Syllabus for English 1A: College Composition

CR COLLEGE OF THE REDWOODS

Course Information

Semester & Year: Fall 2019	
Course ID & Section #: ENGL-1A, D8623 (048623)	
Instructor's name: Ken Letko	
Day/Time : Monday, Wednesday, 9:00-11:05	
Location: DM 34	
Number of units: 4.0	

Instructor Contact Information

Office location: D27
Office hours: Mondays and Wednesdays, 2:00-2:30; Tuesdays and Thursdays, 1:30-2:00
Phone number: 707-465-2360
Email address: ken-letko@redwoods.edu

Required Materials

Textbook Title: *Writing and Reading across the Curriculum*
Edition: 14th , print edition
Editors: Laurence Behrens, and Leonard Rosen
ISBN: 978-0-13-468134-4
Suggestion: A USB drive is useful for taking full advantage of the Writing Lab, submitting documents to turnitin.com, and other elements of managing documents.

Textbook Title: *St. Martin's Handbook*
Edition: 8th, print edition
Author: Andrea Lunsford
ISBN: 978-1-4576-6725-1

Catalog Description

This is an introductory course that offers instruction in expository and argumentative writing, close reading, cogent thinking, research strategies, information literacy, appropriate and effective use of language, and documentation.

Course Student Learning Outcomes

1. Demonstrate the capacity to read, analyze, and evaluate nonfiction texts in support of academic inquiry and argumentation.
2. Utilize flexible strategies for writing expository and argumentative college-level essays.
3. Incorporate primary and secondary sources into essays using appropriate documentation format.

Evaluation & Grading Policy

English 1A is graded A, A-, B+, B, B-, C+, C, D, F. If you successfully meet all course requirements, your final grade will be calculated as follows:

Class preparation and participation...10%
Written exercises and short quizzes...10%
Essays....(plans, drafts, and finals; summary and synthesis)............30%
Portfolio...20%
Research paper..30%

While submitting documents for evaluation past the established deadline is discouraged, no penalty will be applied to late documents. Nevertheless, students should take responsibility for deadlines by making prior arrangements for late documents with the instructor.

Prerequisites/co-requisites/ recommended preparation

Placement into English 1A is determined according the default AB 705 guidelines or the results of the guided self-placement process.

Course Overview

The persuasive, documented essay is the focus of this course. Students will read critically and learn to write and document quotations, paraphrases, and summaries. Throughout the term, students will read passages in *Writing and Reading across the Curriculum* and study academic conventions in the *St. Martin's Handbook,* becoming familiar with Modern Language Association (MLA) parenthetical documentation format. During weeks fifteen and sixteen students will concentrate on final portfolio preparation. To build a portfolio, students should **save all written work** during the semester.

The weekly structure described below is for general planning purposes and will be adjusted as needed. Daily readings, written exercises, and quizzes will be scheduled on a day-by-day and week-by-week basis. Class attendance is vital for information about deadlines and class activities.

Weeks one through three students will focus on understanding summary and synthesis writing as academic discourse. Reading will mostly be in the *Writing and Reading across the Curriculum* text (*WRAC*), pages 1-42 and 243-265, the chapter titled, "Obedience to Authority." Students will establish *turnitin.com* accounts, and begin studying MLA format in the *St. Martin's Handbook,* pages 402-450. Other supplemental readings in the *WRAC*, the *Handbook* and on-line will also be required.

Weeks four through six students will complete a documented synthesis, building a text from planning and drafting through revision and editing. See "Explanatory Synthesis" and "Argument Synthesis" on pages 263-266 to choose a writing task.

Week seven students will launch a research essay assignment.

Weeks eight through twelve students will read the "Artificial Intelligence" chapter in the WRAC text, pages 369-431, and complete a second, full-length synthesis. In addition, students will make incremental progress on developing a research essay, including formal bibliography. Additional

readings and subsequent study in the *WRAC* and *Handbook* texts will be required.

Weeks thirteen through fifteen students will complete a research essay and begin a final portfolio.

Week sixteen students will complete a final portfolio.

Requirements

1. You must hand in all assignments on time unless you make prior arrangements.
2. You must submit all out-of-class papers to turnitin.com.
3. You must keyboard all out-of-class essay assignments.
4. You must successfully complete all assigned essays (including an in-class paper), a research paper, and a portfolio.

Manuscript Format

Use Times New Roman font, size 12, double-spaced, .5 inch indentation for paragraphs (no extra spacing between paragraphs), 1 inch margins all around, with page numbers preceded by your last name at top right, all pages stapled. Your name, instructor's name, class, assignment label, date, and word count should be double-spaced and aligned left at top of first page; title is centered. In general, follow MLA format with the addition of an assignment label and word count. See pages 405 and 442 in Handbook.

Class Policies

1. Cell phones and other personal electronic devices are not part of English 1B. Do not bring them to class unless they are turned off or set on the vibrate mode. If you must take a call, quietly leave the room. Texting and camera use are never appropriate during class.
2. Laptops should not be open during class discussions but can be used when the instructor allows.
3. This syllabus is subject to change should circumstances warrant revision.

Institutional Policies

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 accommodations, please see me or contact Disability Services and Programs for Students. Students may make requests for alternative media by contacting DSPS based on their campus location:

• Del Norte: 707-465-2324, main building near library

Student Access

These standards are required by federal regulation. Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies.

Admissions Deadlines and Enrollment Policies

Fall 2019 Dates
- Last day to add a class: 8/23/19
- Last day to drop without a W and receive a refund:9/6/19
- Census date:9/9/19
- Last day to petition to graduate or apply for certificate:10/31/19
- Last day for student-initiated W (no refund):11/1/19
- Last day for faculty initiated W (no refund): 11/1/19
- Veteran's Day (all campuses closed):11/11/19
- Fall break (no classes):11/25/19 – 11/30/19
- Thanksgiving (all campuses closed):11/28/19 – 11/29/19
- Final examinations:12/14/19 – 12/20/19
- Semester ends:12/20/19
- Grades available for transcript release: approximately 1/6/20

Students who have experienced extenuating circumstances can complete & submit the Excused Withdrawal Petition to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic Dishonesty

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. 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 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, the student 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. 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 / 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.

Del Norte Campus Emergency Procedures

Please review the Crescent City campus emergency map for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the Redwoods Public Safety Page. In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the campus authorities.

In the event of an emergency:

1. Evaluate the impact the emergency on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.