

Syllabus for [ENGL-1A-E6926] – Eureka Campus

Semester & Year	Spring 2019	
Course ID and Section #	ENGL-1A-E6926	
Instructor's Name	Erin Sullivan	
Day/Time	Tuesdays/Thursdays 2:50-4:55 pm	
Location	HU 114	
Number of Credits/Units	4	
Contact Information	<i>Office location</i>	HU 119
	<i>Office hours</i>	Thursdays 2:00-2:50 pm
	<i>Phone number</i>	none
	<i>Email address</i>	erin-sullivan@redwoods.edu
Textbook Information	<i>Title & Edition</i>	<i>Texts loaded to Canvas</i>
	<i>Author</i>	
	<i>ISBN</i>	
<p>Course Description English 1A is a transfer-level course in critical reading and reasoned writing. Students analyze issues and claims presented in visual, oral, or written arguments and write analytical and argumentative essays based on those issues. Research and source-based writing, employing correct MLA documentation, is required; minimum 6,000 words formal writing. Prerequisite: English 150 or 102</p>		
<p>Student Learning Outcomes</p> <ol style="list-style-type: none"> Analyze argumentative claims. Respond to arguments with persuasive critical essays. Locate, synthesize, and document sources for use in response to arguments. 		
<p>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 Disability Services and Programs for Students. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
<p>Academic Support 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 Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more.</p>		
<p>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/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-</p>		

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[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 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-1A-E6926: Analytical Reading and Writing Course Syllabus

Erin Sullivan | College of the Redwoods | Eureka Campus | Section 046926 | Spring 2019
Classroom Hours: | Tues/Thurs 2:50-4:55 pm | HU 114 (Humanities Building)
Homework Hours: | 8 hours at home and online | <https://redwoods.instructure.com/login/canvas>

Contact Information

- Questions: *Canvas Peer Q and A Forum*
- **Preferred** Email: *Canvas* email system
- Email: erin-sullivan@redwoods.edu
- Office Location: HU 119
- Office Hours: Thurs 2:00-2:50 pm & by appt.
- No voicemail / please use *Canvas* email

Welcome!

Students are often led to believe that writing is primarily about avoiding errors and providing the right answer, or that writing is a "natural" talent that some people have and others don't. Some authorities tell us that "students can't write," "texting ruins your ability to write," and "good writing never uses 'I.'" English 1A will question these assumptions, and many others. This class will also ask you to consider questions no one has likely asked you before: How is identity linked to reading, writing, and power? How can we use inquiry, critical thinking, and collaboration to write about and understand how meaning is made in the world? How do we use language to make meaning as citizens, scholars, researchers, and agents of change? How do our explorations of these questions change across contexts and our participation in them? How do we change communities and how do they change us? We'll explore these questions as a community and in collaboration. We'll study the subject and practice of writing, build confidence as writers and learners, and learn, too, that writing is a lifelong practice—that all writers have more to learn.

Course Description

English 1A is a transfer-level course in critical reading and reasoned writing. Students analyze issues and claims presented in visual, oral, or written arguments and write analytical and argumentative essays based on those issues. Research and source-based writing, employing correct MLA documentation, is required; minimum 6,000 words formal writing. Prerequisite: English 150 or 102.

Course Learning Objectives

Students successfully completing English 1A should demonstrate the following competencies:

- Read, analyze, and evaluate a variety of primarily non-fiction texts for content, context, and rhetorical merit with consideration of tone, audience, and purpose.
- Apply a variety of rhetorical strategies in writing unified, well-organized essays with arguable theses and persuasive support.
- Develop varied and flexible strategies for generating, drafting, and revising essays.
- Analyze stylistic choices in their own writing and the writing of others.
- Write timed essays in class exhibiting acceptable college-level control of mechanics, organization, development, and coherence.
- Integrate the ideas of others through paraphrasing, summarizing, and quoting without plagiarism.
- Find, evaluate, analyze, and interpret primary and secondary sources, incorporating them into written essays using appropriate documentation format.
- Proofread and edit essays for presentation so they exhibit no disruptive errors in English grammar, usage, or punctuation.

