

**WELCOME TO ENGLISH 125**  
**YOU ARE EITHER IN SECTION # 56247 OR 56248. KNOW THIS NUMBER!**  
**INSTRUCTOR: MS. LORI LEVINE (YOU CAN CALL ME LORI.)**



**This document contains my rules and expectations for this class.**  
**Look here first when you have questions. Then email me.**

### 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!

- Print out the schedule and it as a check-off sheets. (I usually send out a reminder schedule for that week.)
- Check the announcements often.
- Complete your work on-time.
- Work ahead if possible, don't procrastinate.
- READ ALL OF THE DIRECTIONS! If you have problems reading, you might need to get extra help. .
- Come and see me in my office to get help on your papers, or at the very least get a tutor.
- 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. If you really MUST pass this class, take your work seriously NOW.

**I DO NOT assign extra credit, so don't ask.**

#### Contact Information

**During the semester, please feel free to contact me if you have any questions. Here are the different ways how:**

1. You can **call me in my office**: 638-3641 ext 3246.
2. You can come see me IN my office. It's on the Reedley College campus, CCI 216.  
My office hours are:  
**Mondays and Wednesdays from 12 to 1 pm and Wednesdays at 9 am**  
**Fridays** I will have a virtual office hour from **10 to 11 am**. I will not be on campus, but we can talk over the phone. You can email me your phone number, and I will call you back from a blocked number.
3. During these hours, we can:
  - Talk about your essays
  - Talk about your other work
  - Talk about your grade
4. You can email me at [lori.levine@reedleycollege.edu](mailto:lori.levine@reedleycollege.edu). If you do not hear back from me within 24 hours (unless it's the weekend), please email me again.
5. We can also talk on the phone.

#### Email Guidelines

Here are my email guidelines:

	<ol style="list-style-type: none"> <li>1. Fill in the subject line with the <b>course number and class section</b>. I have two sections and need to know which one you are in so I can help you faster. <b>The course number is English 125 and your class section is either 56247 or 56248</b></li> <li>2. Include a specific message in the message box. DO NOT just send an attachment.</li> <li>3. Proofread your emails. <ul style="list-style-type: none"> <li>• No IM or text message abbreviations.</li> <li>• Use proper grammar including proper punctuation and capitalization.</li> <li>• <b>This is an English class. Use your best writing always.</b> Sloppy emails that look like text messages or don't make sense will be replied to with "I'm confused. What do you need?"</li> </ul> </li> <li>4. After you email me, look for a response! Often students email me and then never look back for my response which is a waste of my time.</li> <li>5. All email should be for school related matters only. Emails sent for other reasons could be viewed as a form of harassment, and appropriate action will be taken as necessary per school policy.</li> <li>6. I send emails to your school email address, so make sure you check it daily.</li> <li>7. School emails often get sent to your SPAM box. Check it daily too.</li> </ol>
<b>Course Description</b>	<p>Please make sure you are in the right class. You should have taken a placement test or successfully completed 252 to be in this class.</p> <p>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—If you don't write the essays, you won't pass the class.</p>
<b>Course Goals</b>	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>A. Write an essay which includes an introduction, multiple body paragraphs, and conclusion of some sophistication. This essay will include: <ul style="list-style-type: none"> <li>○ a clearly defined thesis statement</li> <li>○ unified supporting paragraphs, which begin with topic sentences</li> <li>○ quotations that support the topic sentences and the thesis</li> <li>○ supporting material and ideas that exhibit critical thinking</li> <li>○ complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentence)</li> <li>○ descriptive vocabulary that exhibits growth and sophisticated word choice</li> <li>○ 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.</li> <li>○ use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page</li> <li>○ writing that is free from plagiarism</li> <li>○ demonstrated awareness of how to write from the 3rd person point of view for a specific audience</li> </ul> </li> <li>B. Plan and revise independently, employing all stages of the writing process as necessary and appropriate.</li> <li>C. Complete a multi-paragraph in-class essay with a thesis and support.</li> </ol>

