**English 125/**59426

**College Writing Skills**

**SPRING 2014**

**Elaine G. Stamper**

**Mon/Wed 2:00-3:50**

**CCI-207**

**You are responsible for all the information contained in this syllabus. Please be sure to bring it with you to every class.**

**Contact information:**

**e-mail address**: [*elaine.stamper@reedleycollege.edu*](mailto:elaine.stamper@reedleycollege.edu)*.* Please write **“English 125/2:00”** in the subject line of all e-mails to me. You must use your Reedley College e-mail account.

**Office:** *Faculty Annex 5* (first office on the left); near the Administration Building

**Campus Phone**: *(559) 638-3641 ext. 3472*

**Office Hours**:

Tuesdays, 3:00-4:00, and Fridays, 10:00-12:00, in my office (Faculty Annex 5);

Mondays and Wednesdays, 5:30-6:00 in CCI-207.

**I am also available other days and times by appointment; please call or e-mail me.**

**Required Texts and Materials:**

* Strauss, Jane. *The Blue Book of Grammar and Punctuation.* San Francisco: Jossey-Bass, 2014. This is a new edition, so please
* Notebook for organizing class notes and assignments
* Colored pens, highlighter(s), and post-it notes for annotating the book and articles that you will be assigned
* Blue Books for in-class essays
* A USB Flash Drive (also known as a jump drive or thumb drive) to save your work done on computers.
* Stapler
* You should also be prepared to print out several short articles (about 40-50 pages in all) and to print out several drafts of essays that you write (about 40-50 pages in all).

**NOTE: If course materials are not obtained by the second week of the semester, you will be dropped from this course.**

**Course Description:**

English 125 students will write and revise short papers and gain practice in developing and organizing ideas logically. The course emphasizes the avoidance of common writing errors; develops writing skills by having students read model essays and analyze rhetorical strategies; develops students’ critical thinking skills by considering matters of audience, purpose, tone, and style; and uses writing as a means of thinking about and expressing ideas.

**Course Outcomes:**

In the process of completing this course, students will:

A. Write an essay of at least 750 words which includes:

* + - an introduction, multiple body paragraphs, and conclusion of some sophistication (Introduction should be more than a thesis; a conclusion should be more than a summary; an essay should have ample substance and strong paragraph structure)
    - a clearly defined thesis
    - supporting details that exhibit critical thinking
    - appropriate and purposeful use of quotations
    - complete sentences and sentence types, writing simple, compound, and complex sentences, which avoid fragments, comma splices, and sentence fuses
    - correct use of MLA format, with correct use of in-text citations for at least one source and a works cited page
    - descriptive vocabulary and exhibit growth in using sophisticated word choice
    - avoidance of plagiarism
    - evaluation and analysis of ideas
    - demonstrated awareness of the 3rd person/universal audience

B. Complete a passing multi-paragraph in-class essay with a thesis and support

C. Plan and revise independently, employing all stages of the writing process as necessary and appropriate

**Formal Writing Assignments**

* **Summary/responses:** You will be given articles to read, annotate, summarize, and respond to in writing. Summaries must be typed and may not be submitted late.
* **Four essays:** The essays will be a combination of in-class and out-of-class writing. Unless otherwise specified, all drafts must be typed and be in the required format. All drafts must be submitted together for the final grade. Final papers will usually be 3-4 pages in length.
  + Essays will be written in response to a question (the “prompt”) about an assigned reading. The reading will usually be done outside of class, and you will be expected to annotate the articles. (We will go over how to annotate.)
  + First drafts: You will write at least two first drafts of the four essays in class. Revised drafts: Using feedback you receive (from me, a peer, and/or Writing Center tutor, but NOT anyone else), you will work on improving (=revising) your first draft. The final grade of the paper will be based on evidence that you have reflected carefully on the feedback and that you understand the revision process in general, as well as the nature and quality of the specific revisions made.
  + Any essay submitted without a first draft done in class will receive a penalty of 5%. All drafts must be submitted together for a final grade.

