

## Course Information

Semester & Year: Fall 2019 / August 24 <sup>th</sup> – December 20 <sup>th</sup>
Course ID & Section #: E8632
Instructor's name: Laura P. Lane
Day/Time or *Online: Monday and Wednesday / 12:30PM – 2:35PM
Location or *Online: Eureka Campus, HU106
Number of units: 4

## Instructor Contact Information

Office location or *Online: N/A
Office hours: By Appointment
Phone number: N/A
Email address: Laura-Lane@redwoods.edu

## Required Materials

Textbook Title: <i>Writing About Writing</i>
Edition: 3 <sup>rd</sup>
Author: Elizabeth Wardle, Douglas Downs
ISBN: 9781319032760
Textbook Title: <i>They Say / I Say</i>
Edition: 4 <sup>th</sup>
Author: Cathy Birkenstein, Gerald Graff
ISBN: 9780393631678
Other requirements: Students must be able to navigate the course learning website (Canvas), open and download files, use a word processing program (Microsoft Word/Google Docs) to create and format documents and submit files to assignment drop boxes on Canvas in .docx format. Additionally, students should bring either a notebook or loose-leaf paper and a writing utensil to every class meeting for in-class assignments.

## Catalog Description

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

## Course Student Learning Outcomes

1. Demonstrate the capacity to read, analyze and evaluate non-fiction 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

<p><b>Letter Grade Weight Breakdown</b></p> <p>A+ (100-97%) / A (96-93%) / A- (92-90%): fulfills all requirements and exceeds expectations.</p> <p>B+ (89-87%) / B (86-83%) / B- (82-80%): fulfills requirements and meets expectations.</p> <p>C+ (79-77%) / C (76-73%) / C- (72-70%): fulfills most requirements and meets some expectations.</p> <p>D+ (69-67%) / D (66-63%) / D- (62-60%): fulfills some requirements; does not meet expectations.</p> <p>F (59-0%): does not fulfill requirements and expectations</p>
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In-class Assignments	10%
Reading Responses	15%
Essays	50%
Timed Writes	20%
Presentation	5%

### **Graded Assignments**

#### Reading Responses (150 word minimum)

*Prompt-driven writing assignments that call for you to engage with assigned readings by synthesizing, analyzing, and responding to key concepts. Unless otherwise stated, all reading responses will have a 150-word minimum. In order to be successful in this course, you should read thoughtfully and construct meaningful reading responses that demonstrate your understanding of the reading.*

#### Timed-Write Practice (500 words)

*Prompt-driven writing assignment that asks you to demonstrate your current writing ability and discuss your writing strategies for the purpose of preparing you for your final timed-write, which will be a reflective essay on your approach to writing. This essay will be completed in-class and graded on a credit/no credit basis.*

#### Formal Essay 1 (1,000 word minimum)

*Literacy Narrative: Examine your own literacy history, habits, and processes. The purpose of this inquiry is to get to know yourself better as a reader and writer.*

#### Formal Essay 2 (1,500 word minimum)

*Rhetorical Analysis: Interrogate the rhetorical choices made by an author. The purpose of this inquiry is to demonstrate your ability to analyze and evaluate the deliberate, persuasive choices authors make in their expository and argumentative writing.*

#### Formal Essay 3 (2,000 word minimum)

*Research Paper: Explore more deeply a single topic introduced in class. The purpose of this inquiry is to challenge you to gather resources on your chosen topic (minimum of 2), and form a conclusion, which will be argued in the scope of your paper.*

#### Timed-Write Final (500 words)

*Prompt-driven writing assignment that asks you to reflect on your writing strategies. You must reflect on the process of writing the three formal essays required in this course and analyze your approaches to writing.*

#### Final Presentation

*Presentations will take place on our final meeting date. Students are given approximately 5-10 minutes and asked to speak on the content they wrote for their timed-write final. This is a “low-stakes” presentation. While speaking publically gives most cause for concern, this assignment is an opportunity to practice public speaking and an opportunity to share/learn from your classmates.*

### **Additional Credit Opportunities**

#### Canvas Discussion Posts (50 word minimum)

*After each class meeting, a discussion post will be made available on Canvas. These posts are optional, and these posts are intended to be opportunities for additional credit. Less formal than a reading response, a Canvas discussion*

*post is a space for you to voice an opinion you may not have had the opportunity to voice in-class, share frustrations or confusions with the reading(s), and/or pose questions.*

#### Writing Center Assistance

*Students that seek to earn additional credit may also seek assistance with the drop-in Writing Center, which is a resource that all CR students have access to and should be utilized even if students are not seeking additional credit. If you go to the Writing Center, please have the instructor you are working with on your writing sign somewhere on the essay you brought in and bring the paper back to me for additional credit.*

#### Late Work Policy

No late work will be accepted unless arrangements for an extension were made in advance. I understand life happens and very often we find ourselves overwhelmed at the most inopportune of times; however, deadlines should be respected when possible, and in order to provide quality, timely feedback I must receive work on-time or be given notice that work will be late. The best practice to be successful in this course is to maintain an open line of communication with me.

Extensions will be granted on a case-to-case basis; as well I would appreciate a two-day “heads-up” if you feel as though you will need an extension on an assignment.

#### Prerequisites/co-requisites/ recommended preparation

N/A

#### Special accommodations statement

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:

Eureka: 707-476-4280, student services building, 1st floor

#### Student feedback policy

All major assignments (reading responses & formal essays) will receive written feedback. Depending on the length of the assignment, allow me one to two weeks to provide feedback. I endeavor to give quality feedback to each student, which is why I will need some time to do so.

For in-class assignments or assignments that are graded on a credit/no credit basis, I will likely not provide extensive feedback unless you need clarification on the grade you earned. You can always reach out to me for clarification through e-mail or make an appointment with me to discuss anything from the course in greater detail.

#### Student Accessibility Statement and Academic Support Information

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. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color. Students who discover access issues with this class should contact the instructor.

### Institutional Policies

#### Admissions Deadlines & 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](#).

## Class Policies

### Class Participation and attendance Policy

Attendance and class participation go hand in hand. Every class meeting there will be in-class assignments and activities that you will be unable to participate in if you were not to attend class. That is, in order to be successful in this course you should endeavor to be present as much as possible and prepared to engage with the course material.

If you foresee that you will not be able to attend class, do try to notify me ahead of time. You will still be expected to catch up and turn in assignments if you do happen to miss class for any reason.

**Syllabus is Subject to Change**

**Schedule of Assignments will be made available on Canvas 8/28/19**