<p><b>Workload Expectations</b></p>	<p>This class requires a big time commitment. A face-to-face 125 class meets for <b>almost 3 hours and 40 minutes a week</b>. On top of that, <b>for every unit you take, you are expected to do 2 hours of outside homework. This is a 4 unit class</b>. You can do the math (but if you can't, that's between 8 to 12 hours a week). Yikes!! That's a lot. Many students succeed in this class because they put in the hours.</p> <p>Of course, like with any class, some weeks are heavier than others. I do my best to divide the work between the weeks, but there will be a few heavy reading weeks, and of course, some weeks, you'll be spending a lot of time writing essays and revising essays.</p>
<p><b>Announcements</b></p>	<p>Check the announcements DAILY!</p> <p>The announcements are where I talk to you. On them, I will post:</p> <ol style="list-style-type: none"> <li>1. Schedule reminders and changes.</li> <li>2. Information about assignments,</li> <li>3. General feedback,</li> <li>4. And much, much more.</li> </ol> <p>PLEASE NOTE: It is your responsibility to stay informed regarding class assignments. PLEASE email me specific questions if you are confused. I will help you!</p>
<p><b>Supplies</b></p>	<ol style="list-style-type: none"> <li>1. <i>The Other Wes Moore: One Name, Two Fates</i> by Wes Moore. <b>You need to buy the actual physical book, not the ebook</b>. Although we won't use it until the end of the semester, I would buy it now.</li> <li>2. All of the handouts I post online. If you are expected to read something, then you will want to print it out so that you can take notes on it.</li> <li>3. Paper to print all of the handouts. Buy a ream of paper!</li> <li>4. A computer! This might be obvious, but if you don't have a good working computer then you will have a hard time completing everything that needs to be done.</li> </ol>
<p><b>Attendance Policy</b></p>	<p>You <b>NEED</b> to make your presence known every week.</p> <p><b>You MUST complete the first week's assignments. If you don't, you will be dropped from the class.</b></p> <p><b>Failure to post to the discussion board or complete class assignments for 7 days in a row (including weekends) will mean that you are no longer participating in the class and you will be dropped. If you decide that you no longer wish to participate in the class, then you are responsible for dropping yourself!</b></p> <p>Missing more than a week of school is unacceptable regardless of the reason. If you are having some sort of emergency, please contact me ASAP so that we can talk about the class and what you should do.</p>
<p><b>Class Grades</b></p>	 <p>This class is a graded class which means that you will get an A, B, C, D or F. If you want to take it pass/no pass, you must fill out the proper paperwork by Sept. 9. If you take the class pass/no pass, your GPA will not be affected.</p>

Grades can be viewed through the Bb grade feature. Go to the “My Grades” Tab.  
The grades for this class are weighted:

Other Assignments —	5%
Discussion boards—	10%
Quizzes—	5%
Essay 1: Victims/Creators —	15%
Essay 2: Addiction—	15%
Essay 3: What motivates others?—	20%
Essay 4: The Other Wes Moore—	20%
Final Reflection—	10%

Grade Scale

A= 90-100%

B=80-89%

C=70-79%

D=60-69%

F=0-59%

**IT IS YOUR RESPONSIBILITY TO MONITOR YOUR GRADES!**

### Essay Information

1. Since this is a writing class, you will be writing a lot of essays during the semester. **If you decide not to turn in one or more of these writing assignments you will not pass the class.** For each essay, you will have plenty of opportunity to get help.
2. **MLA FORMAT:** All essays must be written in MLA format. There is a video on this as well as a handout in a folder under **the Video Tutorials and Other General Information Module**. Essays not written in MLA format will lose points.
3. **WORD PROCESSING FORMATS:** Save your documents as a .doc, .docx, or .rtf. I cannot read essays submitted in other formats.
4. **TURNING IN ESSAYS:** All essays will be submitted to Turnitin (a link will be provided for each assignment on Canvas). You CANNOT bring essays to me, nor can you email them to me. If you are having an issue turning in an essay, contact me IMMEDIATELY.
5. **CONFERENCES:** Occasionally, I will hold mandatory face-to-face or telephone conferences to discuss your essays.
6. **LATE ESSAYS:** I have a 1 week grace period for the **out-of-class** essays except for essays due at the end of the semester. You need to contact me and explain why you need an extension. You cannot do any timed essays late either.
7. **REVISING ESSAYS:** Occasionally, if you get a D or an F, and sometimes even a low C on an essay, I will let you revise it. The goal is to help you pass the class, and sometimes, you might need to work more on your essay. If I offer you the chance to revise an essay, you will have 1 week to contact me about revising that essay. We will then need to talk about it. Then, after we talk, you will have another week to revise it. To get a better grade, you will need to significantly improve your essay. I run revisions through turnitin. If it looks like too much of

