

## Syllabus for English 1A: *College Composition*

### Course Information

Semester & Year: Fall 2022  
Course ID & Section #: D3601 (053601)  
Instructor's name: Karyn-Lynn Fisette  
Day/Time: T/ TH 9-11:05 a.m.  
Location: DM 34  
Course units: 4

### Instructor Contact Information

Office location: Del Norte Campus, E7  
Office hours: By appointment  
Phone number: 707-465-2336  
Email address: karyn-lynn-fisette@redwoods.edu

### Required Materials

- *They Say, I Say (With Readings)*, by Gerald Graff, Cathy Birkenstein, and Russel Durst; fifth edition (5e); Norton; ISBN: 978-0393538731
- Frequent access to Canvas and your College of the Redwoods email

*Please come to every class with your text, something to write with, and something to write on.*

### 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.

### Prerequisites

Placement into English 1A is determined according to default AB705 guidelines, or the results of the guided self-placement process. This being said, there are no prerequisites for enrollment.

### Accessibility

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

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

## Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

## Admissions Deadlines & Enrollment Policies

- Classes begin: 8/20/22
- Last day to add a class: 8/26/22
- Last day to drop without a W and receive a refund: 9/02/22
- Labor Day Holiday (all campuses closed): 09/05/22
- Census date: 9/06/22 or 20% into class duration
- Last day to petition to file P/NP option: 09/16/22
- Last day to petition to graduate or apply for certificate: 10/27/22
- Last day for student-initiated W (no refund): 10/28/22
- Last day for faculty-initiated W (no refund): 10/28/22
- Veteran's Day (all campuses closed): 11/11/22
- Fall Break (no classes): 11/21/22 – 11/25/22
- Thanksgiving Holiday (all campuses closed): 11/23/22 – 11/25/22
- Final examinations: 12/10/22 – 12/16/22
- Semester ends: 12/16/22
- Grades available for transcript release: approximately 01/06/23

## Academic Dishonesty

From the College: 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](#).

From Your Instructor: Much of your college education will involve making use of work done by other scholars. Your own work will benefit from and build on other people's research, articles, books, films, art, theories, and ideas, especially in this course. By following the laws and etiquette that govern academic work, you may borrow what others have written, which allows you to further develop and support your thoughts. The rules of citation, and the laws of copyright, **require** you to give credit and acknowledge this borrowing *anytime* you make use of any *facts, ideas or language* (including short phrases) that did not originate with you. Ideas or language not credited to a source and documented

with attention to detail are assumed to be yours. Allowing your reader to make this assumption when it's not true means you are committing plagiarism. It is possible to plagiarize simply by failing to either cite your sources accurately or use quotation marks appropriately, but carelessness is not an acceptable reason for failing to name (or cite) your sources properly. When in doubt about plagiarism, please ask.

## **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. This does not change your legal name in our records. See the [Student Information Update form](#).

## **Canvas Information**

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

Password is your 8 digit birth date

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

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

## **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](mailto: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](mailto: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 [CR Police Department-Public Safety](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies 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 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 services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

- 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

### A Note About English 1A From the Instructor:

Firstly, a warm welcome to all of you! It will come as no surprise that you will be asked to compose several essays in this course, but it is my hope that the assignments help you to think about what essays—and written communication in general—can be, not merely what we’ve been told it should be. In other words, we’ll break free of the standard models that some of you may be familiar with (for ex., the dreaded 5-paragraph essay), and write from a place of inquiry, and toward a place of meaning. It is important for us to remember that writing, like all art, is a process, and it takes a lot of reflection, and a lot of practice. To that end, this is a process-oriented, not a product-oriented class. Think about it, though: You’ll likely end up with a more engaging, and polished product if you dedicate some time to each step in the process. Be patient with yourself, and allow yourself to wonder, imagine, experiment, and mess up along the way. No piece of writing is ever truly finished, or unable to be tinkered with. (Just ask Hemingway, who wrote the last line of *A Farewell to Arms* 39 times before he was satisfied with it).

### Evaluation & Grading Policy Graded Assignments and Point Values

Each major assignment in this course will be graded according to how well it reflects the specific 1) purpose, 2) skills and knowledge, and 3) outcomes, which will be provided for you. Points will be configured into a percentage and a corresponding letter value, shown below. Please read our assignment sheets and rubrics carefully, and if at any point you have questions about course assessment or your progress, please ask.

Assignment	Point Worth
In-Class Free-Writes/ Process Work (10)	10 ea.
Writer’s Reflections (10)	10 ea.
Rhetorical Analysis Essay + Revision	100
Synthesis Essay + Revision	200
Annotated Bibliography	100
Research/ Argue Essay + Revision	200
Critical Roundtable	200
<b>Total</b>	<b>1000</b>

**Letter Grade Weight Breakdown per CR Faculty Handbook** (These are the letter grades that will be given on your assignments, as well as your transcript after the course ends).

Letter Grade and Percentage Values	Grade Description
A (100 – 94%)	Defined as “Excellent” – fulfills all requirements and exceeds expectations.
A- (93 – 90%)	Defined as “Excellent” – fulfills all requirements and exceeds expectations.
B+ (89 – 87%)	Defined as “Good” – fulfills all requirements and meets expectations.
B (86 – 84%)	Defined as “Good” – fulfills all requirements and meets expectations.
B- (83 – 80%)	Defined as “Good” – fulfills all requirements and meets expectations.
C+ (79 – 77%)	Defined as “Satisfactory” – fulfills most requirements and meets some expectations.
C (76 – 70%)	Defined as “Satisfactory” – fulfills most requirements and meets some expectations.
D (69 – 60%)	Defined as “Poor” – fulfills some requirements; does not meet expectations.
F (59 – 0%)	Defined as “Failing” – does not fulfill requirements and expectations.

