**English 125/56324** 

**College Writing Skills**

**FALL 2015**

**Elaine G. Stamper**

**MW 6:00-7:50 in 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**.* Please write **“English 125/MW 6:00”** in the subject line of all e-mails to me. You must use your Reedley College e-mail account.

**Office:** *Faculty Annex 4* (Portable building near the Administration Building; second office on the right)

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

**Office Hours**:

**Mon: 4:00-4:30 in CCI-207; Tues: 3:00-5:00 in my office; Wed: 5:30-6:00 in SOC 35; Fri: 10:00-11:00** (or as indicated on BlackBoard) in my office.

* I will notify you in advance if, on some Fridays, I need to change the time or to have a “virtual office hour” (during which I can be reached by either e-mail or by phone).
* ***I am also available other days/times by appointment. Please e-mail or call me to make arrangements.***
* Please note: You are never bothering me if you call me, e-mail me, or stop by my office. If it’s outside of office hours, it’s possible that I won’t have time to talk to you, but I will be happy to make arrangements to do so at another time.
* Please don’t ask me when my office hours are; they’re posted here and on Bb for you.

**Required Texts and Materials:**

 [Sramek](http://www.amazon.com/Marsha-Sramek/e/B00J6KC5IA/ref%3Ddp_byline_cont_book_1), Marsha. *The Great Grammar Book: Mastering Grammar Usage and the Essentials of Composition*. 2nd ed. Ashville, NC: Arch P, 2015.

Please note that you MUST buy the 2nd edition ($24.95), which is a new book. The 1st edition (including a used copy of the book) is NOT acceptable.

* Notebook for organizing class notes and assignments
* Colored pens, highlighter(s), and post-it notes for annotating the textbook and articles that you will be assigned to read
* Blue Books for in-class essays; I will tell you when you will need them. Please buy the large size, about 40 cents each.
* A USB Flash Drive (also known as a jump drive or thumb drive) to save your work done on computers.
* Stapler (Please don’t ask if you can use mine.)
* Printing Costs: You should 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:**

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.

**Formal Writing Assignments**

* **Two or three 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.
* **Three or 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 about 4 complete 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:**

* **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 miss one or more classes in the first two weeks will be dropped** unless they have contacted me prior to the class or immediately afterwards with an acceptable reason.
* **Students who miss four classes in the first nine weeks of the course will be dropped**.
* 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.
* Make this class a priority: Make sure you have a dependable ride to class. Don’t schedule doctor, dentist, or counseling appointments during class. Make sure your employer knows your school schedule, and do not miss class because of work.
* 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.

* **You must** **have required materials, annotate all readings, and take notes during class**. If you do not, you may be asked to leave the class; you will be marked absent and you will be unable to make up the missed work.
* You are also required to meet with me in my office at least once during the semester to discuss a writing assignment. Please do not tell me, “But your schedule didn’t match my schedule.” We will work together to find a mutually convenient time to meet.
* Please note that if you do the minimum amount of work, the best grade that you can get for participation is the minimum—that is, a C-. If you want a higher participation grade, do MORE than simply what is required.

**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 posted 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/MW 6:00), instructor’s name (Ms. Stamper), type of assignment, draft number, and date (example: 28 September 2015). 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.

* **Although I will generally require you to submit assignments to turnitin.com, you must also turn in hard copies. Submission to turnitin.com alone is not sufficient. The hard copy alone is not sufficient.**

**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.
* **Please note** that it is virtually impossible to pass the course if you miss even one of the major writing assignments. In most cases, a zero on any major writing assignment will be impossible to recover from.

