 MW 3:15-4:15pm

Jeffrey Gonzalez

Office Hours: MW 10:00-10:30am
jeff-gonzalez@redwoods.edu

Catalog Description

English 52 involves 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. NOTE: To earn credit for ENGL 52, 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.

Required Texts

There are no required texts for this class, though you will be expected to have access to your CR email account and the MyCR Learning platform.

Course Requirements

Attendance is the number one responsibility you have for this class. Please try to be on time, and be prepared to stay for the entire hour and a half. If you have issues fulfilling this requirement, you place yourself at risk of failing the course. In addition, there will be some minor coursework for this class (journal entries, one short essay). Please complete these assignments and submit them on time.

Course Learning Outcome

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

Expectations

1. To earn credit for English 52, 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 in arguments, organizing information, developing concrete support, revising, and editing.
2. You should attend class regularly, asking questions, participating in discussion, and demonstrating cooperation with class members in an effort to maturely and intelligently discuss the material. (See "Notes" section below for further information).
3. If you miss or are unable to attend class, it is **your responsibility** to contact me about your absence. I have many students, and my attention will always go first to those who are in class.

Welcome to English 52! I'm excited to be your teacher, and I hope that all of us will enjoy and learn a great deal during this semester. This will be an interesting course because I will be working closely with each one of you. The primary goals of this course are to help you in preparing and delivering successful writing assignments in the courses you have this semester. In order to do this, we will work together to generate ideas and draft your essays, revise essays for submission and respond to them once they have been graded, and learn how to evaluate our written expressions. The only essay you have to do for this course is a 1-page reflective essay, due at the end of the semester, and 5-7 short email journal entries

Assignment Requirements

1. Bi-weekly journal entries will be assigned throughout the semester. Please complete them within one week of receiving them, or you will get zero points for the assignment.
2. A brief reflective paper is due at the end of the semester. This paper must follow the same manuscript format as my other English classes (see section below).

Manuscript Format

Use Times New Roman font, size 12, double-spaced, .5 inch indentation for paragraphs (no extra spacing between paragraphs), 1 inch margins all around, with page numbers preceded by your last name at top right, all pages stapled. Your name, instructor's name, class, assignment label, date, and word count should be double-spaced and aligned left at top of first page; title is centered.

Office Hours

I will be available in the computer lab Monday and Wednesday, 10:00am-10:30 pm, which is in the morning before our class time. If needed you may meet me at other times, with or without an appointment, as long as we can make the arrangements in advance.

Grades

English 52 is graded P/NP. The amount of hours you attend are directly related to the units you will receive. If you successfully meet all course requirements, your final grade will be calculated as follows:

Class attendance and participation.....	80%
Email Journals.....	10%
Reflective Essay	10%

Notes

1. If you have a disability, you are invited to meet with me to identify any special needs that you may have for English 52. Please communicate your needs during the first week of the semester.
2. You are responsible for all of your own work. While I encourage collaborative study groups and tutoring, any plagiarism, cheating, or disruptive behavior will result in immediate referral to the Campus Dean and the "Student Code of Conduct Standards."
3. **Cell phones and other personal electronic devices are not part of English 52. Do not bring them to class 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 during class and may result in your dismissal from class for the day. Since we work in the computer lab, visiting personal email and social networking sites is not allowed. Please see KT's Code of Conduct for using the computer lab. Violation of these rules could result in dismissal and/or a failing grade in English 52.**
4. This syllabus is subject to change should circumstances warrant revision.

Have Fun and Remember: "Writing is always a lot easier if you have something to say."