

Course Information

Semester & Year:	S 2020
Course ID & Section #:	English 1-B E7783
Instructor's name:	Penelope Schwartz
Day/Time:	M-W 1:15-2:40 pm
Location:	LRC 104
Number of units:	3

Instructor Contact Information

Office location:	HU 119
Office hours:	M 12:00-1:00 pm
Phone number:	207-939-3098
Email address:	penelope-schwartz@redwoods.edu OR penelope.18.schwartz@gmail.com

Required Materials

Textbook title:	<i>Literature to Go</i> , Bedford, St.Martins Press
Edition:	3 rd , 2017 NOTE: There is a 4 th edition but we are not using that. We're using the 3 rd .
Author:	Michael Meyer
ISBN:	978-1-319-03726-0

Catalog Description

A course using literature as a basis for critical thinking and composition. Students analyze issues, problems, and situations represented in literature and develop effective short and long written arguments (6000 minimum word total/24 double-spaced pages) in support of an analysis. This course is designed for students who seek to satisfy both the full-year composition and critical-thinking transfer requirements. Transfers to UC and CSU.

Course Student Learning Outcomes (from course outline of record)

1. Analyze and employ appeals (e.g., logical, emotional, faulty, etc.) in written texts.
2. Write logical, well-developed, thesis-driven essays that respond to questions at issue raised by literary works.
3. Locate, evaluate, use and document evidence from primary and secondary sources (both electronic and print) to support, develop, or validate arguments.

Evaluation & Grading Policy

GRADES: I use a system of points in this class. You have the opportunity to earn up to 1000 points, which then correspond to your final letter grade (by dropping the last digit). This is transferable to CR's grading policy (A = 93-100; A- = 90-92; B+ = 89-87; B = 86-83; B- = 82-80; C+ = 79-77; C = 76-70; D+ = 69-67; D= 66-60; F= 59-0).

Essays:	300 points (three essays at 100 points each)
Unit Tests:	300 points (three tests at 100 points each)
Homework/Quizzes:	100 points
Final Exam:	200 points
Participation:	<u>100 points</u> 1000 points

EXTRA CREDIT: The English Department at College of the Redwoods mandates that no “extra credit” be awarded in English courses. If you are concerned about maximizing your points earned this semester, I heartily encourage you to give your best effort in each assignment and to be willing to revise your essays in response to feedback from your peers and instructor as well as tutors in the Testing Center.

LATE POLICY: All work, both reading and written, is due on the day it appears on the Schedule. I will only accept a late assignment without penalty if you have written medical, legal, or athletic documentation. Missed quizzes may not be made up. Late work without an excuse will receive an automatic 10-point grade reduction for each class period missed.

Prerequisites/co-requisites/ recommended preparation

A grade of C or above in English 1-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 may need accommodations, please see me or contact Disable Students Programs and Services. Students may make requests for alternative media by contacting DSPS at 707-476-4280.

Student feedback policy

You will receive graded material (homework/quizzes/tests/essays) back from me within one week of submission.

RULES FOR CONTACTING ME: My contact information is stated clearly on the first page of this Syllabus. You are able to email, text, or call me. Please note that however you contact me, **I will respond**. That means if you send me an email or a text and you do not hear back from me within several hours, you should be concerned. If you come to class a day later and ask “Oh, didn’t you get my email?” whatever the issue is, you are **not** covered. It is **your** responsibility to make sure you have made contact. In the same way, if I email you, please so acknowledge. Not only is it common courtesy, but it is also important for me to know if you have received the information I’ve sent you. Just a “thanks” or “yo” or “got it” is fine. But do respond. What this means also is that it is your responsibility to check your CR email and Canvas for any communications from me on a daily basis. **Please note** that if you send me an email through Canvas, it may not be delivered to me until the next day. For that reason, I ask you to **email me directly to my CR (or home) email address. Do not go through Canvas.** I may use Canvas to notify the class of a change in an assignment, etc., but I do not use Canvas for email because it is not reliable. You may also see me during my office hours listed on the first page of this Syllabus. You do not need an appointment.

Admissions deadlines and enrollment policies

Important Spring 2020 Dates

- *Martin Luther King, Jr.’s Birthday. (all campuses closed): 01-20-20*
- *All Last day to add a class: 01/24/20*
- *Last day to drop without a W and receive a refund: 01/31/20*
- *Census date: 02/03/20*
- *Lincoln’s Birthday (all campuses closed): 02/14/20*
- *President’s Day (all college holiday): 02/17/20*
- *Last day to petition to graduate or apply for certificate: 03/05/20*
- *Spring Break (no classes): 03/16/20 – 03-21-20*
- *Last day for student-initiated W (no refund): 04/03/20*
- *Last day for faculty initiated W (no refund): 04/03/20*
- *Final examinations: 05/09/20 – 05/15/20*
- *Semester ends: 05/15/20*
- *Grades available for transcript release: (approximate) 06/01/20*