REQUIRED TEXTS AND MATERIALS

Textbooks

- All required readings are located on our *Canvas* site and must be printed, thoroughly annotated, and brought to class
- A number of our readings are from *Writing Spaces: Readings on Writing*, 1 & 2 (free online textbook <http://writingspaces.org/> (Links to an external site.))

Technology

- Reliable access to internet, printer, and computer with software to open/print .docx and .pdf files
- *Canvas* Course Site: <https://redwoods.instructure.com/login/canvas>
- [CR email account](#) (*Canvas* Announcements forward to this email account)
- CR Google Drive account for collaborative work and back-up/storage
- Microsoft Word: Students have free access to [Microsoft Office 365](#)
- Highly Recommended: Fully charged cell phone for recording individual conferences

Supplies

- Bound composition book with lined pages (for class notes and in-class writing activities)
- Loose lined paper, pens, pencils, highlighters (5 colors), post-it notes, stapler, and staples
- 1 letter-size, 3-cut, tabbed manila file folder for Assessment Portfolio submission
- Adequate funds/ink for printing assignments, readings, and essays at home and at school
- *Recommended*: Accordion folder (6 or more slots) for readings, assignments, and essay drafts

CAMPUS AND ONLINE RESOURCES

Canvas Assistance: The Distance Education division offers resources and video tutorials to assist students unfamiliar with *Canvas*: <http://www.redwoods.edu/online/Canvas>. Our *Canvas* site also contains many options for assistance with the LMS at the HELP link, including *Canvas* Support Hotline: (844) 303-4496.

Learning Resource Center (LRC): CR librarians are available for face-to-face consultation and assistance during regular library hours. (<http://www.redwoods.edu/library>) Students may also seek assistance from a librarian online at <http://www.redwoods.edu/library/Get-Help/Ask-A-Librarian>

Technological Access and Assistance: Computers, printers, scanners, and internet access are available in the Academic Support Center and other locations within the Learning Resource Center, Writing Center, and several labs on the Eureka campus. For assistance with *Canvas* or WebAdvisor, contact the Informational Technology Services (ITS) Help Desk at 476-4160 or email its@redwoods.edu.

Veteran Resource Center: The Center's mission is to support and facilitate academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources. For more information see <http://www.redwoods.edu/vets> or call (707) 476-4110.

Writing Center (WC): **HIGHLY RECOMMENDED** All students may access individualized tutoring at the Writing Center on the Eureka campus by signing up for **English 53A** (variable 0.5 - 2 units, 1.5 - 6 hours per week). Computers, printers, and quiet study rooms are also available. The WC is always staffed by an instructor from the English Department and by trained writing tutors. *Plus, students enrolled in the Writing Center may print for free!* (<http://www.redwoods.edu/writingcenter>)

COURSEWORK REQUIREMENTS and GRADES

Presence (10%)

Students are expected to comply with classroom policies as detailed below in the COURSE POLICIES section of this syllabus. These policies include (but are not limited to) arriving to class and conferences on time and remaining for the entire session; refraining from disruptive and disrespectful behavior, including unauthorized cell phone use; printing hard copies of required assignments *before class*; bringing all required materials and texts to every class session; and actively engaging in all class sessions, workshops, discussions, and other activities. Each absence and failure to observe these policies will result in a 50% deduction to the daily **Presence** grade. *Students must attend 26 of 30 class sessions and the final exam period to pass the course.* Classroom activities require attendance, so it is impossible to make up missed sessions.

Reading (Analysis and Reflection) (25%)

Most weeks students will read and annotate selected texts posted online. Students will also read and annotate their own texts, as well as those of their peers. A 500-word analytical Reading Response (RR) or Reflective Journal (RFJ) must be posted to *Canvas* by the published deadline. In addition, students will take several short "open book" reading quizzes (online or in class). Minimum requirements to earn credit for RRs and RFJs are posted to *Canvas*.

Essay and Research Units (45%)

Students will complete three academic essay/research units consisting of a series of assignments referred to as *The Writing Process*. These assignments may include prewriting, drafts, revisions, workshops, activities, exercises, research, conferences, as well as feedback from instructors, peers, and consultants. Minimum requirements to earn credit for each unit assignment are posted to *Canvas*.

