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Office Hours: [T-Th \(10:00-11:00\), F \(9:00-10:00\)](#)

English 1A Online

Syllabus (Fall 2012)

Objective	College-level skills in reading and writing
Texts/Supplies	English Simplified , 13th edition (Ellsworth and Higgins); Open Secrets (Munro); Old School (Wolff); Ragtime (Doctorow)
Blackboard Course Site	To access the course site go to the following URL: http://blackboard.reedleycollege.edu . Follow the directions for logging in. You will need to be officially enrolled before you will be allowed to enter the site. Students on the wait list will <u>not</u> have access to the course site until they have been given an authorization code and their enrollment in the class is verified.
Necessary Programs	In order to do work from home, you should have the following programs (all of which are installed on computers on campus): Internet browser (such as Internet Explorer or Firefox); district e-mail account (my.sccd.edu); word processor (MS Word preferably, see Paper Format below); Adobe Acrobat Reader for research materials.
Attendance	Although an online class does not chart attendance <u>per se</u> , you do need to make your presence known every week. There will be quizzes or a reading response assignment almost every week and Discussion Board assignments in addition to the major papers and tests. If you fall behind at any point during the course of the semester, you will find it extremely difficult to catch up. In addition, I will periodically check your access of course site materials and the extent of your use of the recorded lectures; <u>if I do not see sufficient participation, I reserve the right to drop you from the course.</u>
Discussion Board	The Discussion Board is really where the "life" of the class takes place, and as such we want to grant it the importance it is due. So, let me make a couple of observations: <ul style="list-style-type: none"> • First, unlike discussion in a traditional classroom, you have the opportunity to think carefully and deeply about the things that you "say" on the Discussion Board without the constraint of time pressure or the concern of whether or not your voice will be heard over the voices of others; you also have the opportunity to edit your remarks. Please take advantage of those opportunities. • Second, because this is an academic environment, please do not consider the Discussion Board as analogous to text messaging, instant messaging, or e-mail to friends. Your comments should be grammatical and mechanically sound with regards to spelling and punctuation. • Third, your role on the discussion board is to talk with each other about the reading. While I will be starting the conversation with questions, I hope that you will address

your comments to each other. I will, of course, answer questions that you have about assignments, but I'd like for you to use the discussion board as a way of learning from each other.

- Finally, remember that a significant portion of your grade is based upon the quantity, but more importantly, the quality of your participation.

Late Papers/Missed Exams

I will accept no late papers unless you have contacted me prior to the deadline posted for the assignment.

There will be no make-ups of missed quizzes or tests for any reason, no matter how compelling.

Grades

There will be two objective tests and five graded papers. Almost every week you will take a quiz covering material on mechanics, sentence structure, essay structure, or the use of research materials. The papers will be judged on the basis of style, organization, content, and the degree to which you have followed the directions for the assignment. No essay seriously deficient in the area of mechanics (spelling, grammar, punctuation) will receive a passing grade. You will participate in a Discussion Board forum for each book we read during the course of the semester. The point and grade scales are listed below.

Plagiarism

Use of another's work as though it were your own will not be tolerated. In the current Reedley College Catalogue, plagiarism is defined as follows:

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

Verified instances of plagiarism occurring during the first nine weeks will result in a W. Instances of plagiarism occurring during the second nine weeks will result in an automatic F for the course. In both cases, the student responsible will be reported to the office of the Vice President for Instruction, the Dean of Humanities, the Chair of the Composition, Literature, and Communication Department, and the Vice President for Student Services.

Extra Credit

During the course of the semester there will be several readings sponsored by Reedley College Speakers Series and Reedley College First Wednesdays at One. Other local events may also be applicable. Following your attendance at a reading you must complete and submit an Extra Credit Assignment to receive as many as ten points per reading. You may earn as many as forty extra credit points during the semester. I will give you notice of dates and times. **Please note: extra credit is just that--extra; if you are unable to attend extra credit events due to schedule conflicts, lack of transportation, or for any other reason, I will not provide alternative events or assignments.**

Paper Format

All work must be typed, double-spaced and in 12-point type of a standard typeface (Times Roman, preferably). You must submit your work via the Assignments area. **You must submit files in one of the following formats: Word documents (*.doc or *.docx) or Rich Text Format files (*.rtf).**

Accommodation

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities

Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

Schedule of Assignments

Sentence Structure Test	50 points
Two <u>Open Secrets</u> Papers	150 points total 50 points (paper 1) 100 points (paper 2)
Midterm Timed Essay	50 points
<u>Old School</u> Paper	150 points
<u>Ragtime</u> Paper	250 points total 200 points (paper) 50 points (annotated bibliography)
Final Objective Test	100 points
Quizzes throughout the Semester	100 points
Discussion Board participation	150 points total 50 (<u>Open Secrets</u>) 50 (<u>Old School</u>) 50 (<u>Ragtime</u>)
Total	1000 points

Grading Scale

A	900-1000
B	800-899
C	700-799
D	600-699
F	000-599