

<b>Syllabus for ENGL 150 – Eureka Campus</b>		
<b>Semester &amp; Year</b>	Fall 2016	
<b>Course ID and Section #</b>	ENGL 150- E0511	
<b>Instructor's Name</b>	Susan Nordlof	
<b>Day/Time</b>	MW 1:15-2:40 (+lab TBA)	
<b>Location</b>	FM 114 (+ lab LRC 102)	
<b>Number of Credits/Units</b>	3.5	
<b>Contact Information</b>	<i>Office location</i>	CA 121
	<i>Office hours</i>	TTh 9:45-11:15
	<i>Phone number</i>	707-476-4336
	<i>Email address</i>	Susan-Nordlof@redwoods.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	<i>Between the World and Me</i>
	<i>Author</i>	Ta-Nehisi Coates
	<i>ISBN</i>	0812993543
	<i>Title &amp; Edition</i>	<i>Practical Mechanics</i> (text+exercise packet)
	<i>Author</i>	Susan Nordlof (No ISBN)
<b>Course Description</b>		
<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>		
<b>Student Learning Outcomes</b>		
<ul style="list-style-type: none"> <li>•Develop an effective, thesis-driven argument appropriate to an academic audience.</li> <li>•Critically read and respond to argumentative texts.</li> <li>•In a multi-stage process, incorporate feedback (from instructors and peers) in essay planning and drafts.</li> <li>•Apply basic grammar and punctuation rules, particularly those that address sentence boundaries.</li> </ul>		
<b>Special Accommodations</b>		
<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 <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
<b>Academic Support</b>		
<p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more.</p>		
<b>Academic Honesty</b>		
<p>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/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 at: <a href="http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services">http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services</a>, and scroll to AP 5500. Additional information about the rights and</p>		

## Syllabus for ENGL 150 – Eureka Campus

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; and 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 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: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500. 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.

### Emergency Procedures for the Eureka campus:

Please 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/aboutcr/Eureka-Map>; choose the evacuation map option). For more information on Public Safety, go to <http://www.redwoods.edu/publicsafety>. 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 Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

**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 at 707-476-4112 or [security@redwoods.edu](mailto: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.*

**ENGL 150 Lab:** ENGL 150 includes a .5 unit lab component that provides ENGL 150 students with essential feedback on English essays and individualized help on reading, writing, and grammar assignments. Students spend approximately 90 minutes each week in the Writing Center (LRC 102), during a regular time period which is scheduled the first week of classes. **In addition to the required hours, to receive credit for the lab portion of ENGL 150 (10% of total grade), students need to participate in at least three tutorials in the Writing Center over the course of the semester.**

## ESSENTIAL ENGLISH 150 COURSE INFORMATION: Fall 2016

### HOW TO REACH YOUR INSTRUCTOR

**EMAIL:** [Susan-Nordlof@redwoods.edu](mailto:Susan-Nordlof@redwoods.edu) (You can also email through the class Canvas site.)

**OFFICE HOURS: Creative Arts 121  
TTH 9:45-11:15 & by appointment.**

If you drop by at other times, please do not assume that I will be there or that I will be able to meet with you (since I may be preparing for class or running off to another class or to a meeting)

**OFFICE PHONE/ VOICE-MAIL: (707) 476-4336**

**WRITING CENTER HOURS: LRC 102  
Day/Time: MW 8:30-9:55, W 2:50-4:15**  
Writing Center Phone: 476-4100 x4686

### DIRECTIONS FOR SUBMITTING PAPERS OUTSIDE OF CLASS

•There are **two** places where you may leave assignments for me outside of the classroom: the instructor drop box in the CREATIVE ARTS building (across the hall from CA 124) OR the basket hanging on my office door (CA 121). The drop box is more secure.

•If you submit any work outside of class, you **MUST ALSO** send the same assignment to me attached to an email which informs me that you have left a printed copy in the dropbox or the basket. If an assignment has not been turned in during class, you must provide me with BOTH the printed and the digital copy. In most cases, the date and time of the emailed copy will determine the date/time the work has been submitted.

### REQUIRED TEXTS AND MATERIALS

- **REGULAR ACCESS TO A COMPUTER AND A PRINTER (INCLUDING THE MONEY AND/OR SUPPLIES FOR PRINTING).**

Students in this class must be willing and able to register with and to use/access the following regularly, beginning the second week of classes:

**CANVAS: 150 Course Website (by the beginning of Week 2)**  
**Class-related email (via your CR email account) (by the beginning of Week 2)**  
**Turnitin.com (an anti-plagiarism data base on the internet) (beginning the 5th or 6th week of classes)**

Many of the course readings and most other course materials will be available on the website only. Students must print readings and materials and bring them to class.

### BUDGET FOR PRINTING NOW AS PART OF YOUR TEXTBOOK EXPENSES.

It is essential that you are able to do this printing throughout the semester. Neither computer problems nor a lack of spare money for printing will be an acceptable excuse for not having read materials due and brought hard copies to class.

If you will be printing from home, you may want to invest now in enough ink and paper to get you through the term. If you will be printing at CR, I advise you to set aside at least \$30 for printing at 10 cents a page.

## I WILL HOLD STUDENTS RESPONSIBLE FOR ANY INFORMATION I SEND TO THE CLASS VIA EMAIL.

Check your CR EMAIL often— at least once a day M-Th is a good idea (and I do the same).

- **BOOKS**

***Between the World & Me*, Ta-Nehisi Coates**

Careful academic reading requires that you annotate (write, underline, take notes) in your book. Do not rent your textbook if doing so will compromise your success in the class by making you reluctant to write in the book.