- Unit 1: Rhetoric of Protest (15%)
- Unit 2: Discourse and Disciplinary Identity (20%)
- Unit 3: Reflective Portfolio Introduction (10%)

There will be a great deal of work-shopping and peer response, which will involve reading each other's papers. Because essays will be read by classmates, please choose topics that you feel comfortable sharing with your peers.

Collaborative writing is often the most successful writing—it is imperative that students take group and peer response activities seriously and approach them with dedication and professionalism. Not only are such activities worth a considerable portion of the course grade, but successful collaboration will result in stronger final drafts of essays. Students who have practice providing feedback to other writers become more adept at providing "feedback" to themselves to improve their own writing.

Assessment Portfolio (20%)

At semester-end students earning at least a C in the course will submit an **Assessment Portfolio** (AP) of *extensively revised* final draft essays that will be assessed holistically. This portfolio is the culminating assignment of the semester and serves the purpose of a final exam. Students must be earning a C (70%) in the class to submit an Assessment Portfolio.

Course Grades

Individual assignments must be uploaded to *Canvas* where they will be evaluated (complete/ncomplete or points) and graded according to published requirements. Students can monitor their own progress in the course by periodically checking the *Canvas* gradebook (see Grades on the *Canvas* menu). As per CR English Department policy, extra credit is not available. Course grades are earned by attending and participating in class and by successfully completing required assignments.

COURSE POLICIES

Homework

To be successful in a college course, students should plan to spend two to three hours completing work outside of class each week per academic unit; therefore, in this 4-unit English 1A course, expect to **spend at least 8 hours each week** reading, writing, revising, and researching.

Communication

We will utilize a variety of methods (both online and face-to-face) to maintain contact throughout the semester:

- Check weekly *Canvas* announcements for upcoming assignments, activities, schedule changes
- Post questions and answers to the peer-monitored *Canvas* Peer Q and A Forum
- Contact instructor through the *Canvas* email system (replies within 24-48 hours, often sooner)
- Attend weekly office hours for more personal concerns or in-depth assistance with coursework
- Arrive to class a few minutes early for quick questions and clarification
- Review assignment feedback through *Canvas* rubrics and comments

Attendance and Promptness

Attendance is essential in a collaborative writing class. Arriving late or leaving early is disruptive and interferes with my instruction and other classmates' learning and participation. If work, extracurricular activities, or personal schedules overlap or interfere with scheduled course dates and times, please take a different section of English 1A.

Please visit the restroom, make phone calls, and print assignments before class. I call roll promptly at 2:50 PM. If students arrive late, it is their responsibility to see me after class that same day to verify attendance. See me immediately for a consultation if attendance and missing assignments become a problem.

Since regular attendance is a critical factor in student success, students at College of the Redwoods 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. Our course meets two days per week for two hours each session; therefore, four (4) absences are allowed for the entire semester. **A fifth (5th) is considered excessive and will result in a failing course grade.** Faculty may drop students for excessive absences through the end of the 10th week of the semester.

First Week Attendance Policy: Students who have been absent from a class session within the first week of instruction, without notifying the instructor before the absence, will be dropped from the course.

Participation and Preparedness

Participation and preparedness are essential in a course that requires both workshop-style class activities and significant online class participation. Please strictly observe the following course policies:

- Attend class and conferences regularly; arrive on time and remain for the entire session.
- Come to class / conference prepared with required texts, assignments, and materials in hand.
- Print and thoroughly annotate all assigned readings and bring them to every class session
- Fully and thoughtfully engage in class and online workshops, responses, and discussions.
- Log on to *Canvas* regularly and complete assignments per instructions and by deadline.
- Print essays and other required assignments before class and submit them as instructed

Classroom and Online Behavior

Please adhere to the class and online behavior policies listed below. Students who disregard these policies will be asked to leave the classroom and may be dropped from English 1A and assigned a grade of “F” if behavior is deemed egregious.

- Always maintain tolerance, respect, and appropriate social behavior in class and online.
- Be fully present, free of drugs and alcohol. (Impaired students will be asked to leave class.)
- **Turn off and store** cell phones, tablets, and laptops unless approved for class use.
- Refrain from texting or accessing personal email and social networking sites during class.

