

## Course Information

Semester & Year: F 2019
Course ID & Section #: ENGL-1S-E7651
Instructor's name: Leslie R. Leach
Day/Time or *Online: Wednesday 03:20 pm-04:45 pm
Location or *Online: Eureka Campus/Learning Resource Center./Room LRC 103
Number of units: 1.5

## Instructor Contact Information

Office location or *Online: HU Bldg. Room 119
Office hours: 2:00-3:00 Wednesday
Phone number: N/A
Email address: leslie-leach@redwoods.edu

## Required Materials

Textbook Title: N/A
Edition: N/A
Author: N/A
ISBN: N/A

Other requirements: materials, equipment or technology skills Students must have access to a computer with Internet connection and a printer. Basic skills for using computers is required.

Catalog Description Course English 1S is a learning community experience that offers students additional support and practice through collaborative and hands-on learning activities facilitated by the instructor of their English 1A class.

### Student Learning Outcomes *(from course outline of record)*

1. Demonstrate a reflexive understanding of specific course content, ideas, or processes within English that are challenging or confusing and identify methods to strengthen or address those challenging areas.
2. Decode and practice the skills and ways of thinking that lead to success in college reading and writing.
3. Decode and practice the skills and ways of thinking that lead to success within academic/discourse communities.

### Evaluation & Grading Policy

#### Grades

Passing ENGL 1S will require students to attend classes due to the many class activities assigned, such as reading in class, research, writing in class, etc. Students will receive pass/fail grades on assignments completed for English 1S

[Should include info such as final grade calculations, rubrics, late assignment policy, and other grading practices]

## Prerequisites/co-requisites/ recommended preparation

N/A

**\*ONLINE REQUIREMENTS - The following are required online courses but are recommended for all (see \* in contents).**

### Special accommodations statement

[Describe the College's compliance with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities.]

### Student feedback policy

Students will receive feedback as they participate in class activities. They will be encouraged to complete assignments in class, but they will be given the opportunity to complete in-class activities outside of class if necessary.

[Communicate to students how you will provide timely and substantive feedback on course work.]

### Proctored Exams

[Only include if Proctoring is required, and if so, provide Information on the available options. Online course instructors must include both on and off campus options for proctoring]

### Student Accessibility Statement and Academic Support Information

[See recommended support links and accessibility statement]

### [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](#).

### [Preferred Name in Canvas](#)

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#)

### [Gender-Inclusive Language in the Classroom](#)

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

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## 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](mailto:security@redwoods.edu) if you have any questions.

### [Student Support Services](#)

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling and Advising](#) offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams.
- [Library Services](#) to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)

- The [Veteran's Resource Center](#) supports and facilitates 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.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.

English 1S-College Composition  
 Fall 2019/Section #E7651/ 1.5 units  
 Learning Resource Center, Room 104  
 Office Hours: W 2:00-3:00 p.m. HU 119

Instructor: Mrs. Leslie Leach  
 Email: leslie-leach@redwoods.edu  
 W 3:20-4:45 p.m.

English 1S is a learning community experience that offers students additional support and practice through collaborative and hands-on learning activities facilitated by the instructor of their English 1A class.

**Attendance:** 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. If you are not here, you cannot learn. Your participation is necessary in the class in order to receive feedback and complete assignments. If you are absent, you are still responsible for all work that is assigned (check the syllabus and Canvas). If you miss class, you must make up any in-class work within a week. Being absent doesn't mean that the deadlines for completing the work have changed.

Census is September 9. If you are not actively participating (attending class meetings and turning in assignments) in the class as of that date, you will be dropped. If you are still enrolled after the census, you must continue to attend regularly. Students may not miss more than two weeks of class. For instance, our class meets one day a week; therefore, any more than two absences for the semester would be considered "excessive." If a student exceeds the limit of absences, an instructor may notify the student that he or she has been dropped. After that date, excessive absences will likely result in failure. The last date to withdraw from a class is November 1. If you stop attending class and don't complete an official withdrawal, you will receive an NP.

**Canvas:** Please check Canvas regularly. Supplemental materials, information, handouts, are posted on Canvas. Access Canvas by logging in with the first part of your CR email address [SStudios111] and your birthday [09201981]. This class, and all English classes, use the Modern Language Association (MLA) format for papers. A template for this format will be available on Canvas. Download this template and use it for all papers and homework. Please read all announcements and emails from me in a timely manner. Not checking your Canvas account is not an excuse for not knowing or not fulfilling requirements. Please use your CR email to contact me. Finally, any work you do in Google Docs please convert to Microsoft Word when you send it to me.