***Practical Mechanics* (text + exercise packet), Susan Nordlof**

These materials constitute the grammar materials for the course. The first reading assignment in the text is due the first week of class. The exercise packet is delayed in getting to the Bookstore, so I will provide you with print-outs of the exercises until the packets arrive.

- **OTHER MATERIALS**

➤ **THREE letter-size file folders for keeping essay materials together.**

Do not try to reuse the same folder for all essays: you will need three of them.

➤ **A stapler or regular access to one.** Your essays must have stapled pages, and **I do not have a stapler in the classroom.** There is a stapler for student use in the Writing Center.

➤ **RECOMMENDED: Two 3-ring binders**—one for *Practical Mechanics* (+ Exercises) and the other for handouts, assignments, and readings that you print from Canvas or receive in class. Some dividers to help you organize are also a good idea.

## COURSE WORK & GRADING

- **3 FORMAL ESSAYS (minimum 850 wds. each). 24% of final grade.**  
Students will receive specific instructions for the essays. At least two drafts (showing significant revision), and Writing Center tutorials are REQUIRED for each paper. Essays which have not been thoroughly revised after consultation with a Writing Center instructor or tutor will not be graded.
- **WRITING PROCESS: 6% of final grade.**  
Prewriting assignments for each paper. To receive credit, these must be completed ON TIME.
- **SUMMATIVE ESSAY: 20% of final grade.**  
In the last week of classes, students will submit one of their revised formal essays to represent the best of their work in ENGL 150. The score on this essay will count as one-fifth of the grade in the course.
- **READING: 20% of final grade.**  
Quizzes, class participation & discussion, pre- and post-reading assignments/in-class writes. Students who have not completed the reading will not be able to participate in discussions or other activities, including quizzes and other reading-related assignments, and they will lose the opportunity to receive credit for these assessments.
- **GRAMMAR: 15% of final grade.**  
Readings and exercises in *Practical Mechanics*, 6 quizzes, & 3 mechanical corrections assignments (based on your essays).
- **WRITING SAMPLE: 5% of final grade.**  
The Writing Sample is an informal writing assignment due on the second day of classes. Please keep in mind that students who do not turn it in may be dropped from the class by week 3 for non-participation.
- **WRITING CENTER: 10% of final grade.**  
Pass/Fail criteria: A total of 22.5 hours a semester; at least 3 verified Writing Center tutorials/conferences.

- **For a more specific grade breakdown for each assignment in the class, see the handout “WHAT IS MY GRADE IN ENGLISH 150?”**  
You should be referring to this handout regularly and using it to keep track of your grade each week.
- **Work which is not turned in will receive zero credit and an F grade. In most cases, work turned in late will also receive zero credit—see the Late Work policy below for more information**
- For greater precision, I use **plus (+) and minus (-) grades** in this course when evaluating tests and assignments and when calculating final grades.
- **EXTRA CREDIT: The CR English department has a NO EXTRA CREDIT policy.**  
Students who wish to insure a passing grade or better should be attentive and diligent in completing the required course work on time, should attend class regularly and participate fully, and should make the best use of opportunities to seek expert feedback and revise their essays thoroughly (via the Writing Center and/or instructor office hours).

**WITH A FINAL GRADE OF C (70%) OR HIGHER IN ENGLISH 150,  
YOU WILL BE ELIGIBLE FOR ENGLISH 1A.**

- **COURSE REPEATABILITY**

The state of California **LIMITS HOW OFTEN A STUDENT MAY ATTEMPT TO TAKE A COURSE. “ATTEMPTS” INCLUDE EARNING A “D” OR “F” GRADE AS WELL AS DROPPING THE CLASS WITH A “W”**(generally, dropping **AFTER WEEK 2** of the semester—in Fall 2016 **dropping after 09/09/16**). All past attempts to take the course (non-passing grades or W’s back to 1985) **WILL BE** counted.

Students will have only **THREE TRIES** (initial registration and two repeated registrations) to successfully complete a class. After two attempts, financial aid to retake the class may be affected. For more information, see your academic counselor or advisor.

**WHAT THIS MEANS TO YOU:** Students need to commit themselves from the beginning of the semester to the considerable work load required to pass ENGL 150 OR drop the course no later than **9/9/16**. **If you have registered for this course or ENGL 102 before and either not passed or withdrawn, it is especially important that you understand these regulations** (ENGL 102 and ENGL 150 attempts are added together and may not exceed three tries). If you have enrolled in the class, but your life is especially complicated with a heavy course load, a heavy work load, demanding family responsibilities, and/or demanding extra-curricular activities (like being a student athlete), then you should think carefully about how you will manage the stress and the time-management NOW.

### ATTENDANCE & INSTRUCTOR DROPS

- **INSTRUCTORS MAY DROP STUDENTS UP TO 11/4/16 FOR POOR ATTENDANCE AND/OR NON-PARTICIPATION (ASSIGNMENTS NOT TURNED IN).**

**IN ENGL 150, YOU WILL BE DROPPED FROM THE CLASS IN THE FOLLOWING CIRCUMSTANCES:**

- **IF, BY 9/9/16, YOU HAVE HAD 2 OR MORE UNEXCUSED ABSENCES AND/OR HAVE NOT TURNED IN THE WRITING SAMPLE AND HAVE NOT COMPLETED ANY READINGS ASSIGNED (AS INDICATED BY NON-PARTICIPATION AND VERY LOW QUIZ SCORES).**
- **IF YOU HAVE 5 UNEXCUSED ABSENCES BEFORE 11/4/16.**
- **IF, BEFORE 11/4/16, YOU HAVE SHOWN A PATTERN OF NON-PARTICIPATION IN THE CLASS—NOT COMPLETING PLANNING FOR ESSAYS, NOT TURNING IN ESSAY(S), AND NOT COMPLETING MULTIPLE READING ASSIGNMENTS.**

If you think I have dropped you in error, please talk to me about reinstating you in the class.

