

### Course Information

Semester & Year: Fall 2020  
Course ID & Section #: ENGL-1A-E1443  
Instructor's name: Laurel Jean  
Day/Time: Online  
Location: Online  
Number of units: 4.0

### Instructor Contact Information

Office location: Zoom  
Office hours: 8-9am Wednesdays and 8-9pm Fridays  
Phone number: n/a  
Email address: laurel-jean@redwoods.edu

### Required Materials

*Academic Writing Now: A Brief Guide for Busy Students - With MLA 2016 Update* by David Starkey  
ISBN 9781554813803

Other requirements: A pen/pencil; a notebook; a binder or other organizing tool to hold your work; any current essay materials; USB drive with all your work; I also recommend setting up a GoogleDrive or other Cloud account to save your work.

### 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 (*from course outline of record*)

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

**Primary graded assignments and grade distribution:**

20% Readings and Metacognitive Reading Logs

20% Discussions

20% Writing Assignments

20% Textbook Readings and Activities

20% Essays

All assignments are graded using rubrics, available for all students to view. All assignments are due on the posted date.

### Prerequisites/co-requisites/recommended preparation

It is recommended that you attend office hours with me, as well as seek additional assistance from the

## Interdisciplinary Drop-In Writing Assistance Area.

### 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

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

Klamath-Trinity: 530-625-4821 Ext 103

### Student feedback policy

Students should expect grades and feedback within **one week** of the assignment due date.

### 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.

### Admissions deadlines & enrollment policies

#### Fall 2020 Dates

- Classes begin: 8/22/20
- Last day to add a class: 8/28/20
- Last day to drop without a W and receive a refund: 9/4/20
- Labor Day (all-college holiday): 9/7/20
- Census date: 9/8/20 or 20% into class duration
- Last day to petition to file P/NP option: 9/18/20
- Last day to petition to graduate or apply for certificate: 10/29/20
- Last day for student-initiated W (no refund): 10/30/20
- Last day for faculty initiated W (no refund): 10/30/20
- Veteran's Day (all-college holiday): 11/11/20

- Fall break (no classes): 11/23/20-11/28/20
- Thanksgiving (all-college holiday): 11/25/20-11/27/20
- Final examinations: 12/12/20-12/18/20
- Semester ends: 12/18/20
- Grades available for transcript release: approximately 1/8/21

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](#).

If you are concerned, show your essay to someone else before you turn it in to look the essay over with fresh eyes. Also, be sure to view your Turnitin results after submitting to Canvas.

Here is my official three-strike policy:

- Strike One: Regardless of your intent to plagiarize or not, you will rectify the problem within one week of the original assignment due date. You will receive a grade of no greater than 80% on the Final Draft.
- Strike Two: You will rewrite the entire paper within one week of the original assignment due date. You will use no materials from the original paper. You will start over from scratch. You will receive no greater than an 80% on the Final Draft of the paper.
- Strike Three: I will seek to drop you from my course.

#### 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

### Participation in class discussions and activities:

An English class relies on genuine, active, lively participation from students. Full participation means doing the course readings, annotating them, doing homework, and engaging in online discussion. If everyone has done the reading and done their homework, everyone will be ready to discuss their views based on the same information. For more details about homework, please see our Canvas course for due dates and assignment descriptions.

## Communication Guidelines

I answer e-mails from 9am to 5pm Monday – Friday. While you shouldn't expect an immediate response from me (or anyone!), I usually get back to students within 24 hours. I do not answer e-mails on Saturday or Sunday, so if you e-mail on Saturday do not expect a response until Monday.

I do not answer e-mails which ask such questions as “What is X assignment?” “When is X due?” as the answers to questions about assignments can be found on our Canvas page.

## Policies - additional

### Extra Credit

I allow students one week from a Final Draft due date to revise essays of less than a “B” after they have been graded, and I will adjust the grade based upon specific changes that reflect consideration of my comments or any other key writing, research, or argument elements.

### Course Drop Policies

I reserve the right to drop students from our class who are not giving what I perceive as good faith effort. Here are the reasons you could be dropped from my course:

- Failing to turn in two consecutive assignments on Canvas without giving me 48 hours notice.
- Being rude or abusive to classmates, myself, or other staff/faculty members
- You have a 65% or below, it's Fall Break, and you have made no effort to contact me, meet with me, or otherwise discuss your grades (see “Below 70% Procedures” section below).