**Classwork:** Bring the *Mercury Reader* and all current work to each class. We will practice many important skills during our in-class workshops. We will try to complete activities in class; however, if you are unable to complete the in-class activity, you may finish it as homework. All homework and activities count toward your overall grade.

**Homework:** Again, we will try to complete activities in class, but if you are unable to or you must be absent, you may complete the work as homework. You may complete assignments if you are absent two times. After that, you must have a medical or court document that indicates a necessary absence and the assignment must be made up within a week of the due date.

**Quizzes:** N/A

**Classroom Behavior** The basic rule is to treat everyone in class with dignity. Treating the instructor and your classmates with dignity means, being on time, not purposely disrupting the class for any reason, having cell phones turned off or on vibrate, letting me know if you're a caretaker who may have to answer your cell phone during class, not eating or drinking in the classroom, except for water, returning to class on time after break, and in general, being considerate and respectful of others. Attacking the instructor's or any student's dignity includes the following: inappropriate language, cursing, racial, ethnic, sexist, or heterosexist epithets. These and any other type of name-calling or dismissive behavior will not be tolerated. Any deliberate disruption of the class will be grounds for your dismissal for that day and the following day. Further deliberate disruption will be grounds for your suspension and expulsion. Although the last two sentences may sound harsh, please keep in mind that someone has paid for students to be in the class whether it's the students themselves who have paid, their parents, or California taxpayers. Someone has paid for students in the class to be able to learn, and they can't learn if I have to stop class due to disruptive behavior.

Using electronic devices in class such as your Ipad or smart phone may be useful to do some research or look something up on Canvas; however, if you are texting when you should be listening or participating in a class activity, you will be asked to put away your phone. Having me ask you to turn your electronic device off and put it away is causing a disruption. Finally, any sound from your digital devices should be muted or turned off.

It is against CR policy for unenrolled people to sit in on classes. Please do not bring guests to class. Ask your friends or family to wait for you outside. Please don't put me in the awkward position of asking people to leave. Thank you for your cooperation in this.

**Be Prepared:** Being prepared means being on time for class, having done all the required reading and writing, having your textbooks and papers, notebook paper and pen/pencil with you, and being prepared to participate in small group or whole class discussions or other class activities. Being even five minutes late for class may mean you have missed important information on an assignment, or instruction for the activity of the day. If you are late, please do not expect me or other students to stop what we are doing to catch you up. Pick up the handout, and/or read the board, or just wait until the rest of the students finish the activity that began when class started.

please bring me the graded assignment so I can correct it. Missing assignments will receive a 0. I accept late and make-up work if you have a medical or court document verifying your absence, or if you have a B or better in the class at the time of the missed deadline and if it is turned in within a week of the due date. I will accept revised essays for Essays #1 and #2 if they are turned in before or on the revised essay due date. There is not enough time to revise Essay #3 or the Research Essay. Keep track of your grades and missing assignments on Canvas. The last week of class or after final grades have been posted is too late to wonder about missing grades or missing assignments. Grades will be posted on Gradebook, and may also be on the hardcopy.

Now that you have read the course information carefully and completely, please don't forget or think that I've forgotten that you're here to learn, not because you already know everything. Please let me know if you're having difficulties with the course work for whatever reason. I will try my best to resolve the problem or refer you to someone who is better able to help you.

Grades are Pass/Fail. Completing most of the class activities as instructed will earn you a passing grade.

**This syllabus is a contract between student and instructor. Be sure that you understand the content of the course policies because if you stay in the course, you are accepting them.**

**English 1S F '19 Syllabus \***

**Wednesday, August 28 Lab**

MLA Templates

Navigating Canvas

**Wednesday, September 4 Lab**

Grammar

Read and Annotate “The A.C.L.U. Needs to Rethink Free Speech” by K-Sue Park

Research for “A First Amendment Junkie”

**Wednesday, September 11-Lab**

Grammar

Works Cited Page

**Wednesday, September 18-Lab**

Grammar

Questions for Research

**Wednesday, September 25-Lab**

Work Smart/Computer Help

Clauses and Phrases

Begin reading and annotating “Civil Disobedience”

**Wednesday, October 2-Lab**

Grammar

[RLA 2/Research/Write summary](#)

**Wednesday, October 9-Lab**

Grammar

[RLA 4 \(summary of peer review article\)](#)