**Class Policies and Procedures**

**ATTENDANCE:**

* In accordance with district policy, **students who miss four classes in the first nine weeks of the course will be dropped from the class**.
* Regular attendance is essential. Students who are absent have difficulty understanding the assignments and often do not turn things in. Even though I don’t give you a grade for attendance, you are “shooting yourself in the foot” if you are absent more than two times during the semester: students who do not attend all or most of the classes generally fail.
* That said, please let me know—by phone or e-mail—if you are going to be absent and, if possible, why. This does not excuse your absence; it is simply courteous.
* Students who do not attend the first class meeting will be dropped unless they have contacted me before the first class with an acceptable reason for why they must miss the first day. Students who add or choose to drop the class are responsible for completing the process through Web Advisor. Any student who does not add by the 2nd week will not be allowed to add the class after that.
* If you are more than 10 minutes late or leave class more than 10 minutes early, I will mark you as tardy. Two tardies equal one absence. Please write your name on the board if you arrive late or leave early.
* **PARTICIPATION:** I firmly believe that students learn not only from the instructor but also from each other. So, be prepared to interact in pairs and groups with other students in the class. You can only be an active, prepared participant if you attend class regularly and on time, contribute in a meaningful, useful way to discussions, and do the assigned work both in and out of class. If you have not done the necessary work in order to participate, I consider this a disruption to the class and will ask you to leave. You will be marked absent and you will not receive credit for the work that you missed.
  + You must have required materials, annotate all readings, and take notes during class.
  + You are also required to meet with me in my office at least once during the semester to discuss a writing assignment.

**QUIZZES, SUMMARIES, and HOMEWORK:**

* Quizzes may be unannounced; summary/responses are listed on the calendar; homework is generally listed on the schedule but may be announced in class and/or on Blackboard.
* Quizzes, summaries, and homework cannot be turned in late or made up. If you are absent, make sure that you find out if there was additional homework given in class. Check Blackboard. If nothing is posted on Bb, be sure to ask me about it. You are responsible for making sure you know what goes on in class and what is due and when.
* Homework assignments from the textbook need to be either a) written in the book or b) written on a photocopy of the page from the book. I will not accept textbook homework on a separate sheet of paper. Occasionally I will ask you to write out a homework assignment; please note whether I want it handwritten or typed.

**SUBMITTING PAPERS AND REVISIONS**: **All** **essays and drafts** of essays must be **typed** (unless I ask you to use a Blue Book) in Times New Roman, 12 point, and double-spaced on 8 1/2 by 11-inch paper. In the upper left hand corner, put your name, class (English 125), instructor’s name (Ms. Stamper), type of assignment, draft number, and date (example: 28 February 2014). Title your paper and center it (**do not underline it**) above your text. See handout for sample and guidelines. **Submit all drafts, last to first,** with each assignment.

**I reserve the right to refuse any essay draft that is not typed, is not submitted in the proper format, is not submitted at the beginning of class, or does not include pre-writing and the proper number of drafts. Re-submission of the paper will be required and will result in a penalty for late work.**

**LATE WORK:** All assignments are due in class (or in my e-mail in-box or in my office mailbox; you can also give the assignment to the receptionist at the front desk in Administration) by the start of class timeon the day they are due.

* **Late essays will drop one letter grade for each class day they are late.**
* **Summary/Response and homework cannot be submitted late.**
* **By the start of class time** means that papers need to be printed out before class, organized, stapled, and ready to turn as soon as class begins. If your paper is not ready, I will consider it late and act accordingly. Please do not ask me if you can print an out-of-class draft on the printer in our classroom. You must come to class prepared.

**ACADEMIC DISHONESTY:** Cheating, copying, or plagiarizing others’ work may, according to the Reedley College 2006-2008 Catalog, result in anything from a failing grade on the paper or assignment to a failing grade in the course. Do **not** have anyone other than me, a student in our class, or a Writing Center tutor help you at all with your papers.

