

Course Information

Semester & Year: Spring 2021

Course ID & Section #: ENGL-1A-V1486

Instructor's name: Laurel Jean

Course units: 4.0

Instructor Contact Information

Online Office Hours

Office hours: Wednesdays 8 – 9am, Fridays 8 – 9pm

Email address: laurel-jean@redwoods.edu

Required Materials

Academic Writing Now: A Brief Guide for Busy Students - With MLA 2016 Update by Starkey, David (9781554813803)

Available in the CR Bookstore

You will be required to purchase or acquire another text **of your choosing by week 8 (March 29th) of the semester.**

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 (*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.

Prerequisites/co-requisites/ recommended preparation

Placement into English 1A is determined according to default AB705 guidelines, or the results of the guided self-placement process.

Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). 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

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one

week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

Evaluation & Grading Policy

All assignments are scored on rubrics, available for all students to view on Canvas. The instructor will provide feedback within one week of assignment submissions.

Primary Graded Assignments and Distribution

- This class is graded on a **contract**, which means instead of being graded on the **subjective quality of their writing** students are graded on **the labor they are willing to expend on the class**.
 - The class is divided in to **two kinds of assignments, Projects and Coursework**. **Coursework** represents “class-time”--assignments that are meant to be done with more guidance from the instructor in a classroom. You will find there are videos and more detailed explanations. There will be a total of **four hours** of coursework a week, give or take. **Projects** represent work students do with more independence, and there will be roughly **eight hours** of project work a week. As such, **Projects** make up both a bulk of your assignments as well as a bulk of the “points” toward meeting the needs of the contract.
 - Projects 70%/700 Points
 - Coursework 30%/300 points
- Total = 1000 points**
- There are more details about the Grading Contract at the end of this Syllabus.

Admissions deadlines & enrollment policies

Spring 2021 Dates

- *Classes begin: 1/16/21*
- **MLK Jr. Birthday (all campuses closed): 1/18/21**
- *Last day to add a class: 1/22/21*
- *Last day to drop without a W and receive a refund: 1/29/21*
- *Census date: 2/01/21 or 20% into class duration*
- **Late-Start Classes: 2/01/21**
- *Last day to petition to file P/NP option: 2/12/21*
- **Lincoln’s Birthday (all campuses closed): 2/12/21**
- **President’s Day (all campuses closed): 2/15/21**
- *Last day to petition to graduate or apply for certificate: 3/04/21*
- **Spring Break (no classes): 3/15/21 – 3/20/21**
- *Last day for student-initiated W (no refund): 4/02/21*
- *Last day for faculty-initiated W (no refund): 4/02/21*
- *Final examinations: 5/08/21 – 5/14/21*
- *Semester ends: 5/14/21*
- *Grades available for transcript release: approximately 5/31/21*

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](#).

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](#).

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 inclusive and respectful.

Setting Your 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](#).

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 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- 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.

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](#).

Eureka 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 has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility

of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

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](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

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

Grading Contract Overview:

A grading contract scores students on their **labor** rather than on the **subjective quality of their work**. This is based on the idea that submitting assignments is **not about proving anything to the instructor**, but rather **learning**. You submit assignments **to receive feedback on your learning**. You **do not submit assignments to “prove” to me that you are “good” at writing**.

Your grade in the class is, therefore, determined by the number of assignments you complete and submit **in good faith**. This is represented in the Canvas gradebook as points, but the **points** are not a reflection of your **worth or value as a student or person**. They are a reflection of **the amount of work you are willing to put in**.

Most assignments are graded Complete/Incomplete, which represents “This meets the requirements of the assignment!” and “This does not yet meet the requirements of the assignment. Please revise.” You may revise and resubmit **any** assignment. Most students want to submit and move on, but this class emphasizes **revision and reflection over grades**.