Since regular attendance is a critical factor in student success, students at the College are expected to attend all sessions of each class in which they are enrolled. In general, absences may be considered excessive when the number of absences exceeds the total number of hours that the class meets during one week (3 hours or two classes). **The Attendance Policy for this class specifies that students may not miss more than two weeks of class (4 absences or 6 hours). 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 week 10, excessive absences will likely result in failure.**

**WHAT COUNTS AS AN UNEXCUSED ABSENCE?**

- **IF YOU ARE NOT IN CLASS AND DO NOT HAVE A DOCUMENTED MEDICAL OR LEGAL EXCUSE, THAT WILL COUNT AS ONE UNEXCUSED ABSENCE.**
- **ARRIVING LATE OR LEAVING EARLY WILL COUNT AS A HALF AN ABSENCE. Students are considered late if they are not present when I take attendance at the beginning of class. (Plus quizzes are given at the beginning of class.)**

If you are late, you must talk with me after class to insure that I have marked you tardy rather than absent.

**WHAT COUNTS AS AN EXCUSED ABSENCE?**

- **TO BE COUNTED AS AN EXCUSED ABSENCE, YOU MUST PRODUCE MEDICAL OR LEGAL DOCUMENTATION CLEARLY STATING THAT YOU WERE TOO ILL TO ATTEND CLASS, YOU HAD A MEDICAL APPOINTMENT THAT CONFLICTED WITH CLASS, OR YOU WERE SUMMONED TO APPEAR IN COURT AT THE DAY/TIME OF CLASS.**

Students who are parents may receive excused absences if they show medical documentation for their children's illnesses or appointments.

I understand that many of you cannot afford to see a doctor for a cold or the flu. If you need an excused absence because of ailments like these, please see the CR Nurse.

**CR Health Center: PE Building 114 707-476-4149**

**Mon: 9am to 1pm; Tues/Thurs: 1pm to 5pm; Wed: 8:30am to 4:30pm; Fri: 1pm to 5pm.**

**Schedule physical exams in person; all other services on a walk-in basis.**

**DO NOT COME TO CLASS IF YOU ARE SICK!**

Medical documentation from the Health Center will be adequate to excuse an absence or provide a due date extension.

## OTHER CLASS POLICIES THAT STUDENTS SHOULD KNOW

### MORE ON ACADEMIC HONESTY:

- **PLAGIARISM:** No essay which contains plagiarism--no matter how small an amount or how unintentional--will be graded, and students who are guilty of blatant plagiarism will be referred to campus authorities for disciplinary action. See additional references to plagiarism and to inappropriate internet sources on the essay guidelines.

**STUDENTS ARE RESPONSIBLE FOR UPLOADING ALL FINAL DRAFTS TO TURNITIN.COM, A SUBSCRIPTION DATABASE THAT CHECKS PAPERS FOR PLAGIARISM.** (This is a CR English Department policy for all courses at the 150 level and higher.)

**ESSAYS WILL NOT BE GRADED UNLESS IT HAS BEEN SCANNED BY THIS PROGRAM, AND I HAVE RECEIVED THE RESULTS.**

I DO check Turnitin, and I DO enforce this policy.

- **FORGERY ON CONFERENCE RECORD SHEETS:**  
If a student forges the signature or initials of a Writing Center instructor or tutor on a conference record sheet and/or changes the date/time on the conference sheet, he or she will receive a zero on the paper in question and will be referred to campus authorities for disciplinary action.
- **MISREPRESENTING SCORES ON GRAMMAR EXERCISES:**  
If a student misrepresents *Practical Mechanics* exercise scores (records scores that do not accurately reflect his or her work), I will consider this academic dishonesty. The first time, I will simply grade the exercise set with zero points. If the problem occurs repeatedly, I will refer the student to campus discipline for academic dishonesty. By "misrepresenting scores," I mean entering scores for work that was not completed and/or entering different scores than were actually earned.

### MAKE-UP QUIZZES:

- **Reading quizzes cannot be made up.**
- **Grammar quizzes can be made up in the Testing Center in the ASC within one week of the quiz being given in class. Makeups are for students who are absent only—not for students who have not studied or who have performed poorly on the quiz.**  
Students who want a make-up must make arrangements with me—it is their responsibility to request the make-up.

### LATE WORK:

- **LATE COUPONS**  
By the third week of the semester, each student will receive two coupons, each good for one late assignment without penalty. One will allow you to turn in a reading question assignment up to one week late without penalty; and one will allow you to turn in a second or (optional) third draft one week late without penalty. The coupon must be stapled to the late work when it is turned in. Late papers—even those excused with a coupon—will be returned (graded) later than papers which were turned in on time.

**Late coupons cannot be used for Introduction Planning Sheets, Essay Planning Sheets, First Drafts of essays, the Writing Sample, or the Summative Essay.**

- **LATE PENALTY**

**HOMEWORK READING QUESTIONS will not be accepted late without the late coupon attached.**

**ESSAYS submitted late without a coupon (or later than one week with a coupon) will be lowered one full grade for each school day late, unless special arrangements have been made. (Example: if the due date was Monday, and you turn it in on Thursday, you will lose three grade points; if the due date was Thursday and you turn it in Monday, you will lose two grade points.)**

**POLICIES ON ASSIGNMENTS:**

- **REVISIONS ARE AN ESSENTIAL PART OF ENGL 150**

**TWO DRAFTS (the 2<sup>nd</sup> SUBSTANTIALLY revised) ARE REQUIRED FOR EACH FORMAL ESSAY.**

Prewriting assignments must be approved by me (or by a Writing Center instructor) before a student proceeds with draft one. Although I will check that you have completed a first draft on the date it is due, I will not read it thoroughly (unless you meet with me in my office) or respond with written comments. Instead, you will plan your next revision with help from a teacher in the Writing Center or help from me during office hours. I will comment on second drafts and grade them. First drafts with proof of tutorial must be included with all second drafts submitted for a grade.

