

English 150 Precollegiate Reading and Writing Syllabus	
Semester & Year:	Fall 2015
Course ID and Section Number:	ENGL 150, 038452
Number of Credits/Units:	3.5
Day/Time:	M & W, 3:40-5:05 Room 34
Location:	M & W, 5:15 -6:05 Room 2 (Writing Lab)
Instructor's Name:	Ken Letko
Contact Information:	Office location: D27 Office hours: M & W, 2:00-3:00; T & Th, 1:40-2:00 and at other times with or without an appointment Phone: 465-2360 Email: ken-letko@redwoods.edu
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.	
Student Learning Outcomes	
<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 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 Department Attendance Policy

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.

Required Text

Anker, Susan. *Real Essays*, Fifth Ed. Boston: Bedford / St. Martin's, 2015.

Class Materials

Students will need loose-leaf paper and a folder or a notebook and a folder and a flash drive or another storage device compatible with the Writing Lab. Access to word processing hardware and software is available in the Library, Writing Lab, and other on-campus labs.

Course Overview

Weeks one through fourteen, students will concentrate on basic strategies of reading and writing. Class activities as well as required outside-class assignments will provide students with the opportunity to practice critical reading skills as well as practice planning, drafting, and editing full-length essays that use basic rhetorical strategies, including examples, cause and effect, comparison and contrast, as well as persuasion. The deadlines for the various segments of these four essay assignments will be announced in class as their viability becomes apparent. As a result, class attendance is vital. Weeks fifteen and sixteen, students will concentrate on developing a final portfolio. **Students should save all written work throughout the semester.** See "Calendar" on pages 4 and 5 of this syllabus for more details.

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. In general, follow MLA format.

Expectations

1. Students should attend class regularly, participating in discussion, asking questions, and cooperating with class members in an effort to maturely and intelligently discuss the material.
2. Students should attend at least one office conference, preferably during the first week of the semester. This is an informal conversation to clarify students' education and career goals.

Requirements

1. Students must hand in all assignments on time, unless prior arrangements are made.
2. Students must keyboard all out-of-class essay assignments on a word processor.

3. Students must submit all final drafts electronically to turnitin.com and in hard copy to the instructor.
4. Students must complete all essay assignments and a portfolio.

Grades

English 150 is graded A, A-, B+, B, B-, C+, C, D, F. Students who successfully meet all course requirements will have final grades calculated as follows:

Class preparation and participation.....	10%
Lab	10%
Homework.....	10%
Written activities and quizzes	10%
Essays...including plans and preliminary drafts	30%
Portfolio	10%
Final, argumentative essay	20%

Notes

1. Cell phones and other personal electronic devices are not part of English 150. 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 and camera use are never appropriate during class.
2. Laptops should not be open during class discussions but can be used when the instructor allows.
3. Emergency Procedures are as follows: Please review the campus evacuation sites, including the closest site to this classroom 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

RAVE - College of the Redwoods has implemented an emergency alert system. Everyone is entered already to receive a message at their CR email address. In the event of an emergency on campus, you can also elect to receive an alert through your personal email, and/or phones at your home, office, and cell. This emergency alert system will be available to all students, staff, and other interested parties.

Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email a

4. This syllabus is subject to change should circumstances warrant revision.

Calendar

Below are the beginning and ending dates for major projects. Daily readings, written exercises, and quizzes will be scheduled on a day-by-day and week-by-week basis. This calendar is for general planning purposes only and will be adjusted as needed. Class attendance is vital for information about deadlines and class activities.

Week one

August 24-26

Review syllabus, learn manuscript format, launch turnitin.com

Week two

August 31- September 2

Review manuscript format

Launch "Illustration" unit, Anker 143-157

Week three

September 9—no class on Monday, September 7 because of Labor Day

Complete "Illustration" essay plan

Launch "Grammar" Anker 311- 403—The class will selectively study Anker's chapters about sentences and mechanics as needed throughout the semester.

Week four

September 14-16

Complete "Illustration" essay draft

Week five

September 21-23

Complete "Illustration" essay final

Week six

September 28-30

Launch "Comparison and Contrast" unit, Anker 220-234

Complete "Comparison and Contrast" essay plan

Week seven

October 5-7

Complete "Comparison and Contrast" draft

Week eight

October 12-14

Complete "Comparison and Contrast" final

Week nine

October 19-21

Launch "Cause and Effect" unit, Anker 235-249

Week ten

October 26-28

Complete plan and draft of “Cause and Effect”

Week eleven

November 2-4

Launch "Argument" unit Anker 250-272

Week twelve

November 11—no class on Monday November 9 because of Veterans Day

Complete "Argument" plan

Week thirteen

November 16-18

Complete “Argument” draft

Week fourteen

November 23-25, (Thursday is Thanksgiving)

Complete "Argument" final

Launch Portfolio

Week fifteen

November 30-December 2

Develop Portfolio

Week sixteen

December 7-9

Complete Portfolio