English 252: Writing Improvement

Spring 2013

Schedule# 53041 meets: MTWTH from 10-10:50 am in Room: CCI 202

and

Schedule# 53043 MTWTH from 11-11:50 am in Room CCI 202

In this course, you will develop your writing skills by composing short essays (both in and out of class), while learning how to brainstorm, outline, draft, revise, and edit. In the process, you will work on developing paragraphs and correcting basic grammar errors. This course is a companion to ENGL 262 and will prepare you for ENGL 125. You must successfully complete written course work to receive credit. Placement for this course is designated by the college assessment process.

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| How to Pass This Class! **What you put into this class is what you will get out of it!**    If you really want to pass this class, make sure you do everything that you need to do to pass this class from this day forward!   * Come and see me in my office often to get help on your papers. * Come to class always and be prepared. * Take your work seriously. * Take responsibility for your actions OR lack of actions.   Do not come to me at the end of the semester saying that you MUST pass the class in order to get financial aid or for any other reason.  Do not come to me the last three weeks of the semester asking what you can do to pass the class. If you really must pass this class, you need to work hard from this point on.  **I DO NOT assign extra credit.** |

## “Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending” – Anonymous

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| Instructor | Lori Levine |
| Contact Information | Office: A- Annex 6Phone: 638-3641 ext. 3246Email: [lori.levine@reedleycollege.edu](mailto:lori.levine@reedleycollege.edu)Please add my contact information to your phone. |
| Office Hours | My office hours are: Tuesdays, Wednesdays, and Thursdays from 12 to 12:50 pm and Friday at 9 amDuring these hours, I can:Talk about your essaysTalk about your other workTalk about your grade |
| **My Expectations of You as a Student**  **My Expectations of You as a Student**  **Continued** | You are a college student and so I have certain expectations of you.   * I expect that you will participate. * I expect that you will let others participate. While I appreciate enthusiastic students who like to participate, you need to let others have a turn too. * I expect you to do your homework. * I expect you to be on time and ready to work. If you are late, walk in quietly. * I expect you to be prepared. Bring your books, papers you are working on, notes, handouts, Flash drives, pens, pencils, etc. * I expect you to use our class time to work on OUR class assignments. If we are using computers, you are not allowed to check email or browse other websites unless I give you permission. * I expect you to turn off your cell phones and put them away during class. It is NOT okay to look at your cell phones during class OR answer phone calls or texts. If I see you using your cell phone, I will hold on to it for you until the end of the class. * I expect you to respect me and your fellow classmates. Do not talk to your neighbors while someone else is talking, including me. Do not argue with me. * I expect you to get help on your essays (which are worth the majority of the points) from me or someone else. Make sure you keep track of who helps, how much, and how they help you. * I expect you to stay awake during class. * I expect you to act like a respectful adult.   Note: We are in college and you can get up and use the restroom without asking. Our class is only 50 minutes, though, so you should try to use the restroom before coming to class. If you do have to go, wait until I have stopped lecturing. If you have a bladder issue that requires you to leave class every day to use the restroom, then you need to get an accommodation form from DSPS or you will be counted as absent.  j0196542[1] If you are disruptive in anyway, **you will receive a verbal warning from me the first time. The second time (and any time thereafter), you will be dismissed from the class with an absence**. I will also file a report with the Vice President of Students.  Just so you are clear, disruptive behavior includes (but is not limited to) talking, passing notes, arguing with me or a fellow student, eating food in a loud and disruptive manner, sleeping during class, working on other assignments other than the one being covered in class at the time, receiving cell phone calls during class, text messaging during class, having your cell phone on your desk, not having the materials needed for class, or having your head on your desk. |