**IF YOUR FIRST DRAFT IS LATE MORE THAN ONE TIME, YOUR ESSAY GRADE WILL BE PERMANENTLY REDUCED BY ONE GRADE POINT.**

**IF AN EARLY DRAFT HAS BEEN SKIPPED *OR HAS NOT BEEN REVISED THOROUGHLY* OR IF YOU HAVE NOT RECEIVED WRITING CENTER FEEDBACK BEFORE REVISING, I WILL NOT ACCEPT THE LATER DRAFT FOR A GRADE.**

**By the time I have become aware of these problems, the deadline for the paper may have passed. NO SPECIAL EXTENSIONS WILL BE GIVEN IN THESE CASES**

- **OPTIONAL 3<sup>RD</sup> DRAFTS (REVISIONS TO RAISE YOUR GRADE)**

**In an effort to improve your grade, you may revise each essay one additional time after receiving my comments and submit your revision for a possible grade increase.**

**These third draft are optional but are highly recommended for students who are not receiving passing grades on second drafts and for those who wish to excel in the course.** Due dates for optional third drafts will appear in the syllabus and on the assignment for each formal essay. **Third drafts MUST follow an assigned procedure, including an additional Writing Center conference and Turnitin .com submission, which you will learn about in class.**

- **INSTRUCTOR COMMENTS & GRADES**

**Generally, students will receive their 2<sup>nd</sup> drafts back graded two weeks after turning in papers.**

Essays which do not comply with the guidelines on the handout **FORMAT FOR SECOND (AND THIRD) DRAFTS** or essays which have not been uploaded to Turnitin.com will not be graded, nor will they receive extensions on any subsequent revisions.

Grammar quizzes will be returned as soon as possible, in advance of the next related quiz. Some work—in particular reading quizzes, in-class writes, and reading questions—will be reviewed in class and turned in only for the grades to be recorded— not for instructor comments.

**In addition, I do NOT use the Canvas online gradebook, but I will provide you with materials for tracking and figuring your own grades.**

If you want to know the grade-to-date that I have for you in my gradebook, send me an email request.

- **ELECTRONIC EQUIPMENT IN CLASS**

**I HAVE A NO-TOLERANCE POLICY ABOUT TEXTING AND USING UNAUTHORIZED ELECTRONIC DEVICES IN CLASS.**

**If you do so, I will stop whatever we are doing and tell you to leave the classroom. PUT YOUR PHONE &/or MP3 PLAYER AWAY** before class starts, and turn off cell phones before entering the class and the Writing Center.

Texting or other inappropriate electronic activities during class will not only result in your being temporarily suspended from class IMMEDIATELY (that is, kicked out), but you may also be referred to campus disciplinary authorities. **CONSIDER THIS HANDOUT YOUR FIRST WARNING!**

If you think you need to use **an e-reader, tablet, or laptop** in class, please meet with me to discuss appropriate guidelines.

## **APPROPRIATE CLASSROOM CONDUCT**

Generally, ENGL 150 students fully grasp and abide by the standards of appropriate behavior for college students, so classroom conduct does not become a problem. However, to avoid embarrassment or misunderstanding, students should be aware that the following behaviors are **NOT ACCEPTABLE** in class:

- **Using cell phones in class or using e-readers, tablets, or laptops for anything that is not directly related to our course work.** See the policy above on ELECTRONIC EQUIPMENT IN CLASS, and note in particular that texting will get you kicked out of class.

- **Side conversations between students while class is in session.** Even if you are talking about class work, side conversations are discourteous to the instructor and to other students who are participating in class discussions or who are trying to listen. (Of course, paired or group activities are sometime part of the class activities, and lively general discussion is essential!)

- **Sleeping, resting with head on desk and/or with closed eyes, sitting with hat or hoodie covering eyes.** If you are too tired or too bored to stay awake in class, then you should not be there. **Please be warned that if you are sitting with your eyes covered or closed, I will interrupt the class and tell you to wake up or leave the classroom.**

- **Interrupting the class by entering late, leaving early, or coming and going from the classroom while the class is in session.** Take care of personal needs before entering the classroom. If you walk out of the classroom repeatedly (before class is over) or wander in and out repeatedly, you will be warned and ultimately suspended from the class and referred to campus disciplinary authorities. Again, such repeated behavior is disruptive and discourteous to the instructor and to the other students. (Of course, occasionally emergencies occur which makes such interruptions unavoidable. In these cases, please try to be as unobtrusive as possible.)

- **Engaging your instructor in a dispute about a course policy and/or grade while class is in session.** The best time to discuss a policy and/or grade is during your instructor's office hours. If your instructor does not have office hours that you can attend, then ask for an appointment, perhaps before or after class or at another time that works for both of you.

Keep in mind that it is not unusual to feel stressed by course work or policies and/or to feel badly about a grade. It is best, however, to **wait until you are calm to discuss in person or by email such matters with your instructor.** Your strong emotions will not excuse inappropriate behavior or tone, including anger, rudeness, or blame (not only in face-to-face communications but also in emails).

