

<b>Syllabus for ENGL-54-English Lab for Arts, Humanities, and Communication – Eureka Campus</b>		
<b>Semester &amp; Year</b>	FALL 2017	
<b>Course ID and Section #</b>	ENGL-54-E3093 (1.0 unit)	
<b>Instructor's Name</b>	Wendy Butler	
<b>Day/Time</b>	Students attend during Writing Center Open Hours The current semester Writing Center Faculty Hours are at the following link: <a href="http://www.redwoods.edu/writingcenter">http://www.redwoods.edu/writingcenter</a> Closed during CR breaks and holidays.	
<b>Location</b>	The Writing Center is located in the Library (LRC) Room 102 on the Eureka main campus.	
<b>Number of Credits/Units</b>	ENGL-54- E3093 (1.0 unit)	
<b>Contact Information</b>	<i>Office location</i>	LRC 102C
	<i>Office hours</i>	M 10 a.m.-4 p.m. T 10 a.m.-3 p.m. W-TH 10 a.m.-2 p.m.
	<i>Phone number</i>	(707) 476-4586
	<i>Email address</i>	<a href="mailto:Wendy-Butler@Redwoods.edu">Wendy-Butler@Redwoods.edu</a>
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	No additional textbooks are required for English Labs
	<i>Author</i>	
	<i>ISBN</i>	
<b>Course Description</b>		
<p>Individualized instruction to help students improve reading, writing, and critical thinking skills needed to succeed in Arts, Humanities, and Communications courses. Tutorial support and other resources for analytical, expository, and interpretive reading and writing are provided, including standard written English conventions and the writing process.</p> <p>Special Notes or Advisories (e.g. Field Trips Required, Prior Admission to Special Program Required, etc.): To earn credit for ENGL 54, students must be enrolled in at least one Art, Humanities, or Communication course requiring writing and/or critical reading. Appropriate subject areas for ENGL 54 co-enrollment include History, Art, Music, Cinema, Philosophy, Environmental Ethics, Communication, Journalism, and Literature (English).</p>		
<b>Course Learning Outcomes</b>		
<p>Receive and use feedback to strengthen academic reading and writing required for discipline-specific courses. More information: See also the ENGL-54 course outline at <a href="http://inside.redwoods.edu/Curriculum/Outlines/English/ENGL-54_COR%2003.14.14.pdf">http://inside.redwoods.edu/Curriculum/Outlines/English/ENGL-54_COR%2003.14.14.pdf</a></p>		
<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</p>		

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### Academic Honesty (continued)

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: <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.

### 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.*

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Contact Information: Wendy Butler  
Office: LRC 102C  
[Email: Wendy-Butler@Redwoods.edu](mailto:Wendy-Butler@Redwoods.edu)  
Phone: (707)-476-4586

English Lab Instructors: Jason Marak, Penelope Schwartz, Mary Sue Prangle, Susan Nordlof, Elizabeth Carlyle, David Holper, Lesley Manousos

### Course Description:

Individualized instruction to help students improve reading, writing, and critical thinking skills needed to succeed in Arts, Humanities, and Communications courses. Tutorial support and other resources for analytical, expository, and interpretive reading and writing are provided, including standard written English conventions and the writing process.

Special Notes or Advisories (e.g. Field Trips Required, Prior Admission to Special Program Required, etc.): To earn credit for ENGL 54, students must be enrolled in at least one Art, Humanities, or Communication course requiring writing and/or critical reading. Appropriate subject areas for ENGL 54 co-enrollment include History, Art, Music, Cinema, Philosophy, Environmental Ethics, Communication, Journalism, and Literature (English).

### ENGL-54 Course Learning Outcomes:

Receive and use feedback to strengthen academic reading and writing required for discipline specific courses.

More information: See also the ENGL-54 course outline at [http://inside.redwoods.edu/Curriculum/Outlines/English/ENGL-54\\_COR%2003.14.14.pdf](http://inside.redwoods.edu/Curriculum/Outlines/English/ENGL-54_COR%2003.14.14.pdf)

### Course Requirements (subject to change with fair notice):

ENGL-54 may be taken for a grade of “P” (pass) or “NP” (no pass) only. This course is not repeatable.

To pass the 1-unit class, students must attend a minimum of 45 hours during the semester, have two tutoring sessions with an instructor or senior tutor to get assistance and feedback on a reading or writing assignment, and take the online Self-assessment Survey available on Canvas. All three requirements must be fulfilled to receive credit.

### Location and Open Hours

The Writing Center is located in LRC 102 on the Eureka main campus and is open: Monday-Tuesday 10:00 a.m.-4:15 p.m. and Wednesday-Thursday 10:00 a.m.-2:40 p.m.

*This syllabus is subject to change.*