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POLICIES FOR THIS CLASS

RULES FOR STUDENT ATHLETES:

The following statement is from the CR Athletic Department and represents the **official** CR policy in place for students participating in intercollegiate athletics:

“All instructors are to consider such students as having excused absences, and we ask that all faculty members make an extra effort to help students make up work missed. However, it is the student’s responsibility to assume the initiative for the make-up of schoolwork, either before or after the absence. The burden of making arrangements for Missed work will rest upon the student. Advisors and instructors must supply students participating in these extracurricular activities with a calendar of dates that show when the student will be absent. **The student must then talk to all his/her instructors as early as possible about these expected absences.** Likewise, instructors must clarify the college attendance policy with all their classes in their course introductions each semester.”

Let me make this clear to you:

- IF you provide me with a schedule indicating your absence from class in regard to athletics, you will receive an excused absence for the class(es) missed. That means you let me know in advance, not that you show up at the next class and say, “Oh, I had a game.” That absence will be **UNexcused**, and you will not be allowed to make up work missed.
- You **MUST** make arrangements for work missed due to athletics. That means you need to look at the Schedule, identify what work will be covered during your absence and talk to me as to how you will make up this work. Ideally, the missed assignment(s) will be provided to me **BEFORE** the missed class. Otherwise, it is due **NO LATER THAN THE NEXT CLASS. NO EXCEPTIONS.** That means that if you do not provide the missed work by the next class after the one you missed, the usual late policy rule applies: 10 points lost for each day the assignment is late, including the first day after your absence. Either way, you should not make assumptions. You have to talk to me.
- You should also be aware that if you **do not** follow the above requirements, I will be in touch with the Athletic Director, who will take action. CR is committed to fostering responsible student athletes who perform well both on the field and in the classroom.

RULES FOR CLASSROOM BEHAVIOR:

- Turn off your cell phone in class.
- Put away your phone. No texting in class. If I see you with your phone out, you will need to put it on my desk until the end of class. Or leave.
- Please don’t get up and leave class unless it is absolutely necessary. It is disruptive to both the class and to me.
- Please don’t eat in class.
- Don’t come strolling in late or leave early without my permission. Again, it is disruptive to all.
- Don’t schedule appointments during class sessions.
- Don’t tell me you don’t know what’s going on in class when the Schedule has been provided to you and is posted on Canvas with all the details.

PARTICIPATION: Active participation in class is required throughout the semester. You should come to each class meeting with at least one question or observation about the reading assignments; furthermore, you should be prepared to engage with one another’s ideas about the readings. In the event that you do miss class, you are responsible for checking with your classmates to determine what concepts, issues and material I discussed during your absence. Please note that a significant proportion of the course content will only be available in class lectures, presentations and discussions, and that your knowledge of this material will be assessed throughout the semester.

ATTENDANCE: The English Department Attendance Policy is that students at the College are expected to attend all sessions of each class in which they are enrolled. Students may not miss more than two weeks of class. For example if a class meets twice a week, students should not exceed four (4) absences for the semester. If a student exceeds the limit of absences before Week 11 of the semester, an instructor will notify the student that he or she has been dropped from the class. After such a notification, students are still responsible to go into Web Advisor and withdraw themselves from the class in order to receive a W (withdrawn) rather than an F (failure). The latter affects your GPA (grade point average); the former does not. **I strongly discourage your coming in more than 10 minutes late or leaving more than 10 minutes early without clearing it with me. Such practices are disruptive for everyone. If you do come late or leave early (10 minutes or more), that will count as ½ an absence.**

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 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/Eureka/campus-maps/EurekaMap_emergency.pdf). For more information on Public Safety, go to <http://redwoods.edu/safety/> 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.

ABOUT THE INSTRUCTOR: In writing classes, we all learn a great deal about each other. If you've made it this far in the Syllabus, you deserve to know something about me. I was born and grew up in Michigan, but lived the next forty years of my life in the state of Maine. I moved to California in 2014. I've been the director of an academic journals publishing company, a blue-water sailor, a litigation paralegal, tree farmer, wife, mother and grandmother. I have a BA in English Language and Literature from the University of Michigan and an MFA in Creative Writing from the University of Southern Maine. I've published four books of nonfiction as well as numerous essays in journals, newspapers and anthologies. I taught nonfiction writing and literature for many years at the University of Maine, Farmington, and at Southern Maine Community College. I hope to share my experience and expertise with you in our class, and look forward to it.

See **SCHEDULE** of this class for:¹

Information for English 1-B:

Introduction
Reading Critically
Essays
Homework
Class Schedule

¹ PLEASE NOTE: The Syllabus and Schedule are two separate documents. You will be provided each on the first day of class. They are also both on the Canvas site for this class.

