

Syllabus for English 150: Precollegiate Reading and Writing – Eureka Campus

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| Semester & Year | Spring 2016 | |
| Course ID and Section # | ENGL-150-E8992 | |
| Instructor's Name | Stephanie Gai | |
| Day/Time | MW 8:30-9:55a | |
| Location | Humanities 114 | |
| Number of Credits/Units | 3.5 units – 3 lecture units, 0.5 lab units | |
| Contact Information | <i>Office location</i> | none assigned |
| | <i>Office hours</i> | by appointment |
| | <i>Phone number</i> | 707.786.3163 – text, voice, Google chat/hangouts |
| | <i>Email address</i> | Stephanie-Gai@redwoods.edu |
| Textbook Information | <i>Title & Edition</i> | <i>Bedford Handbook, 9e</i> |
| | <i>Author</i> | Hacker and Sommers |
| | <i>ISBN</i> | 9781457608025 |

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.

Course Prerequisite: English 350 with a “C” grade or better OR assessment recommendation for English 150.

Course Corequisite: Students regularly attend a minimum of 22.5 hours in a scheduled lab in the Writing Center.

Student Learning Outcomes

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. If you have a disability or believe you might benefit from disability-related services, contact me, call 707.476.4280, or visit Disabled Students Programs and Services (DSPS) online at <http://www.redwoods.edu/district/dsps/>. Requests for alternative media can be made at DSPS. Present a **written** accommodation request at least one week before the first test to make necessary arrangements. No last-minute arrangements or post-test adjustments will be made.

Academic Support

Academic support is available at Counseling and Advising < <http://www.redwoods.edu/eureka/Counseling/>> and includes academic advising and educational planning; at the Academic Support Center (ASC) <<http://www.redwoods.edu/eureka/asc/>> for tutoring and proctored tests; at Extended Opportunity Programs & Services (EOPS) < <http://www.redwoods.edu/eops/>>, for eligible students, with advising, assistance, tutoring, and more; and at TRIO Student Success < <http://www.redwoods.edu/trio/>>, for eligible students, with help with financial aid processes, scholarships, forms, tutoring, study skills workshops, career workshops, money management workshops, a yearly university tour, and Club TRIO for social and cultural activities.

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Academic Honesty

In the academic community, the high value placed on truth implies an 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 cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam 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 below. Additional information relating to the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the CR website.

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct (including, but 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; wandering in and out of class; carrying on side conversations, even those that are related to the course; sleeping; using personal technology, such as cell phones; doing homework for other classes; etc.). 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 to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website below. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the CR website.

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Emergency Procedures for the Eureka campus:

Review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf). For more public safety information, visit <http://redwoods.edu/safety/>.

In an Emergency that Requires Evacuation:

- 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 Incident Commander or campus authorities.
- NOTE: Both CR's lower parking lot and Tompkins Hill Rd are in the Tsunami Zone.

RAVE: College of the Redwoods has implemented an emergency alert system. In the event of an emergency, RAVE sends alerts to registered users' email and phone(s). Create an account at www.GetRave.com/login/Redwoods and select the "Register" button on the top right of the page. Use your CR email address (ending in @mycr.redwoods.edu) as your primary email. If you have questions, contact Public Safety at 707-476-4112 or security@redwoods.edu.

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.

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Course Requirements - Basic Student Responsibilities

- Regular attendance both in class and in the Writing Center (22.5 WC hours).
- Completion of assignments as scheduled, daily check of Canvas and student email.
- Participation in classroom activities, and commitment to out-of-class studying— 6 to 9 hours per week.

The “Flipped” Classroom: This class is designed as a “flipped” class, a class in which students complete the instructional reading at home and then participate in discussion, activities, workshops, and writing in class.

Personal Problems and Emergencies

In the case of absences or late work, it’s crucial that students inform me of any personal problems or emergencies. I keep this information confidential, except in situations of mandated reporting.

Attendance

The English Department Attendance Policy Official Statement:

“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 ...an instructor will notify the student that he or she has been dropped. After that notification, students [must] 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.”

The Application of the English Department Attendance Policy in English 150

Before Monday of Week 10, five absences will result in an instructor-initiated drop.

Monday of Week 10 and later, five absences will likely result in an F in the course.

Missing 20 minutes or more of a class counts as a full absence.

Three late arrivals or early departures of less than 20 minutes will add up to one absence.

Absences and partial absences should be used to accommodate special circumstances only. Plan to attend every class session, arrive on time, and stay for the entire class every day. If you must miss a class meeting, bring medical or legal documentation, AND call another student to get the class notes. If you arrive late, see me after class.

Writing Center Attendance

Students are required to attend their weekly WC session(s), for a total of 22.5 hours over the term. Students may attend extra time, stay longer or attend additional sessions, but students must also attend their assigned session. In the case of a holiday or absence, students should make up the required hours as soon as possible. To change scheduled sessions, contact Leslie Leach. NOTE: Instructors receive a WC attendance record each week.

Drop Policy and Withdrawals

Instructors shall clear their rolls of inactive students by the beginning of the tenth week of the term (62.5% of the class). Inactive students are “no-shows,” are no longer participating, have excessive absences (from class or Writing Center), or have withdrawn officially. While an instructor may drop a student for excessive absences or non-participation, it is the student's responsibility to officially withdraw. Students who are “inactive” without officially withdrawing will receive an “F” in the course. See course catalog at <http://www.redwoods.edu/catalog/>.

Late Assignment and Late Exam Policies

Late Exam and Make-Up Test Policy

All tests and quizzes must be taken on the day they are given. Absences and low scores may warrant a make-up quiz. Contact me within one week of the quiz (and make up the quiz in or before Week 15).