### Information for this Class

## Canvas Information

### Canvas

All assignments and essays **must be submitted** on Canvas. Canvas automatically submits essays to Turnitin.com. Turnitin scans essays for previously written or published material. Please note that I will review all apparent cases of academic dishonesty with the student and, if necessary, the appropriate administrative officials.

**Using another person's written work or ideas without proper attribution will result in a failing grade on the assignment and, possibly, an F in the course and academic probation.**

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.

## Textbook

You **must purchase a copy of our class textbook** (either used or new) within the **first two weeks of class** in order to fully participate and complete your assignments.

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

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.

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](#).

## How can we get a good grade in this class?

From "A Unilateral Grading Contract to Improve Learning and Teaching"

"You [have earned and] are guaranteed a B if you:

- participate in class regularly and stay in reasonable contact with students and instructor
- meet due dates and writing criteria for all major assignments
- participate in all exercises and activities
- complete all informal, low stakes writing assignments (e.g. journal writing or discussion-board writing)
- give thoughtful peer feedback during class workshops and work faithfully with your group on other collaborative tasks (e.g., sharing papers, commenting on drafts, peer editing, on-line discussion boards, answering peer questions)
- sustain effort and investment on each draft of all papers
- make substantive revisions when the assignment is to revise—extending or changing the thinking or organization—not just editing or touching up
- copy-edit all final revisions of main assignments until they conform to the conventions of edited, revised English
- attend conferences with the teacher to discuss drafts
- submit your [...] final [project].

Thus you earn the grade of B entirely on the basis of what you do—on your conscientious effort and participation. The grade of B does not derive from my judgment about the quality of your writing. Grades higher than B, however, do rest on my judgment of writing quality. To earn higher grades you must produce writing—particularly for your final portfolio—that I judge to be exceptionally high quality.”

When you turn in an assignment, expect to receive your essay score within one week of submission. For example, if you turn in your essay on a Monday, you will get it back on a Monday.

#### How can we be successful, overall, in this class?

- Turn in your work.
- Study on your own.
- Check Canvas and your CR Email every day.
- Ask questions.
- Interact with other students.
- Engage with the language.
- Read your essay through aloud at least one time and make changes and revisions before turning in your Final Draft.

#### What should we have access to every day?

- A pen/pencil.
- A notebook.
- A binder or other organizing tool.
- All textbooks.
- Any current essay materials.
- A USB drive with all your work.\*
- \*I also recommend setting up a GoogleDrive or other Cloud account to save your work.

#### Graded Assignments

All assignments in this course will contribute to your grade. Here are our primary graded assignments in more detail:

**20% Readings and MRLs:** Below are the assignments in this group on Canvas.

- Readings: We will have reading(s) due every few weeks.
- Meta-cognitive Reading Logs (MRL): You will do an MRL for every content reading. Links to MRLs are on Canvas, in the same assignment page as the reading they are associated with. You can fill out MRLs on your computer, download and print MRLs, or you can simply make one in your notebook and upload a photo or scan. ***Please put the information that belongs on the front of the MRL on the “first” page of your notebook, and the information that belongs on the back of the MRL on the back of that page.***

**20% Discussions:** Discussions include three different assignments each week, but you will only do one of those three each week. One week you will compose a piece of writing, and the next week you might compose a different piece of writing, or a response to another person’s piece of writing. Read the next part for more details.

All Discussions will be posted in a Canvas Discussion Forum, so that everyone can see them. **If I have feedback, I will post that privately to you. No other students will ever see my feedback to you, unless it’s to point out what a good job you did, and how they should look to your post for an example of what to do to be successful.**

Each week, in addition to reading and viewing materials, you will be responsible to do just **one** of the following two assignments:

- Post a **question** from your MRL to the Forum by Thursday. The question must be **interesting, related to the reading, and generate more questions** (meaning, do not write a question that can be answered with “yes” or “no”). Most good questions start with “why” or “how”. **Explain** why you are asking this question, how the question came up for you, and how you feel the question connects to the reading (200 – 300 words).
- Post a **response to a question posed by another student** by Sunday. The answer **should include a quotation from the reading** to support your claim (250 – 500 words).
- Post a **reading journal** in which you have “had a conversation” with the text. Essentially, these are your thoughts as you are reading. Some questions to help guide you are
  - “What kinds of things were happening in your mind as you read this?”
  - “What did you do that helped you to understand the reading?”
  - “What questions or problems did you have while reading? How did you overcome them, or how will you grapple with these problems in the future?”