**ACADEMIC DISHONESTY:** Cheating, copying, or plagiarizing others’ work may, according to the Reedley College 2014-2015 Catalog, result in anything from a failing grade on the paper or assignment to a failing grade in the course. You are only allowed to have me, a student in our class, or a Writing Center tutor help you with your papers. No one else may help you with any of 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 don’t know how to set up or use e-mail, please get help from me, a tutorial center, or a lab. There is also a video tutorial on Web Advisor.
	+ Please contact me by e-mail (elaine.stamper@reedleycollege.edu) if you have any problems or questions about anything**. Please write “ENGL 125/MW 6:00” in the subject line.** I check my e-mail regularly and will get back to you promptly. If you have not heard back from me in 24 hours, please check to make sure that I received your e-mail.
* I use Blackboard, and **you are responsible for the information posted there**. If I am unable to attend class, I will post it as an announcement on Blackboard and send the announcement as an e-mail. There will also be an official sign on the classroom door. On Blackboard, 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 you need help with Blackboard, see me or a computer lab assistant in the library.
* Please keep flash drive copies of all work submitted to me and a file of all work returned to you. I am very careful with your work, but I sometimes make mistakes. Protect yourself by keeping everything until the course is finished and your final grade has been recorded.
* 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.

**Important Dates:**

Week 2: Friday, 8/28: Last day to drop a class and receive a full refund

Week 3: Tuesday, 9/1: Holiday/no class (Labor Day)

Week 3: Friday, 9/4:

* Last day to drop a class in person and avoid a “W”
* Last day to add a class

Week 9: Friday, 10/16: Last day to drop a class and receive a “W”

Week 13: Wednesday, 11/11: Holiday/no class (Veteran’s Day)

Week 15: Thursday & Friday, 11/26-11/27: Holiday/no class (Thanksgiving)

Final Exam: **Wednesday, 12/16, 6:00-7:50.** Please check your final exam schedule for other classes to make sure that there is no conflict. 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.

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| **ASSIGNMENT** | **% OF FINAL GRADE** | **POSSIBLE POINTS** |
| Essay # 1.1 (in class), 1.2, and 1.3 (two revisions) | 10% | 100 |
| Essay # 2.1 (in class), 2.2, and 2.3 (two revisions) | 15% | 150 |
| Essay #3 (3 drafts) | 20% | 200 |
| Essay #4 (3 drafts) (subject to change, depending on time) | 25% | 250 |
| Summary/Responses (3 total; 50 points each); 1 extra point if you do all three | 15% | 150 |
| Participation, quizzes, and homework |  10% | 100 |
| Final Exam |  5% | 50 |
| **TOTAL** | **100%** | **1000 points** |

**GRADING**

**A = 100-90 excellent**

**B = 89.99-80 very good**

**C = 79.99-70 average**

**D = 69.99-60 needs improvement (not passing)**

**F = 59.99-0 fail (not passing)**

* **I don’t round up.**
* **I’m happy to talk to you about your grades (Why did you get the grade that you did? What can you do to improve your grade?), and if I’ve made a mathematical error, I will correct it; however, I am unable to negotiate your grade with you at any point in the semester.**
* **If you care about your grade, do something about it EARLY in the semester: Come to all of the classes, do all of the work, check your grade on BlackBoard, re-read my comments on your papers, come see me, and go to the Writing Center. In a nutshell, put your best effort in and communicate with me.**

**Course Outcomes:**

*Upon completion of this course, students will be able to:*

1. Write multiple papers of at least 1200 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
* supporting material and ideas which exhibit critical thinking
* 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

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

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

*In the process of completing this course, students will:*

1. learn about writing papers which include introductions, body paragraphs, and conclusions

2. learn to write with some sophistication

3. practice writing thesis statements

4. practice writing topic sentences

5. learn about using quotations and in-text citations that support the topic sentences and the thesis

6. practice developing supporting material that exhibits critical thinking

7. develop an understanding of what a complete sentence is and practice using a variety of sentence types (simple, compound,

complex, and compound/complex sentence)

8. learn about common sentence errors, such as fragments, comma splices, sentence fuses

9. develop their usage of descriptive vocabulary that exhibits growth and sophisticated word choice

10. learn how to follow MLA guidelines when formatting papers and using quotations and a works cited page

11. learn about avoiding plagiarism

12. write papers in which they will use 3rd person point of view and practice addressing a specific audience

13. practice using all stages of the writing process as necessary and appropriate

14. practice writing in-class essays