Late Paper and Assignment Policy

All work is due on the day it is listed in Canvas. Because late work requires extra attention, I do not accept late work.

However, I reserve the right to adjust the late policy based on a student’s emergency situation and on past performance in the class. If I agree to accept late work, the late work will be graded near the end of the term.

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Final Drafts and Optional Third Drafts

Formal essays must carefully adhere to the directions on the assignment in Canvas. Without the required process, components, and format, final drafts will not be accepted.

Optional Third Drafts: You may rewrite essays one time each for a possible grade increase. To rewrite, carefully follow the instructions on Canvas, and resubmit it. Only significant revisions warrant a grade change; minor changes and mechanical corrections alone will not be regraded. The third draft grade will replace the original grade but will not eliminate late penalties accrued on second drafts. Optional third drafts are due three weeks after the original graded essay is returned.

The Summative Writing Sample

The SWS is 20% of the final grade and is due on the day of the final. The SWS is a thorough revision of one formal essay assigned in this class and must exhibit readiness for English 1A. Minimum 750 words.

Grading Criteria

To pass the class, you must achieve a 70% (C) and successfully complete all requirements. Plus and minus grades are NOT used (B-, B, B+) for the final course grade. Borderline grades are not negotiable (i.e. grades are not “bumped up”). It is students’ responsibility to check grades on Canvas and remain informed about course performance. Save all work. Class records are kept for one semester.

Final Grade Calculation

A 100-90 B 89-80 C 79-70 F 69-0

Grade Itemization by Category

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|-----|-----------------|---|
| 40% | Writing: | Essays (20%) and Summative Writing Sample (20%) |
| 10% | Reading: | Prior Knowledge worksheets, discussions, reading notes, quizzes, other activities |
| 20% | Journals: | Journals |
| 10% | Grammar: | Grammar assignments, tests, and Mechanical Corrections of Essays |
| 10% | Writing Center: | 22.5 WC hours, 4 WC tutor conferences, all grammar exercises (all or nothing grade) |
| 10% | Participation: | Quick Writes, Peer Response, Instructor Conferences |

Other Resources

CR Health Center: The CR Student Health Center is located in PE 114. Their phone number is 707.476.4149.

Technical Assistance and Access: Computers, printers, scanners, and Internet are available in the Academic Support Center, Learning Resource Center, Writing Center, and several labs. For assistance, call 707.476.4160.

Required Materials

- Daily access to Internet-connected computer, printer
- 1 data storage device
- \$12 (at least) on a library print card
- 1 three-ring binder
- Lined 8.5 x11 loose-leaf paper, not a spiral notebook
- 2 manila folders (tabbed, 8.5” x 11”)
- Pens, pencils, and highlighter
- Tablet (7” screen or bigger) or laptop is highly recommended

Classmate Contact Information:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Course Calendar for English 150 – Spring 2016

The below calendar is an approximate schedule of the course assignments. See Canvas for a more precise list.

Assignments and due dates may change with fair notice.

| | | |
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| WEEK 1 | | WC Hours 1.5 needed each week |
| | M No Class | |
| | W Course and Writing Center Introduction | |
| WEEK 2 | | Accumulated WC Hours 3 |
| | M Journal 1 | |
| | W Journal 2 | |
| WEEK 3 | | |
| | M Journal 3, Essay 1 outline | |
| | W Essay 1 first draft | |
| WEEK 4 | | Accumulated WC Hours 6 |
| | M Grammar 1, Peer Response, Writing Center Conference 1 | |
| | W Essay 1 final draft, Essay 1 conferences | |
| WEEK 5 | | |
| | M Grammar 2, Journal 4 | |
| | W Grammar 3, Journal 5 | |
| WEEK 6 | | Accumulated WC Hours 9 |
| | M No Class | |
| | W Journal 6, Essay 2 outline | |
| WEEK 7 | | |
| | M Grammar 4, Essay 2 first draft, Essay 1 Mechanical Corrections | |
| | W Grammar 5, Peer Response, Writing Center Conference 2 | |
| WEEK 8 | | Accumulated WC Hours 12 |
| | M Grammar 6, Essay 2 final draft, Essay 2 instructor conferences | |
| | W Grammar Quiz 1, Journal 7, Essay 1 optional revision due | |
| WEEK 9 | | |
| | M Grammar 7 | |
| | W Journal 8 | |
| WEEK 10 | | Accumulated WC Hours 15 |
| | M Grammar 8, Essay 3 outline | |
| | W Grammar Quiz 2 | |
| WEEK 11 | | |
| | M Essay 3 first draft, Grammar 9 | |
| | W Grammar 10 | |
| WEEK 12 | | Accumulated WC Hours 18 |
| | M Grammar Quiz 3, Mechanical Corrections of Essay 2 | |
| | W Peer Response, Writing Center Conference 3 | |
| WEEK 13 | | |
| | M Grammar 11, Essay 2 optional revisions | |
| | W Essay 3 final draft, Essay 3 instructor conferences | |
| WEEK 14 | | Accumulated WC Hours 21 |
| | M Grammar Quiz 4. Summative Writing Sample first draft | |
| | W Mechanical Corrections of Essay 3, Peer Response, Writing Center Conference 4. | |
| WEEK 15 | | |
| | M Grammar 12 | |
| | W Final Summative Writing Sample Due , SWS Conferences | |
| WEEK 16 | | Accumulated WC Hours 22.5 |
| | W Grammar Quiz 5, Grammar Record Sheet Due, Essay 3 optional revision | |