These assignments will rotate. I will **do my best effort** to make sure that **each student does each assignment an equal number of times**.

**20% Writing Assignments:** There are nine writing assignments due over the course of the semester. Each is graded on a rubric (available for students to view at any time on Canvas). Below are the assignments in this group on Canvas. Writing Assignments will consist of a **prompt** you must respond to. Sometimes you may have a choice of prompts. The purpose of reading, completing MRLs, and completing Textbook Readings and Activities (described below) is to **build toward** the Writing Assignment and Essays (described below). This means that every assignment you do in class will be in some way contributing toward aiding you in finishing these assignments.

**20% Textbook Readings and Activities:** Our textbook is pretty interesting. It’s well-written, and accessible. More than that, though, it costs money. I don’t know about you, but I loathe wasting money. I don’t have much of it, and I’d prefer to only spend money on something I’m going to make use of, **especially** for school or work.

In the interest of that, I have chosen a textbook and worked the assignments/activities in the textbook into the course wherever is possible. This means that **by doing textbook assignments** you are also **building toward doing Writing Assignments and Essays** (explained below). Most of the time, Textbook Readings and Activities are short, extremely informal writing assignments. Think of them as pre-writing and rough drafts for Writing Assignments, while your Writing Assignments are rough drafts of your Essays.

Some Textbook Activities may take longer to complete, so I have split those into two weeks (though you are always welcome to submit early). These are clearly labelled.

**20% Essays:** Throughout the semester, you will complete 4 Essays, including the Final Essay. The goal of any academic writing course is to **help students understand, improve, and become more proficient at reading and writing in an academic context**. However, though many of you will never become English majors, any major you decide to engage in will require academic writing, and any job, career or profession you go on to pursue will require you to read, think and write critically (the **number one** complaint from bosses currently is new hires’ lack of writing and communication skills. Also, it’s **a big** complaint about bosses from employees as well—that they cannot write clearly!)

Good academic writing's goal is to solve problems, so in our class, all of your essays will focus on defining and explaining the severity of a problem, and offering solutions to that problem. Sometimes you will need to compare and contrast, sometimes you will need to define and classify, but your essays will always be **argumentative** and they will always **be about practical things**.

#### Below 70% Procedures

What if I have below a 70% in your class?

Follow these steps:

Make an appointment with me before October 25th, 2020. Visit with me and discuss your options.

Go see your Financial Aid advisor before October 30th, 2020 to discuss your unique financial situation.

Follow up with me before October 30th, 2020. We will go from there.

What if I didn't do any of that above, it's April 2nd, and I'm failing your class?

Follow these steps:

Go see your Financial Aid advisor to discuss your unique financial situation.

Follow their advice with regards to dropping the class, or staying in the class.

If you make no attempt to contact me, or follow up with me regarding your status in the class on or before October 30th, 2020, and you have a 65% or below, I will drop you from the course by Fall Break.

#### Late Ticket Policy

I get it. Stuff happens. You may turn in **1 of any assignment** late throughout the semester (that means one of each from the 5 kinds of assignments listed above under "Graded Assignments". This means you can turn in 5 total assignments late throughout the semester without incurring any kind of penalty). **This excludes the Final Project. You must turn that in on time.**

But if you want to "use a late ticket" you must follow the procedure!

Here is how this procedure works:

- Contact me at least 48 hours before the due date (48 hours as in Business Hours. Don't contact me on Saturday about an assignment due that Monday. Contact me on Thursday about an assignment due that Monday).
- Tell me you need to use a late ticket. Include the name of the assignment and the original due date in your email.
- I will email you back with further instructions. Usually, I will give you another 48 business hours to complete the assignment, but depending on your specific situation, I may implement another policy.

I have other classes, students, duties and responsibilities aside from this class. I cannot be grading late papers and assignments my whole life. Late policies are not to punish students who also have responsibilities, duties, jobs, and family outside of class, they are to protect my sanity and hold students accountable.

What if I forgot to tell you I needed to turn it in late?

Then you did not meet the assignment requirements.

Can I turn in the Final Project late?



No.

### 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.