**A SPECIAL NOTE ABOUT COMPLEX, ADULT SUBJECTS  
IN READINGS AND DISCUSSIONS**

**In this class, we will be reading about, discussing, and writing about subjects such as poverty and socioeconomic class, gender issues (including the sexualization of women in public and social media, sexual assault on campuses, etc), race and racism.** These are important, controversial subjects that will require us to be mutually respectful of one another, to cultivate empathy, to speak and write honestly but carefully and appropriately for an academic environment.

The readings about gender, in particular, sometimes refer to sexual behavior (for example, in a frank description of a Miley Cyrus video and concert) and include profanity in quoting interview subjects' own language. I will give you a heads-up about these passages, so you can skim any parts that offend you, but if considering these issues seriously is apt to be upsetting to you or will pose too great of a challenge to your maturity, you may want to consider whether this section of ENGL 150 is a good fit for you

**INSTRUCTIONS FOR THE NEXT CLASS MEETING (Wed. Aug. 31)**

- **DUE: WRITING SAMPLE.**

Write a minimum of one-and-a-half typed pages telling me why you are attending CR, what you are hoping to gain from your higher (post-secondary) education, and how you see this class (on academic reading, writing, and critical thinking) fitting into your education/career goals. Staple pages together.

**At the top left of the first page provide an ID block/heading:**

Your name  
ENGL 150  
Professor Nordlof  
Date

- DUE: *Practical Mechanics* (text, not exercises): Read: Introduction 1-9
- Before class, review carefully the Course Information handout (this handout). Be prepared to ask questions about anything you would like clarified. The class schedule part of the syllabus will be passed out on the second day of class.

On Wed., we will meet in the classroom, but after a little while, we will go to the Writing Center (LRC 102) for our Writing Center orientation. During this time, you will also schedule your regular time to attend the Writing Center (which will open next week).

## CLASS SCHEDULE

- **Assignments are due ON THE DAY THAT THEY APPEAR ON THE SYLLABUS. For all reading assignments, be prepared for a quiz, an in-class writing, a group activity, and/or homework reading questions. Bring the reading and/or book to class on the days when the reading is due.**
- **Readings, handouts, and assignments from the Canvas Website *must* be printed out and brought to class. (Print-outs of essay assignments will be provided in class.)**
- **All of your work should be collected in your notebook and brought to every class meeting.** In addition to materials printed from the course Canvas site, your notebook should contain work-in-progress, assignments to turn in, and handouts I have passed out. **You should keep this paperwork, as well as assignments that have been returned to you and prewriting/drafts of formal essays, until the class is over.**
- During the first four weeks of the semester, please bring *Practical Mechanics* with you to class every day. After that, bring it on days when we are likely to discuss grammar and punctuation (usually on Wednesday).
- In-class exercises and activities **may not be listed**, though they often will be announced in advance.
- **ABBREVIATIONS:** PM=*Practical Mechanics*, Canvas: Posted on course website  
CH=Chapter

**THE PROCEDURES AND THE SCHEDULE FOR THIS COURSE ARE SUBJECT TO CHANGE IN THE EVENT OF EXTENUATING CIRCUMSTANCES.**

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**WEEK 1**
**MON 8/26**

Expectations for ENGL 150. Introduction to the course and to one another.

**WED 8/28**

WRITING CENTER ORIENTATION & SCHEDULING

**Writing Sample:** Write a minimum of 1-1/2 typed pages telling me why you are attending CR, what you are hoping to gain from your higher (post-secondary) education, and how you see this class (on academic reading, writing, and critical thinking) fitting into your education/career goals. *Staple pages together.*

*At the top left of the first page provide an ID block/heading:*

Your name  
ENGL 150  
Professor Nordlof  
Date

*Practical Mechanics:* Read Introduction 1-9  
Overview of class schedule

**FRIDAY, SEPT. 2: LAST DAY TO ADD**

**WEEK 2 WRITING CENTER OPENS!****WEEKLY ASSIGNMENT IN PRACTICAL MECHANICS****READ:** Introduction 1-9; Grammar Foundations 10-12; Chapter 1/Parts of Speech (all)**COMPLETE EXERCISES:** Identifying Nouns, Pronouns, and Verbs

Identifying Coordinating Conjunctions and Prepositions

(Be sure to correct the exercises this week and record your scores.)

**MON 9/5****LABOR DAY HOLIDAY****WED 9/7****Read/Canvas Handouts:** Basic Recipe for a Short, Formal Essay (Engl 150), Conducting Primary Research.**Be sure to bring printed copies to class.***Helpful but Optional Handouts: Top Ten Rules for Academic Papers)*

In class Grammar: Q &amp; A on Chapter 1 PM

How to use *Practical Mechanics* and Canvas

In Class: Handouts on Figuring out Your Grade &amp; Attendance

**LAST DAY TO DROP WITHOUT A “W” AND RECEIVE A REFUND: FRIDAY 9/9****WEEK 3****WEEKLY ASSIGNMENT IN PRACTICAL MECHANICS****READ:** Chapter 2/Subjects and Verbs (all)**COMPLETE EXERCISES:** Complete Exercises: Identifying Simple Subjects and Principal Verbs

Identifying Prepositions, Subjects, and Verbs

(Be sure to correct the exercises this week and record your scores.)

**MON 9/12****Read/Canvas: READINGS OF HUMBOLDT COUNTY HOMELESSNESS**

You will find MANY articles Humboldt County Homelessness on Canvas in Resources&gt; Readings&gt; Research Sources for Essay 1 (Homelessness)&gt; Main Readings for Essay 2. Print and read these articles carefully.

Bring copies to class, and be ready for an in-class discussion and/or activity based on the problems and questions they raise. The articles will be the starting point for your first essay assignment.