## Course-Specific Policies

**Contacting and Meeting the Instructor:** When you email me, please do so through your College of the Redwoods student account or Canvas; do not use a personal email address—yours or mine! Allow up to 48 hours for a response, and do not expect that I or your other instructors are awake at 2 a.m.—even though in all likelihood we are. One more thing: Be sure to include an appropriate subject line, for ex., “Synthesis Essay Question,” or “Formatting Guidelines,” etc. Emails that start off “EMERGENCY!!!!!!” will be forwarded to 911. I am not equipped to deal with emergencies; I’m just a teacher! Your subject line should tell me exactly what the email is about, so I know how to prioritize it. Please practice professional standards here, by including an appropriate greeting, making your needs clear, and signing your name.

*Office Hours:* I am happy to arrange a time to meet in person or online for anyone who would like to do that. I just beg that you be mindful of the limitations of my calendar (and the number of students I need to accommodate). Plan ahead as much as possible, perhaps even before you have too many questions. That way, we may be able to stave off any confusion or sense of overwhelm as the semester progresses.

**Name and Pronoun Preferences:** Please let me know if you have a preferred first name that you would like me to use that does not appear on my official roster. Likewise, please let me know if you have a preferred pronoun that you would like me to use when referring to you.

**Late Work:** I will not accept late work without penalty except in the most rare, extreme, and thoroughly documented cases. Otherwise, expect any late work submitted to be docked 10 percent, or a full letter grade, per *calendar day*. I will not accept any assignment that is turned in more than 5 days late, and will not accept multiple late assignments at once; nor will I accept work after the semester has ended.

**Technical Problems:** Please keep in mind that a technical problem with your own software, hardware, or Internet connection is not a genuine emergency or excuse—nor is it a problem I can solve. For this reason, I suggest you always back-up your work in another location other than your home computer and, at the same time, know what other computer you can use in the case your system is down. If your technical problems have to do with Canvas or other platforms or software you use for your classes, please contact the IT department immediately. I can help you with your grammar, punctuation, and style—but sadly, not with much of the tech stuff.

**(N)Etiquette:** Rule Number One: A little bit of kindness and some foresight goes a long way. We will use Canvas regularly in this class, as a repository for and record of our discussions and our labors. Please remember that Canvas is an extension of the academic environment—not Snap, not Instagram, not TikTok, not Twitter, not Facebook, not Reddit, or any of the other places where you might decide to opine online. When using Canvas, please remember your peers and your professor are real people; before posting anything to our discussions, and before contacting your classmates, or me, do this: *Imagine that you are saying to that person's face whatever it is you are about to send or submit.* Even one instance of disruptive, rude, or otherwise offensive language can cause harm to another and to our small community, and is grounds for disciplinary action. Please do not risk that. Rather, observe and practice high standards for online etiquette. Type once; edit thrice. To ensure that you yourself are not misinterpreted or misinterpreting, please heed the following:

- Always address your posts/ emails to someone! “Dear, Timmy” or “Hi, All” are two options. Double check the spelling of others’ names while you’re at it.
- Always sign your posts with at least your first name, or your initials; I use KL to save you and myself the trouble of having to type out my full first name, which is long, oddly spelled, and includes punctuation.
- Don’t overuse, but don’t be too afraid to use an emoticon to lighten the mood a bit; just make sure you’re not using these in place of words. We are working on improving our language skills, after all.
- Please avoid ALL CAPS as they tend to come off as RUDE. DO YOU SEE WHAT I’M SAYING??!



- Please avoid harsh or offensive language, punctuation, and emoji(s).
- Please keep in mind that when you email or message your instructors or your peers—no matter the course—that you should offer the same respect electronically that you would offer face-to-face.

**MLA Guidelines:** Please format your essays following current MLA guidelines.

- Essays must be typed and double-spaced.
- You must use standard 12-point font (Times New Roman) and 1-inch margins on all sides of the page.
- The left margin must be justified and the right unjustified.
- You do not need a title page. Type your name, my name, the class, and the date in the upper left corner of the first page of the essay.
- Do not add extra line spaces between paragraphs.
- Number each page and include your last name before the page number.
- All essays using outside sources should have a correctly written works cited page; all entries must conform to the current MLA format.

**Check Your Work:** The strategies below will help you to complete your class assignments ethically and honestly. This list is not complete, but provides some of the most common expectations in college and beyond.

1. **Ask Your Professor:** If you are unsure what help or resources are allowed, ask your professor to clarify their expectations and instructions.
2. **Cite Your Sources:** When you use outside sources to support or expand your work, you must (1) say where the source material came from, (2) enclose in quotation marks any language taken from the source, and (3) cite the work in your assignment and on a separate reference page. Make sure the use of outside sources is allowed by your professor.
3. **Turn in Original Work:** Self-plagiarism is submitting the same work for credit in two different classes without professor permission. To avoid self-plagiarism, (1) only turn in work that you do for that class and (2) ask for permission before using work done in a different class.
4. **Do Your Own Work:** Cheating is getting or giving help on assignments that isn't allowed by your professor. This includes sharing classwork with other students and buying or using papers and answers that aren't your own.
5. **Don't Fake Your Work:** Making up or falsifying your research, evidence, sources, or citations, or giving false information when completing a class assignment is a form of academic dishonesty.