



English 125 | Writing Skills for College | 4 units | fall 2013

**Instructor:** Mr. Garza **Office:** Annex 2 **Phone:** 638-3641 ext. 3308  
**Hrs:** MW 11:15-12:15; W 8:45-9:45 **email:** rick.garza@reedleycollege.edu

Sections: (50610) MTWTh 10:00-10:50 CCI 202

## Course Description

In this course, students will develop the process of writing, revising, and finishing essays, which includes the logical development and organization of ideas. Students will avoid common writing errors, develop their writing skills by reading model essays and analyzing rhetorical strategies, develop critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking to explore and express ideas. This course is a companion to ENGL 126 and prepares students for ENGL 1A. Students must successfully complete written course work to receive credit.

## Course Outcomes

Upon successful completion of the course, the student will be able to:

- A. Write an essay of at least 750 words which include an introduction, multiple body paragraphs, and conclusion of some sophistication. This essay will include:
  - a clearly defined thesis statement
  - unified supporting paragraphs, which begin with topic sentences
  - quotations that support the topic sentences and the thesis
  - complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentence)
  - descriptive vocabulary that exhibits growth and sophisticated word choice
  - avoidance of fragments, comma splices, sentence fuses and other basic skills errors, such as capitalization, spelling, homophone issues, verb tense issues, subject-verb agreement, pronoun agreement, word choice issues, confused syntax, etc.
  - use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page
  - writing that is free from plagiarism
  - demonstrated awareness of how to write from the 3rd person point of view for a specific audience
- B. Plan and revise independently, employing all stages of the writing process as necessary and appropriate.
- C. Complete a multi-paragraph in-class essay with a thesis and support.

## Required Texts and Materials:

Emerging, 2nd ed., (ISBN: 978-1-4576-0197-2) Bedford/St. Martin's  
A Pocket Style Manual, 6<sup>th</sup> ed., Hacker (ISBN: 978-0-312-54254-2) Bedford/St. Martin's

A notebook for the **exclusive** use of this class, writing utensils for in-class writing assignments, and a stapler (unstapled work will not be accepted).

## Strongly Recommended:

An Internet connection, a dictionary, and a flash drive.

**Grading:**

Essay 1	100 points
Essay 2	100 points
Essay 3	100 points
Essay 4	100 points
Essay 5	100 points
Comprehensive Final Exam	200 points

The grading scale is as follows: (**note that scores are not rounded**)

A	B	C	D	F
100-90% 700-630 points	89-80% 629-560 points	79-70% 559-490 points	69-60% 489-420 points	59% & Below 419-0 points

**Essays:**

You will write a total of five (5) essays. Each will be worth 100 points. All essays must be typed and follow Modern Language Association (MLA) guidelines. For each essay you will receive a prompt that will outline the specific requirements for each essay. All essays will be submitted as a hard copy in class and to *Turnitin* via Blackboard. Essays not submitted to *Turnitin* will not be graded.

**Comprehensive Final Exam:**

This exam will be given on the date of the final examination, as designated in the Schedule of Courses (and provided for you in this syllabus). The exam will cover material from the assigned reading and lecture/class discussion, as well as films shown in the class. No textbooks will be allowed during the exam. Only original handwritten notes (no photocopies), contained in your notebook, may be used. Your last name must be clearly printed at the top of each note page (front and back) that you intend to use for the exam.

**Late Work:**

Late work is not accepted. If you miss a class or forget to do an assignment you cannot make up the work. You should consult the instructor prior to missing a due date in order to avoid penalty. In the event of an unforeseen emergency event, you may make up work with verifiable documentation of the reason for your absence.

**Attendance:**

You are expected to attend/participate in class regularly. There are no “excused” absences. Students will be dropped prior to the final drop date after missing two consecutive weeks of class or accumulating the equivalent of two weeks of absences. “No-shows” on the first day of class will be dropped and only readmitted based upon seat availability. If you are late to class by 5 minutes or more, you will be counted absent for the day—additionally, leaving class early without prior arrangement will result in an absence. Finally, coming to class unprepared will result in an absence.

**Disruptive Behavior and Sexual Harassment**

Reedley College is committed to the principle that instructors and students must treat each other with courtesy and respect, and it will take action to enforce college policies regarding behavior that violates this principle. These policies are set forth in the student code of conduct at Reedley College.

**Mobile Communication Devices must** be turned off. If the vibrate mode of your phone causes it to vibrate to the degree that your classmates can hear this vibration, turn your phone completely off. If you are observed text-messaging/using your phone during class you will be asked to leave the class and marked absent for the day.

**Guests are not allowed.** Only those enrolled in the class will be allowed in the room.

**Important Dates:**

Friday, August 23th - Last day to drop a full-term class for a refund

Friday, August 30th - Last day to register for a full-term class

Friday, August 30th - Last day to drop a full-term class to avoid a “W”

Monday, September 2nd - Labor Day (no classes held, campus closed)

Friday, October 11th - Last day to drop a full-term class (letter grade assigned after this date)

Monday, November 11th - Veteran’s Day (no classes held, campus open)

Thursday, November 28th - Friday, November 29th - Thanksgiving holiday

**Cheating and Plagiarism****Academic Dishonesty**

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**Cheating**

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of

examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

### **Plagiarism**

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.

### **Accommodations**

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.

### **Contact and Conferences**

At different times during the semester, a student may need time with me or I may request a conference with him or her. I check my phone messages and email daily at the email address on the front page. Please do not hesitate to contact me if you are experiencing a problem, have any questions, need help or clarification from me, or have ideas and suggestions for the class. I am here to help you succeed.

### **Course Changes**

This syllabus may change during the course of the semester to better address the class's needs. A handout explaining the new expectations will accompany such changes.

**Final Examination: 50610 – Wednesday, Dec 11th 10—11:50**