**Always be prepared for a reading quiz in class.****Essay #1 Assignment handout passed out:** (You'll receive a print-out of the assignment in class. It will also be posted on Canvas)

In class Grammar: Identifying subjects and verbs

**WED 9/14****Read/Canvas Handouts:** The Arguable Thesis and The Arguable Topic Sentence (**Be sure to bring printed copies to class**)*(Helpful but Optional Handouts: Claims, Claims, Claims: The Thesis; Developing Your Thesis)***In Class: Q & A on Essay 1: Bring the assignment handout to class!**

Class Grammar Topic: Identifying subjects and verbs

**REMINDER: PRACTICAL MECHANICS EXERCISES & SCORING SHEETS MUST BE  
UP-TO-DATE FOR GRADING BY NEXT WEEK**

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**WEEK 4**

**WEEKLY ASSIGNMENT IN PRACTICAL MECHANICS**

**READ:** Chapter 3/Clauses and Phrases (all)

**COMPLETE EXERCISES:** Identifying Independent Clauses, Dependent Clauses, and Phrases  
(Be sure to correct the exercises this week and record your scores.)

**MON 9/19**

**Essay#1 Introduction Planning Due (Canvas)**

**You will receive feedback in class on your planning. If your planning is late, you will receive zero points for it.** In addition, if it is not completed and approved, you must get it OK'd (with an instructor signature) in a Writing Center conference BEFORE working on the next step (due Wednesday): the Planning Worksheet.

**Read/Canvas Handouts:** Establishing an Arguable Context in the Introduction.

**Be sure to bring printed copies to class**

In Class Grammar Topic: Identifying subjects and verbs

**WED 9/22**

**QUIZ #1: SUBJECTS AND VERBS. TURN IN EXERCISES FOR WEEKS 2-3.**

**Essay #1 Body Paragraphs Planning Due (Canvas). You will receive feedback in class on your planning. If your planning is late, you will receive zero points for it.** In addition, if it is not completed and approved, you must get it OK'd (with an instructor signature) in a Writing Center conference BEFORE working on the next step (due Monday): the First Draft.

**Read/Canvas Handouts:** Strong Body Paragraphs, Constructing Paragraphs

In Class Grammar Topic: Identifying independent clauses, dependent clauses, and phrases

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**WEEK 5**

**WEEKLY ASSIGNMENT IN PRACTICAL MECHANICS**

**READ:** Chapter 13/Quotation Marks (all). No exercises for quotation marks, but this material is relevant to your essays.

**COMPLETE EXERCISES:** Identifying Independent Clauses and Dependent Clauses in Sentences  
(Be sure to correct the exercises this week and record your scores.)

**WRITING CENTER FEEDBACK ON ESSAY 1, DRAFT #1: DUE BY THE END OF THIS WEEK.**

**Turn in FIRST DRAFT CONFERENCE RECORD with Draft 2.**

**MON 9/26**

**CLASS CANCELLED: INSTRUCTOR PERSONAL LEAVE DAY**

**WED 9/28**

**ESSAY #1, DRAFT #1. (I will check them today in class). If your first draft is late more than one time, your essay grade will be permanently reduced by one grade point.**

**This week, you should have your Writing Center conference(s) to help you plan your revision. I will not accept your 2<sup>nd</sup> draft if your conference took place less than 24 hours before the time you turn in the**

essay.

**Read/Canvas: “Matilda Oh is Not an Object—Except When She Wants to Be,” Orenstein (Ch. 1 *Girls & Sex*).**

**Be sure to bring printed copies to class. Always be prepared for a reading quiz in class.**

**Read/Canvas Handout:** Using Sources in the Essays; Revising Your Paper; Format for Second (And Third) Drafts; Academic Integrity & Plagiarism. **Be sure to bring printed copies to class**

In Class: What is Plagiarism? Using Turnitin.com

In Class Grammar Topic: Identifying independent clauses and dependent clauses in sentences

**REMINDER: PRACTICAL MECHANICS EXERCISES & SCORING SHEETS MUST BE  
UP-TO-DATE FOR GRADING BY NEXT WEEK**

## WEEK 6

WEEKLY ASSIGNMENT IN *PRACTICAL MECHANICS*

**READ:** Major Sentence Errors 68-71; Chapter 4/Fragments (all)

**COMPLETE EXERCISES:** Fragments (Be sure to correct the exercises this week and record your scores.)

**MON 10/3**

**ESSAY #1, DRAFT #2. ESSAY MUST ALSO BE UPLOADED TO TURNITIN.COM.**

**Check Late Paper Policy/Format for Final Drafts.**

**I will not accept your 2<sup>nd</sup> draft if your conference took place less than 24 hours before the time you turn in the essay.**

**Canvas:** Print & Read: Rubric for ENGL 150 Essays (Grading Standards); Read BEFORE your final edit of Draft 2.

*(Helpful but Optional Handouts: Introductions & Conclusions, Strategies for Writing a Conclusion, Strategies For Effective Conclusions, Transitional Words and Phrases, Using Transitions Effectively. I recommend that you Read BEFORE your final edit of Draft 2 to help you revise. We may talk about the handouts in class over the next few weeks.)*

In Class Grammar Topic: Identifying independent clauses and dependent clauses in sentences

