Spring 2014

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 6 Phone: 638-3641 ext. 3246 Email: lori.levine@reedleycollege.edu Please add my contact information to your phone.  |
| Office Hours  | My office hours are: Mondays from 1 to 2 pm, Wednesdays from 1-2 pm, and Thursdays from 9 to 9:45 pm. On Friday, I have a virtual office hour from 10 to 11 am. I will not be in my office. If you email me your phone number, I will call you back. If you want to discuss an essay at that time, you will have to email me your essay, and then we will talk about it over the phone. I am available at other times by appointment. During 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. 1. I expect that you will participate.
2. 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.
3. I expect you to do your homework.
4. I expect you to be on time and ready to work. If you are late, walk in quickly and quietly.
5. I expect you to be prepared. Bring your books, papers you are working on, notes, handouts, flash drives, pens, pencils, etc.
6. 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.
7. I expect you to bring typed rough drafts to your conferences.
8. 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 put it on my desk until the end of the class.
9. I expect you to respect me and your fellow classmates. Do not talk to your neighbors while someone else is talking, including me.
10. I expect you to be polite. Arguing with me or being disrespectful in any way will not be tolerated.
11. I expect you to stay awake during class.
12. I expect you to show some common sense. Do not get up to go to the restroom or throw something away when I am talking. Do not interrupt a lecture/discussion to ask a question about something that is not relevant. If you are late to class, do not walk slowly to the furthest seat away. Walk quickly to the closest chair, sit down, get out whatever we are working on, and wait for instructions. Do not talk to your neighbor.
13. I expect you to act like a respectful adult.

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) 1. Talking,
2. Passing notes,
3. Arguing with me or a fellow student
4. Giving me attitude,
5. Eating food in a loud and disruptive manner,
6. Sleeping during class,
7. Working on other assignments other than the one being covered in class at the time,
8. Receiving cell phone calls during class, text messaging during class,
9. Having your cell phone on your desk,
10. Not having the materials needed for class,
11. Coming into class late in a disruptive manner,
12. Walking out in the middle of a lecture/whole class discussion for whatever reason.
13. Having your head on your desk.
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| **Other Rules** | 1. Keep a copy of all your work until the end of the semester.
2. Maintain an “I can” attitude
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 in work 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.
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| Email Policy  | 1. Proofread your email.
	1. Write out all words and spell them correctly.
	2. Capitalize and punctuate your words correctly.
2. Put your course number in the subject line.
3. Be clear and specific about your request.
4. Sign your emails.

This is an English class and I expect your best writing always.  |
| **Attendance Policy**  | 1. If you miss any of the first week of class, you might be dropped. You need to show that you are committed to this class.
2. **You get 4 free absences and 4 free tardies.**  When you are absent, you cannot participate, so after that, you will lose 2 participation points for every day you miss and ½ point for every day you are late.
3. After your 4 free absences, you also run the risk of being dropped before Week 9.
4. 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.)
5. If you leave class early, you will be counted as absent.
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| **Required Text Books** | 1. Another book TBD
2. Handout package—Get at bookstore.
3. blue books for timed essays.
4. 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.
5. Handouts and a place to put them—you will have lots of handouts!
6. A memory stick- to save your essays on.
7. A **stapler**. All papers must be stapled!

**You need the materials right away.** **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**  | 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. Your grade is broken into two categories: Essays= 90% of the gradeParticipation, which includes homework and other in class work=10% of the grade.  |
| **In-Class Essays**  | During the semester you will write timed essays during class. **IN ORDER TO PASS THE CLASS, YOU ARE REQUIRED TO WRITE ALL TIMED ESSAYS.**  |
| **Out-of-Class Essays** | **OUT-OF-CLASS ESSAYS**1. We will write many out-of-class essays during the semester.
2. All out-of-class essays must be typed and in MLA format
3. You can turn in an out-of-class essay up to 1 week late (except for essays due at the end of the semester), **but you will get no higher than a 75% on it.**
4. 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.
5. Out-of-class essays will also be turned in through turnitin.
6. 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.
7. If you turn in an assignment and it does not look like it has been proof-read, you will be marked down significantly.

**You must complete all the essays, including in-class essays, in order to pass the class.** |
| **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 lose up to 10 point off of the essay we are working on. If you are going to miss a conference, you should call me so that we can try and reschedule it. If I can reschedule it, I will, but if there is no time to reschedule it, then you will have to do your best on your own and you will lose 10 points on the final draft. Your rough drafts MUST be typed!  |
| **Late Homework** | I **DO NOT** accept late homework. You cannot make up in class work or activities, etc. **THERE ARE NO EXCEPTIONS TO THIS RULE SO DO NOT ASK.** Even if you did your homework but left it at home, I cannot give you points for it.  |
| **Revision Guidelines** | You are encouraged to revise your out-of-class essays for a better grade. See my revision guidelines in the handbook. Occasionally I will make it mandatory that you revise an essay. |
| **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. Having another student write your essay or taking pieces from another student’s essay also counts as plagiarism. 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. I will also turn in a plagiarism report.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.**  |
| **Important Dates**  | January 13: School startsJanuary 20 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed)January 24 (F) Last day to request an Enrollment Fee RefundJanuary 31 (F) Last day to add a full-term class for Spring 2014January 31 (F) Last day to drop a full-term class to avoid a “W” (in person) for Spring 2014January 31 (F) Last day to drop a full-term class to avoid a “W” (on WebAdvisor) for Spring 2014February 13 (Th) Last day to change a class to/from a Pass/No-Pass grading basisFebruary 14 (F) Lincoln Day observed (no classes held, campus closed)February 17 (M) Washington Day observed (no classes held, campus closed)March 14 (F) Last day to drop a full-term class (in person) (letter grades assigned after this date)March 17 - May 23 (M-F) Spring 2014 short-term classes, second nine weeksApril 14-17 (M-Th) Spring Recess (no classes, campus open, classes reconvene April 21)April 18 (F) Spring Holiday observed (no classes, campus closed, classes reconvene April 21)May 19-23 (M-F) Spring 2014 final exams weekMay 23 (F) End of spring semester/commencement |