| **Other Rules** | 1. Keep a copy of all your work until the end of the semester. 2. Maintain an “I can” attitude – Positive people tend to have positive outcomes (and the opposite is true too). 3. Showing up is not enough: It’s true that being present helps you to learn, but if you do not do the assignments, you will not pass the class. 4. Turning work in is not enough: just doing the assignment does not warrant a passing grade. You need to be doing passing work to pass the class. Makes sense, right? 5. If you stop coming to the class, be sure to drop. It is your responsibility to do so, not mine. Forgetting to do so could earn you an “F” /“NC” as a final semester grade. Let me know if you are going to drop so that I don’t worry about you. |
| Email Policy | * Proofread your email.   + Write out all words and spell them correctly.   + Capitalize and punctuate your words correctly. * Put your course number in the subject line. * Be clear and specific about your request. * Sign your emails.   This is an English class and I expect your best writing always. |
| **Attendance Policy** | **I DO NOT excuse absences. You might be sick, in the hospital, or taking care of a sick relative, but your absence will still not be excused. Therefore,**   * If you miss any of the first week of class, you will be dropped. * You can miss up to 1 week (4 days non-consecutively) before you run the risk of being dropped in the first 9 weeks * After 4 absences, you will lose 5 points off of your participation grade for every new absence. * If you come to class more than 5 minutes late, you will be considered absent. (You should still come, however, so that you don’t miss valuable information/work.) * Three tardies (coming to class 0 to 5 minutes late) = one absence * It is your responsibility to find out what you missed and to turn in your work ahead of time. * If you leave class early, you will be counted as absent. * It is your responsibility to keep track of your absences. |
| **Required Text Books** | * English Essentials Short Version, Langan-- Get at bookstore. * Handout package—Get at bookstore print off of Bb. * One blue book. You might need more. * A notebook for notes, quick writes, and in-class work—Every day, you will pull out your notebook, date the next blank page, and use that notebook to take notes. This notebook needs to be for our class only! Throughout the semester, I will check your notebooks. –**You need this by Day 2 of the semester.** * Handouts and a place to put them—you will have lots of handouts! * A memory stick—**You need this by Week 2.** * A **stapler**. All papers must be stapled! * A positive attitude!   **If you do not have the materials listed above during every class period, you are not prepared. If you are not prepared, you may be kicked out of class and counted as absent.** |
| **Grades**  **Grades Continued** | You must earn a “C” (70%) or better to pass this class. The class is graded Credit (CR) or No-Credit (NC). This means that you will not get a grade for this class. Rather, you will receive a CR (credit for a letter grade of A,B, or C) or NC (no credit for a letter grade of D or F).  Grades will be posted on Micrograde. I will give you grade updates every few weeks.  Here is an estimation of the points. Assignments, assignment points, due dates, etc are likely to change. This is just a rough estimation.  485-436 = A = Passing  388-435 = B = Passing  339-387 = C = Passing  291-338= D = Not Passing  0-290= F = Not Passing   |  |  |  | | --- | --- | --- | | **Assignments** | **Total Points** | **Your Points** | | In-Class 1 | 10 points |  | | Out of Class 1 | 100 points |  | | Out-of-Class 2 | 100 points |  | | Out-of-class 3 | 100 points |  | | Out-of-Class 4 | 100 points |  | | Final | 50 points |  | | Participation including vocab/journals/notebook | 25 points |  | | **Total points** | **485 points** |  | |
| **In-Class Essays** | During the semester you will write in-class essays that will then be turned into out-of-class essays.  **IN-CLASS ESSAYS**   1. The in-class essays will be completed over three or four days. 2. After you write your in-class essay, you will have a **mandatory conference** with me to discuss that essay so that you can revise it and turn it into an out-of-class essay. If you miss this conference, you will receive a zero on your in-class essay. 3. Please contact me if you will be late to your conference. Occasionally, I will let you reschedule it if an emergency arises, but YOU MUST call me before your conference. |