**Wednesday, October 16-Lab**

Works Cited page for Essay 2

Work on [RLA 5 \(synthesis\)](#)

**Wednesday, October 23-Lab**

Parallel Structure

**Wednesday, October 30-Lab**

Research

**Wednesday, November 6-Lab**

Quotations, in-text citations, and works cited

**Wednesday, November 13-Lab**

Revision

**Wednesday, November 20- No Lab/Instructor Absence**

**Fall Break-No Classes November 25 - 29**

**Wednesday, December 4-Lab**

Quotations, in-text citations, and works cited

**Wednesday, December 11-Lab**

Works Cited Page, proofreading, editing



The following syllabus content, although not required, may be helpful for students. Please consider adding the following content to your syllabus. Sample text and examples are provided for your reference. *Note some of these items are required for online courses.*

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# Institutional Policies

## [Special accommodations statement \(\\*required for online classes\)](#)

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, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

## [Student Access \(\\*required for online classes\)](#)

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.

## [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](#).

## Policies for this Class

### Class participation and Attendance policy

Explain how participation is evaluated.

### Communication Guidelines

Consider including: response times to emails and messages, availability, times you will not be checking email or messages, your preferred means of contact and any other preferences, such as specifics of email subject lines, encouragement to attend office hours, or similar. You may also want to include a statement on student privacy rights, including the legal rights of students that prevent information from being disclosed to anyone (including parents/guardians) without the student's prior written consent.

### Regular effective contact (*\*required for online classes*)

Required by the ACCJC and Title 5 for Online Classes: *"Instructor should initiate frequent interactions with all students, both individually and collectively, and that students should have frequent opportunities to regularly interact with each other"*. Be sure that your communication guidelines describe how you will initiate regular effective contact and maintain substantive interaction by including elements such as timely and substantive feedback on course assignments, threaded discussion forums and weekly announcements. Instructor-prepared materials are required in addition to any publisher-created materials to create a virtual equivalent of face-to-face classes. Your description must be consistent with the methods of Regular Effective Contact in the DE Course Proposal form.

### Policies - additional

Describe additional policies you have including late work/make-ups, tardiness, and use of personal technological devices.

## Information for this Class

### Class schedule

Include the scheduled dates for each of the class meetings, and indicate finalized or tentative readings, assignment due dates, quizzes, and exams. Note that this is tentative.

The First Day the Class Meets should be made clear here (since our semesters start on Saturdays, which confuses people). Dates of Holidays and non-class days (Spring Break, Fall Break, Lincoln Day) should also be listed in the CLASS schedule, along with the last regular class meeting, finals week information, AND the last date that late work will be accepted.

Any meetings scheduled outside of normal class time (such as field trips) should be clearly indicated. *Note that the Canvas LMS automatically adds a class schedule to your syllabus if you choose to use this option.*

#### Example schedule

<i>Week</i>	<i>Date</i>	<i>Topic</i>	<i>Text Chapters &amp; Activities</i>	<i>Assignments/Due Dates</i>
<i>1</i>				
<i>2</i>				
<i>3</i>				

#### Recommended textbooks & other materials

Title, edition, author, ISBN. Note: these books are not covered by EOPS book vouchers.

#### Proctoring (\*required for online courses)

[Instructor: explain whether or not proctoring is required, and if so, what proctoring options are available. Please note that for an online course you must include both an off campuses option in addition to our on campus testing center. Typically it has been up to the student to choose and arrange for an approved off campus proctor, however this process can be both complicated and time consuming for both student and instructor. CR can now offer proctoring through Canvas and Proctorio, a proctoring software and lockdown browser. This can be a good option for students who have limited local resources or mobility issues.]

#### Preferred Name in Canvas

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#### Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 6 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

#### Technology skills, requirements, and support (required for online classes)

Tech equipment and skills are required for student success, and of equal importance as required textbooks and materials,

Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

Necessary Computer Skills - [instructor: identify the computer skills necessary for students to succeed in your course.]

Technology Requirements (computer, other hardware, and software) - [instructor: identify the computer requirements and any hardware or software necessary for students to succeed in your class.]

Technology Support - [instructor: identify your role in providing technology support]

Before contacting Technical Support please visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

## Gender-Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

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### 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.

### Klamath Trinity Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

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.
4. If safe to do so, notify key Klamath-Trinity Instructional Site administrators and personnel.
5. Do not leave site, unless it is necessary to preserve life and/or has been deemed safe by the person in command.
6. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.

### Student Support Services

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