**STUDENTS WITH DISABILITIES:**

*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 talk to me as soon as possible. Contact Disabled Student Programs and Services (DSP&S) at (559) 638-0332 or visit their website for more information:* [*http://www.reedleycollege.edu/services/dsp/LD.htm*](http://www.reedleycollege.edu/services/dsp/LD.htm)*.*

**Some Important Points:**

* You must use the school e-mail account and check it on a regular basis. There are computers available at various computer labs (including the library) on campus. If you do not hear back from me within 24 hours, please double-check your sent folder and e-mail me again or contact me by phone. E-mails sent from a personal e-mail account are generally delivered to my junk folder.
* I use BlackBoard (Bb). On Bb, you can get an extra copy of the syllabus and calendar or most other handouts, find out if there was any homework on the day you missed class, and check your grade. If I have to be absent, there will be an official notice on the door; I will send out an e-mail announcement and also post information on Bb.
  + Be sure to check both your e-mail and Bb regularly.
  + If you don’t know how to set up or use e-mail or to use Blackboard, please get help from me, a tutorial center, or a lab. There is also a video tutorial for school e-mail on Web Advisor.
* Please make sure that you save all of your work—save all drafts of written work on your flash drive, and keep all graded and returned work in your notebook for this class. You are responsible for submitted and returned work.
* **Save, save, save** every time you use a computer.
* Nothing annoys me like rudeness; that means cell phone use (texting, checking for texts or calls, phones going off), repeated tardiness, people talking when I or someone else is talking, and students “packing up” before I have ended the class. So, turn off your phones and put them away before class, come to class on time, be considerate when others are talking, and wait for me to finish class before you start closing books and putting things away. **If you do not abide by these rules of common courtesy, I will ask you to leave the classroom and this will be counted as an absence.** 
  + **If I see or hear a cell phone, I will ask you to leave. It’s disruptive and rude for you to be having a conversation with someone else—and, let’s face it, that’s what texting is—in the middle of my class. I do not give verbal warnings—consider this to be your warning.**
* **You reap what you sow**: you will get out of this class just as much as you put in, and I don’t mean just your grade. My job is to help you to become better writers and to prepare you to write for other classes. I really care about my students and will do whatever I can to help you. But, the final responsibility is yours.

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| **TASK** | **% OF FINAL GRADE** | **POSSIBLE POINTS** |
| Essay # 1.1 (in class), 1.2, and 1.3 (two revisions) | 15% | 150 |
| Essay # 2.1 (in class), 2.2, and 2.3 (two revisions) | 15% | 150 |
| Essay #3 (3 drafts) | 20% | 200 |
| Essay #4 (3 drafts) | 20% | 200 |
| Summary/Responses (3 total; 33 pts. each + 1 pt. for completing all) | 10% | 100 |
| Participation, quizzes, and homework | 10% | 100 |
| Final Exam\* | 10% | 100 |
| **TOTAL** | **100%** | **1000 points** |

**GRADING:**

**A = 100-90 excellent**

**B = 89-80 very good**

**C = 79-70 average**

**D = 69- 60 needs improvement (not passing)**

**F = 59-0 fail (not passing)**

**Important Dates:**

Week 2: Monday, January 20th: Holiday/no class

(Martin Luther King, Jr.’s B’day)

Week 3: Friday, January 31st: Last day to drop in person without a W

Week 5: Friday, February 14th: Holiday/no class (Lincoln’s B’day)

Week 6: Monday, February 17th: Holiday/no class (Washington’s B’day)

Week 9: Friday, March 14th: Last day to drop with a W

Spring Break: April 14th –April 18th (no classes)

Final Exam\*: Monday, May 19th, 8:00-9:50

\*The final exam is mandatory, and it is expected that you will attend the exam on the given day and at the specified time. It is your responsibility to discuss with me in advance any conflicts that you may have in an attempt to resolve them.