**WED 10/5**

**QUIZ #2: CLAUSES AND PHRASES. TURN IN EXERCISES FOR WEEKS 4-5**

**Read/Canvas: “Friends Without Benefits” & “Selfies, Dating, and the American 14-Year-Old,” Sales**

**Be sure to bring printed copies to class.**

**Reading Questions Due. Always be prepared for a reading quiz in class.**

In Class Grammar Topic: Fragments

## WEEK 7

WEEKLY ASSIGNMENT IN *PRACTICAL MECHANICS*

**READ:** Chapter 5/Run-Ons (all)

**COMPLETE EXERCISES:** Run-Ons (Be sure to correct the exercises this week and record your scores.)

**MON 10/10**

**Read/Canvas: “What Boys Want,” Wiseman**

**Be sure to bring printed copies to class. Always be prepared for a reading quiz in class.**

In-Class Grammar Topic: Fragments revisited & Run-ons and comma splices

**WED 10/12**

**Read/Canvas: “Blurred Lines, Takes Two,” Orenstein (Ch. 6 *Girls & Sex*).**

**Be sure to bring printed copies to class.**

**Reading Questions Due. Always be prepared for a reading quiz in class.**

**Canvas:** Read: Essay 2 Assignment (You’ll receive a print-out of the assignment in class.)

In-Class Grammar Topic: Run-ons and comma splices

**REMINDER: PRACTICAL MECHANICS EXERCISES & SCORING SHEETS MUST BE UP-TO-DATE FOR GRADING BY NEXT WEEK.**

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**WEEK 8**

**WEEKLY ASSIGNMENT IN PRACTICAL MECHANICS**

**READ:** Common Minor Errors; Spelling, Typos, & Proofreading 91-3. No Exercises.

**MON 10/17**

**Essay#2 Introduction Planning Due (Canvas)**

**You will receive feedback in class on your planning. If your planning is late, you will receive zero points for it.** In addition, if it is not completed and approved, you must get it OK’d (with an instructor signature) in a Writing Center conference BEFORE working on the Planning Worksheet (due Wednesday).

**Canvas:** Print & Read: FAQs About ENGL 150 Grading, The Life Cycle of an ENGL 150 Essay, Mechanical Corrections Editing Guide

In-Class Grammar Topic: Proofreading

**WED 10/19**

**QUIZ #3: FRAGMENTS AND RUN-ONS. TURN IN EXERCISES FOR WEEKS 6-7.**

**Essay #1 Body Paragraphs Planning Due (Canvas). You will receive feedback in class on your planning. If your planning is late, you will receive zero points for it.** In addition, if it is not completed and approved, you must get it OK’d (with an instructor signature) in a Writing Center conference BEFORE working on the next step (due Monday): the First Draft

**Canvas:** Print & Read: Some Writing Templates from *They Say, I Say*;  
Revisiting what we’ve already read: Using Sources in the Thesis-Support Essays; CH 13 *PM* on Quotation Marks

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**WEEK 9:**

**WEEKLY ASSIGNMENT IN PRACTICAL MECHANICS**

**READ:** Chapter 6/Vague Pronoun Reference (all)

**COMPLETE EXERCISES:** Vague Pronoun Reference

(Be sure to correct the exercises this week and record your scores.)

**WRITING CENTER FEEDBACK ON ESSAY 2, DRAFT #1: DUE BY THE END OF THIS WEEK.**

**Turn in FIRST DRAFT CONFERENCE RECORD with Draft 2.**

**MON 10/24**

**ESSAY #2, DRAFT #1.** (I will check them today in class). If your first draft is late more than one time, your essay grade will be permanently reduced by one grade point.

This week, you should have your Writing Center conference(s) to help you plan your revision. I will not accept your 2<sup>nd</sup> draft if your conference took place less than 24 hours before the time you turn in the essay.

In Class Grammar Topic: Vague Pronoun Reference

**WED 10/26**

**Read:** *Between the World & Me*, 75-99

**Reading Questions Due.** Always be prepared for a reading quiz in class.

**WEEK 10**

**WEEKLY ASSIGNMENT IN PRACTICAL MECHANICS**

**READ:** Chapter 7/Pronoun-Antecedent Agreement (all)

**COMPLETE EXERCISES:** Pronoun-Antecedent Agreement

(Be sure to correct the exercises this week and record your scores.)

**MON 10/31**

**ESSAY #2, DRAFT #2 ESSAY MUST ALSO BE UPLOADED TO TURNITIN.COM.**

**Check Late Paper Policy/Format for Final Drafts.**

**I will not accept your 2<sup>nd</sup> draft if your conference took place less than 24 hours before the time you turn in the essay.**

**In Class:** Midterm Attendance Check; handout on Figuring Out Your Own Grade  
(Note that the last date for a student-initiated drop is Nov. 4)

In Class Grammar Topic: Pronoun-Antecedent Agreement

**WED 11/2**

**Read:** *Between the World & Me*, 99-132

**Reading Questions Due.** Always be prepared for a reading quiz in class.

**Read/Canvas:** Essay 3 Assignment (You'll receive a print-out of the assignment in class.)

**REMINDER: PRACTICAL MECHANICS EXERCISES & SCORING SHEETS MUST BE UP-TO-DATE FOR GRADING BY NEXT WEEK.**

**LAST DAY FOR AN INSTRUCTOR-INITIATED or A STUDENT-INITIATED DROP: FRI, NOV. 4**

**WEEK 11**

**WEEKLY ASSIGNMENT IN PRACTICAL MECHANICS**

**READ:** Punctuation p. 117; Chapter 9/Commas, pp. 119-12.

Comma Exercises to be completed next week.

**MON 11/7**

**QUIZ #4: VAGUE PRONOUN REFERENCE AND PRONOUN-ANTECEDENT AGREEMENT**

**Essay#3 Introduction Planning Due (Canvas)**

**You will receive feedback in class on your planning. If your planning is late, you will receive zero points**

**for it.** In addition, if it is not completed and approved, you must get it OK'd (with an instructor signature) in a Writing Center conference BEFORE working on the next step (due Wednesday.): the Planning Worksheet.