| **Out-of-Class Essays** | **OUT-OF-CLASS ESSAYS**   1. All out-of-class essays must be typed and in MLA format 2. Out-of-class essays must be turned in on time. If you are having problems, please talk to me ASAP. I do have a one week grace period for turning in out-of-class essays, but you must talk to me. 3. Out-of-class essays must be turned in with all brainstorms and drafts. You also must turn in the blue book with your essay if the essay started with an in-class version. 4. Out-of-class essays will also be turned in through turnitin. 5. PLEASE BRING ALL OF YOUR WORK WITH YOU TO EVERY CLASS PERIOD. If you are not prepared to work on an essay, you might be asked to leave and will be counted absent for the day. Sometimes we will have unscheduled time to work on an essay. 6. If you turn in an assignment and it does not look like it has been proof-read, you will be marked down significantly. |
| **Conferences** | Throughout the semester, I will hold mandatory conferences. During these conferences, we will discuss your essay rough drafts. If you fail to attend or fail to bring your rough draft, you will get a zero on the essay we are working on. If you must miss a conference, you can call me and we can reschedule it. |
| **Late Work** | I **DO NOT** accept late homework, etc. Occasionally, I will let you turn in an essay up to one week late, but any other work must be turned in on time. **THERE ARE NO EXCEPTIONS TO THIS RULE**. |
| **Revision Guidelines** | You are encouraged to revise your out-of-class essays for a better grade. See my revision guidelines in the handbook. |
| **Participation Grade** | You will get points for participation during the semester. To get all of the points, you need to be in class every day, do ALL of the homework, take notes, and participate. While I don’t grade the homework, I do mark off that you have completed it. Failure to do any of the above will result in losing points in this category.  Occasionally, you will have quizzes during the semester to see if you understand the material.  If you miss class from week 9 to the end of the semester, you will lose up to 5 participation points for each missed class. |
| **Sharing Essays** | From time to time, I might share your essays/other work with the entire class, or you will be asked to share with each other. |
| **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.  If you plagiarize in my class, I will give you a zero on the assignment even if the assignment has already been graded, and I find out that you plagiarized after the fact. You also run the risk of failing the class.  Please be careful with getting help on an assignment from people other than me. Often times, we get help from well-meaning friends, family members, or even tutors who rewrite your sentences for you, correcting all of the grammar, making the essay their work and not your work. When this happens, I cannot accurately access the work that you can do, and you will get a zero on an assignment. I need to see YOUR WORK. |
| **Academic 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. I will work with the DSPS office to make sure that you get the help that you require. **In order to get accommodations, you must be signed up with DSPS.**  During the semester, you will take 2 in-class essay, and a final. If you are signed up with DSPS and if one of your accommodations is extra time on a test, you need to arrange that through DSPS ahead of time. DSPS will give you a form for me to fill out. You need to bring me that form a few days before the in-class essay so that I can return it to DSPS with the test. Please, do not put it in my mailbox as I do not check my mailbox regularly. |
| **Important Dates** | 1. Semester Starts Monday, January 7 2. The last day to request an Enrollment Fee Refund is Friday, January 18 3. **Martin Luther King, Jr. Day observed Monday, January 21** (no classes held, campus closed) 4. The last day to add a full-term class is Friday, January 25 5. The last day to drop a full-term class to avoid a “W” (in person) is Friday, January 25 ( 6. The last day to drop a full-term class to avoid a “W” (on WebAdvisor) is Sunday January 27 7. **Lincoln Day observed Friday, February 15** (no classes held, campus closed) 8. **Washington Day observed February 18** (no classes held, campus closed) 9. Last day to drop a full-term class (in person) Friday, March 8 (letter grades assigned after this date) 10. Last day to drop a full-term class (on WebAdvisor - must not have any holds) Sunday, March 10 (letter grades assigned after this date) 11. **Spring Recess Monday-Friday, March 25-29**   For the 10 am class, the final will be Wednesday, May 15 at 10 am.  For the 11 am class, the final will be Monday, May 13 at 11 am. |