You may submit any assignment up to a week late for full credit. After that, it gets complicated: we are a late-start course already. No 16-week course is meant to be completed in 12 weeks. It’s meant to be completed in 16. We’re already reduced to 14 weeks. If a student is attempting to do, say, 4 weeks of work (if they were late on everything) in 1 week, they are **not completing the course the way it was designed, and are not receiving the full benefits of the course**. To learn, we must do, we must receive feedback, and we must reflect. In order for all of these steps to happen, **you must submit on time**. However, I do know that stuff happens! Life gets in the way. So **you will always have a week grace period**.

Grading Contract:

All assignments are due on Sundays.

In order to fulfill the Grading Contract, you must meet all of the requirements for every part. So, for instance, if you look at the “A” requirements, you have to meet all of the requirements for an A. If you do not meet one of the requirements, you have earned a B. Most of the coursework is graded Credit/No Credit, and you are welcome to **revise any assignment for full credit within one week of earning your score**.

Grade	Projects	Coursework
A 90% or more 900 points or more	You must submit all projects within one week of the assignment due date to earn an A. This represents your commitment to your learning.	You must submit at least 90% of all the coursework.
B 80% – 89% 800 – 899 points	You must submit all projects within one week of the assignment due date to earn a B.	You must submit at least 80% of all the coursework.
C 70% – 79%	You must submit all projects within one week of the assignment due date to earn a C.	You must submit at least 70% of all the coursework.

700 – 799 points

D or below (not passing)

If you are missing any Projects or any components of Projects, you will earn a D. This is not a passing grade.

If you have submitted less than 70% of the Coursework, you will earn a D.

Projects:

Projects are a series of assignments which build up to a final product (an essay)! Each project is made of a number of components:

1. **An assignment page, titled "Project __ Overview".** You must read the assignment page, and take notes on any questions you have. You should ask me lots and lots of questions! I love answering them.
2. **A writing conference with me!** You can schedule this for any time during the project. You can even schedule more than one. We will have our conference over Zoom, or, if necessary, over another digital format.
3. **Pre-writing:** This assignment is usually an activity from your textbook, or some specific questions to answer. The pre-writing helps you generate ideas for your project, and helps you find out what part of the assignment you may or may not understand. Pre-writing usually involves writing and researching.
4. **Drafting:** This is the part where you type up an essay!
5. **Peer Review:** You must engage with your peers.
6. **Revision:** You must read your essay very carefully and revise your writing carefully. You must consider who is going to read it, and what information you may not have provided them to understand your perspective.
7. **Editing:** You must check your essay for spelling, grammar and syntax (sentence structure) issues.
8. **Submission:** Finally, you submit the essay.

There are due dates for each component. Like every single other assignment in the class, I will accept all Project components up to one week late. However, the Peer Review necessitates being on time, otherwise you and the other students in your group cannot fully participate in this part of the assignment. I also recommend you start on Projects early, so you can identify any issues you are having before they become bigger issues.

Most components of the Projects should be considered Homework, work done outside of class, at home. This means they should take roughly seven hours each week to complete. However, some of your Coursework, such as reading, would be done at home in a traditional class, so expect reading for the course to take up at least one to two hours a week, depending on your reading speed.

Coursework:

Coursework is the work done to scaffold Projects. Coursework is a combination of textbook activities, discussions, reflections on your textbook and lecture materials, as well as reading journals and logs, and smaller writing assignments. Most Coursework could be considered "class work", work we would do in class if we were in-person. As such, Coursework should take roughly four hours a week to complete.

Coursework allows you to practice the skills necessary to complete Projects successfully. You submit Coursework and receive feedback from me. This feedback allows you to better understand your progress and the development of your skills.

Coursework is graded on Rubrics, just like Projects. However, I will also provide you additional feedback **if** I notice there is an issue that is **not** covered by the Rubric.

Coursework is considered "complete" if you meet all the specifications and requirements of the assignment. If you answer every question complete, for instance, on a reading journal, or if you respond to every aspect of the prompt on a writing assignment.