### WED 11/9

**MECHANICAL CORRECTIONS OF ESSAY # 1 DUE.** Make corrections with a pen on the same copy which I have returned to you with comments. This is a grammar assignment and does NOT constitute a third draft revision.

#### Essay#3 Body Paragraphs Planning Due (Canvas)

**You will receive feedback in class on your planning. If your planning is late, you will receive zero points for it.** In addition, if it is not completed and approved, you must get it OK'd (with an instructor signature) in a Writing Center conference BEFORE working on the next step (due Monday): the First Draft

In Class Grammar Topic: Commas

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### WEEK 12

#### WEEKLY ASSIGNMENT IN *PRACTICAL MECHANICS*

**READ:** Chapter 9/Commas, pp. 124-128

**COMPLETE EXERCISES:** Commas (Be sure to correct the exercises this week and record your scores.)

WRITING CENTER FEEDBACK ON ESSAY 3, DRAFT #1: DUE BY THE END OF THIS WEEK.

**Turn in FIRST DRAFT CONFERENCE RECORD with Draft 2.**

### MON 11/14

**ESSAY #3, DRAFT #1.** Students whose first drafts are not completed on time may have a permanent grade penalty attached to their papers.

**This week, you should have your Writing Center conference(s) to help you plan your revision. I will not accept your 2<sup>nd</sup> draft if your conference took place less than 24 hours before the time you turn in the essay.**

### WED 11/16

#### Introduction to the Summative Essay

In Class Grammar Topic: Commas

**REMINDER: *PRACTICAL MECHANICS* EXERCISES & SCORING SHEETS MUST BE UP-TO-DATE FOR GRADING BY NEXT WEEK.**

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### WEEK 13

#### WEEKLY ASSIGNMENT IN *PRACTICAL MECHANICS*

**READ:** Chapter 10/Semicolons (all) and Chapter 11/Colons (all)

**COMPLETE EXERCISES:** Semicolons & Colons (Be sure to correct the exercises this week and record your scores.)

### MON 11/21

**ESSAY #3, DRAFT #2. ESSAY MUST ALSO BE UPLOADED TO TURNITIN.COM. Check Late Paper Policy/Format for Final Drafts.**

**I will not accept your 2<sup>nd</sup> draft if your conference took place less than 24 hours before the time you turn in the essay.**

**ATTENTION!** If you choose to use your late coupon for Essay 3, you will not receive the graded Essay until Dec. 1, with the following results: the Mechanical Corrections of Essay 3 (due 12/1) will be late, and you will

have very little time to revise for the Summative Essay if you are planning to use Essay 3.

**QUIZ #5: COMMAS. TURN IN EXERCISES FOR WEEK**

**Revision Workshop & Summative Essay Selection: Be prepared to discuss which of your three essays you plan to revise for the Summative.**

In-Class Grammar Topic: Semicolons & Colons

**WED 11/22**

**Revision Workshop & Summative Essay Selection: Be prepared to discuss which of your three essays you plan to revise for the Summative.**

**WEEK 14**

**WEEKLY ASSIGNMENT IN *PRACTICAL MECHANICS***

**READ:** Chapter 12/Apostrophes (all)

**COMPLETE EXERCISES:** Apostrophes (Be sure to correct the exercises this week and record your scores.)

**MON 11/28**

**ATTENTION!** If you choose to be absent today, you will not receive your graded Essay 3 until 5/2, with the following results: the Mechanical Corrections of Essay 3 (due 12/5) will be late, and you will have very little time to revise for the Summative Essay if you are planning to use Essay 3.

**MECHANICAL CORRECTIONS OF ESSAY # 2 DUE.** Make corrections with a pen on the same copy which I have returned to you with comments. This is a grammar assignment and does NOT constitute a third draft revision.

**Revision Workshops**

**WED 11/30**

**Revision Workshops**

**REMINDER: *PRACTICAL MECHANICS* EXERCISES & SCORING SHEETS MUST BE UP-TO-DATE FOR GRADING BY NEXT WEEK (WED.).**

**WEEK 15:**

**MON 12/5**

**Revision Workshops**

In-Class Grammar Topic: Apostrophes

**MECHANICAL CORRECTIONS OF ESSAY# 3.** Make corrections with a pen on the copy of the draft which I have returned to you with comments. This is a grammar assignment and does not constitute a third draft revision.

**WED 12/7**

**SUMMATIVE ESSAY DUE**

**I will not accept your Summative Essay or your 3rd draft if your conference took place less than 24 hours before the time you turn in the essay.**

In Class: Final Attendance Check; handout on Figuring Out Your Own Grade

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**FINAL EXAM WEEK: DEC. 12-16**

**Note that there will be only one class meeting this week. Writing Center is open as usual.**

**FINAL DAY/TIME: NOTE DIFFERENT TIMES THAN OUR REGULAR CLASS MEETINGS!**

**FOR 1:15 CLASS— WED 12/14 1:00**

**FOR 2:50 CLASS—MON 12/12 3:15**

- **DUE: OPTIONAL THIRD DRAFTS OF THE ESSAYS YOU DID NOT USE FOR YOUR SUMMATIVE ESSAY**  
**I will not accept your 3rd draft if your conference took place less than 24 hours before the time you turn in the essay.**
- **QUIZ #6: SEMICOLONS, COLONS, AND APOSTROPHES**

**I WILL POST GRADES ON CANVAS BY 12/23 AT 6 pm. DON'T FORGET TO CHECK Canvas ADVISOR (VIA THE CR WEBSITE) FOR YOUR OFFICIAL GRADE REPORT!**