Deadline and Submission Policy

Each week, students are responsible for accessing *Canvas* to view the current schedule (located in the weekly modules) to review, complete, submit, and print assignments, readings, quizzes, and discussion forums as directed. Developing and maintaining excellent time management and organizational skills are critical to successful completion of this course.

Essay drafts must be formatted according to MLA guidelines; templates are provided to simplify this process. **Documents uploaded to *Canvas* must be in .doc or .docx.** Our *Canvas* site will not accept other file formats, and improperly formatted assignments will not receive credit. Essay drafts must be submitted online and also printed for in-class activities. I do not accept assignments via email, and I will not print assignments for students.

Reading and writing homework as well as class activities build on one another and emphasize cumulative learning; therefore, timely completion of assignments online and in preparation for class is essential to student success and to the success of the entire class.

Please see me as soon as possible if you are experiencing difficulty completing coursework, or if extenuating circumstances are affecting your attendance or academic performance. I want you to be successful in this course.

Academic Honesty

To discourage plagiarism, the CR English Department requires English 1A students to post all essays to **Turnitin.com** before they can receive credit. The process is simple and can be completed through our *Canvas* site. If tempted to plagiarize or cheat, or if confused about properly citing sources, please see me immediately so that we can work together to address these issues.

FINAL EXAM

Attendance and participation at the scheduled final exam period is mandatory. Students who fail to attend the final exam period and submit an Assessment Portfolio in person will receive a course grade of “F”. The college has assigned our class the following final exam date and time:

Tuesday, May 14, 2019 | 3:15 – 5:15 PM | HU 214

STUDENT-INSTRUCTOR AGREEMENT

Please sign this agreement to acknowledge awareness and agreement regarding all course policies and requirements and to continue enrollment in English 1A.

ENGL1A-E5002: Student-Instructor Agreement Spring 2019

Student: (Name: print your full name here please)

I have read the Course Syllabus and this Agreement, and I agree to abide by these policies and to complete assignments and participate in activities and workshops to the best of my ability.

- I will show up to class and conferences on time; fully present, rested, and sober; and remain for the entire session. I will visit the restroom and make phone calls before or after class.
- I understand that disruptive and disrespectful behavior will not be tolerated online or in class, *including texting and distractions due to cell phones, tablets, laptops, or other devices.*
- I will display a courteous attitude and maintain tolerance, respect, appropriate social behavior, and academic honesty at all times.
- I will arrive to class and conferences prepared with all required materials, textbooks, and drafts.
- I will submit assignments to *Canvas* in .doc or .docx file formats by published deadline and to the instructor in class in hard copy format when required.
- I understand excessive absences, tardies, early departures, missing assignments, and general unpreparedness will reduce my course grade; and participation in co- and extracurricular activities, including athletics, does not exempt me from any course requirements.
- I understand that more than four absences during the semester is considered excessive by CR and that a **fifth (5th) absence will result in an automatic course grade of F.** I also understand that attendance at the final exam period is mandatory.
- I am responsible for missed content due to absences or tardies, and I will first consult *Canvas*, my peers, and the **Q and A Forum** to gather information or seek clarification.
- If I need further clarification regarding the course content, or if I experience extenuating circumstances that affect my ability to be successful in this course, I will consult my instructor via *Canvas* email, or in person during office hours, or by appointment.

Signed: _____ sign here please _____

Date: record date

Instructor:

I will abide by the policies and requirements set forth in the Course Syllabus and this Agreement, and will offer a variety of assignments and activities to assist students in improving reading, writing, researching, and critical thinking skills. I will provide accurate, organized, and timely information to promote academic achievement in my course.

I will, to the best of my ability, create a positive and constructive classroom and online environment where student learning, confidence, and success are the central goals. I am committed to practicing mindful speech and active listening and to cultivating respect and compassion in my teaching. I encourage student-teacher interaction and am available to meet individually during posted office hours, scheduled conferences, and by appointment.

I expect students to first consult our *Canvas* site, their classmates, and the **Q and A Forum** to gather information due to absences and tardies, but I agree to provide secondary clarification as needed *during office hours or by appointment.* I will promptly address (usually within 48 hours) individual concerns and questions as necessary and appropriate when students email me through the *Canvas* email system.

Signed: _____ (Erin Sullivan) Date: January 22, 2019 .

