

Syllabus for English 150 Precollegiate Reading and Writing– Del Norte Education Center		
Semester & Year	Spring 2016	
Course ID and Section #	ENGL 150, 039493	
Instructor's Name	Ken Letko	
Day/Time	M-W, 3:40-5:05 / 5:15-6:05	
Location	Room 36, Lecture; Room 2, Lab	
Number of Credits/Units	3.5	
Contact Information	<i>Office location</i>	D27
	<i>Office hours</i>	T-TH, 1:40-2:00 and M-W, 1:00-1:30
	<i>Phone number</i>	465-2360
	<i>Email address</i>	ken-letko@redwoods.edu
Textbook Information	<i>Title & Edition</i>	<i>Real Essays</i> , Fifth Edition
	<i>Author</i>	Susan Anker
	<i>ISBN</i>	1457664364
Course Description		
<p>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.</p>		
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		
<p>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 at 707-465-2352.</p>		
Academic Support		
<p>Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended</p>		

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[Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student’s status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.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 website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor’s directions; vulgar or obscene language; slurs or other forms of intimidation; physically or verbally abusive behavior. In such cases, where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, he or she may be reported the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.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 website.

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Emergency Procedures for the Del Norte campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Crescent City campus emergency map is available at (<http://www.redwoods.edu/District/Maps/dnmap.asp>). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- 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 campus authorities.

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus, you can receive an alert through your personal email, and/or phones at your home, office, and cell. 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 address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety, [707-476-4112](tel:707-476-4112), security@redwoods.edu, if you have any questions.

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. Print.

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, revising, and editing full-length essays that use various rhetorical strategies for organization. Students will also learn to integrate quotations and acknowledge sources, generating well-edited academic discourse. Weeks fifteen and sixteen, students will concentrate on developing a final portfolio. **Students should save all written work throughout the semester.** Major deadlines are listed here, but the dates are approximate and are for general planning purposes only. The exact deadlines for the various segments of the four essay assignments will be announced in class as their viability becomes apparent.

Major Assignments

Essay 1:	Week four,	February 10
Essay 2:	Week seven,	March 2
Essay 3:	Week ten,	March 30
Essay 4:	Week fifteen,	May 4
Portfolio:	Week sixteen,	May 11

Holidays

Presidents Day: Monday, February 15, No Class
Spring Break: Monday and Wednesday, March 14 and 16, No Class

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