ENGL-1A-E6926: Canvas Navigation Guide

This course uses many abbreviations for assignments, texts, and relevant terms to condense space on weekly schedules and in the gradebook. Consult this list when questions arise regarding abbreviations.

AP	Assessment Portfolio (culminating collection of final draft essays in lieu of a final exam)
DDI	Discourse and Disciplinary Identity (essay unit on <i>Canvas</i>)
F2F	Face-to-Face (in-class activity or interaction)
MUGS	Mechanics, Usage, Grammar, Sentence Structures (in-class or <i>Canvas</i> activity/assignment)
OL	Online (<i>Canvas</i> assignment)
PPD	Pre-Portfolio Draft (<i>Canvas</i> assignment)
PR	Peer/Partner Response (in-class or <i>Canvas</i> assignment)
PRG	Peer Response Group (in-class or <i>Canvas</i> assignment)
PW	Prewriting (in-class or <i>Canvas</i> assignment)
RD	Rough Draft (<i>Canvas</i> assignment)
RFJ	Reflective Journal (<i>Canvas</i> assignment)
RLI	Reflective Letter of Introduction (<i>Canvas</i> assignment)
RPI	Reflective Portfolio Introduction (essay unit on <i>Canvas</i>)
ROP	Rhetoric of Protest (essay unit on <i>Canvas</i>)
RQ	Reading Quiz (in-class or <i>Canvas</i> assignment)
RR	Reading Response (<i>Canvas</i> assignment)
RRP	Reflection and Revision Plan (in-class or <i>Canvas</i> assignment)
RVD	Revised Draft (<i>Canvas</i> assignment)
WA	Writers Archive (electronic collection of all course work maintained on <i>Canvas</i> files)
WL	Writers Log (in-class assignment)
WS	Workshop (in-class or <i>Canvas</i> assignment)
WP	Writing Process (a series of activities and assignments including prewriting, drafting, researching, responding, revising, reflecting, and editing for each essay)

Other:

ENGL-1A-E6926: Analytical Reading and Writing

Proposed Weekly Schedule

This schedule indicates a plan for the course and is subject to change; see the *Canvas* modules for detailed weekly schedules and due dates.

- Week 1** Orientation to English 1A, Course Syllabus, The Rhetorical Situation
Readings: Adler
Assignments: Orientation Module, RLI, RFJ
- Week 2** Academic Reading and Writing Strategies
Readings: Adler, Bunn, Carroll
Assignments: RR/RQ
- Week 3** **Essay/Research Unit 1: Rhetoric of Protest**, Introduction and Planning
Readings: Ingalls
Assignments: RR/RFJ, ROP Topics and Proposals
- Week 4** Rhetoric of Protest, Collaboration, Rhetorical Analysis
Readings: Carroll
Assignments: RR/RFJ, ROP Contract
- Week 5** Rhetoric of Protest, Rhetorical Analysis, Research/Integration
Readings: Grant-Davie
Assignments: RR/RFJ, ROP Outline
- Week 6** Rhetoric of Protest, Drafting, Feedback
Readings: Grant-Davie
Assignments: ROP RD
- Week 7** Rhetoric of Protest, Revision, Feedback, Source Integration
Readings: Student essays
Assignments: ROP RVD
- Week 8** **Essay/Research Unit 2: Discourse and Disciplinary Identity**
Introduction and Primary Research
Readings: Driscoll
Assignments: RR/RFJ

Spring Break!

- Week 9** Discourse Communities and Research
Readings: Gee
Assignments: RR/RFJ
- Week 10** Discourse Communities and Disciplinary Conventions
Readings: Gee
Assignments: RR/RFJ
- Week 11** Discourse Communities, Drafting
Readings: student essays
Assignments: DDI RD
- Week 12** Discourse Communities, Revision
Readings: student essays
Assignments: DCI RVD
- Week 13** **Essay/Research Unit 3: Reflective Portfolio Introduction**
Readings: Previous work
Assignments: RPI RD
- Week 14** Reflection and Revision
Readings: Previous work
Assignments: RPI RVD
- Week 15** Reflection and Revision
Readings: Previous work
Assignments: Assessment Portfolio drafts
- Week 16** **Finals Week**
Due: Assessment Portfolio (Final drafts of RPI, ROP, DDI)