	<p>the essay is the same, I won't grade it. I will post a handout on this when it's time to revise your essay.</p> <p>8. <b>SHARING WORK:</b> At my discretion, sentences and/or paragraphs may be taken from essays or other assignments and shared with the class to help illustrate grammar concepts, writing concepts, MLA guidelines, and more.</p>
<p><b>Discussion Board</b></p>	<p>The discussion board is where you will write about readings or turn in specific assignments. The discussion boards are public, and in them you usually "discuss" topics.</p> <p>As you are writing in the discussion boards, keep these rules in mind:</p> <ol style="list-style-type: none"> <li>1. Use spell check and proof read your entries.</li> <li>2. Be substantial. Occasionally, I ask you to write a certain number of words. I do this so you remember that your posts need to be thought out.</li> <li>3. Take the time to think about what you are writing so that your comments are well-written and complete.</li> <li>4. Write using paragraphs. Do not write one long paragraph. That makes it difficult to read.</li> <li>5. Make sure your font size is big enough to read!</li> <li>6. If I ask you to respond to others, don't merely say "I agree." Instead, explain why you agree or disagree. Try to carry on a discussion. I will give you some language to help you with this.</li> <li>7. Remember that <b>this is an academic environment</b> and not a text message, an instant message, or an e-mail to your friends. Your comments should be grammatically sound. Your words should also be spelled correctly and your sentences punctuated correctly. <b>Inappropriate language is not acceptable.</b></li> <li>8. Make sure that you capitalize "I." Do not abbreviate words. Make sure you use academic English. "Stupid" is not very academic and doesn't tell the reader much!       <ol style="list-style-type: none"> <li>a. <b>The following is an example of what is not allowed:</b> i really thing that this is a stupide essay bec i dont like it i really like the other essay better</li> <li>b. <b>This is better:</b> I thought that the author's supporting arguments were weak. For instance, the example he used regarding visiting his grandparents did not go into enough detail to really convince me of his point.</li> </ol> </li> <li>9. Remember that a portion of your grade is based upon the quantity, but more importantly, the <i>quality</i> of your discussion board participation.</li> </ol>
<p><b>Quizzes</b></p>	<p>You will take reading quizzes and grammar quizzes throughout the semester. Here are some quiz tips:</p> <ul style="list-style-type: none"> <li>• Don't wait until the last day to take a quiz.</li> <li>• Print out all quiz material.</li> <li>• Review the material and take notes before you attempt a quiz.</li> <li>• Review your answers and make sure your answers are edited and grammatically correct when necessary. Points will be deducted for grammatically incorrect answers.</li> <li>• Apply what you have learned in the quizzes to your essays.</li> </ul>
<p><b>Other Assignments</b></p>	<p>You will be assigned other work that does not fall into one of the categories above.</p>

<b>Late Assignment Policy</b>	<p>You <b>will not</b> get points for late discussion board responses, quizzes, or other assignments.</p> <p>I DO have a late policy for essays. See above in “Essay Information.”</p>
<b>Plagiarism</b>	<p>Plagiarism is bad, bad, bad and will not be tolerated. Plagiarism is defined as follows:</p> <p>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. <b>Copying someone else’s Discussion Board counts as plagiarism.</b> Copying someone else’s essay or parts of his/her essay is also plagiarism.</p> <p>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 might fail the class, and I might report you to the VP of Student Services.</p>
<b>Computer Skills</b>	<p><b>Skills Needed:</b></p> <ol style="list-style-type: none"> <li>1. Familiarity with computers and how they work</li> <li>2. Knowledge of basic word processing programs (saving files, using spell check, using grammar check, moving text, using the help function, etc.)</li> <li>3. Knowledge of how to access the Internet and navigate the Internet (use a browser, utilize search engines, save and or print from the Internet)</li> <li>4. Knowledge of how to send e-mail and e-mail with attachments</li> </ol> <p><b>Hardware Needed</b></p> <ol style="list-style-type: none"> <li>1. PC or Apple equivalent at home in good working condition and relatively current. If you do not have a computer at home that is in good condition, then you should take a face-to-face class.</li> <li>2. You need a good internet connection at home.</li> </ol>
<b>Computer Problems</b>	<p>I cannot help you with your computer. If you need help with your computer, call a computer technician. If you have problems with Canvas call 844-303-0348. This is the first year I am using Canvas and so I’m still getting familiar with it. They do have a lot of excellent videos tutorials. Go here to find them: <a href="https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Students">https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Students</a></p>
<b>Canvas Issues</b>	<p>Wait and try again in a few minutes. If that doesn’t work, do the following:</p> <ul style="list-style-type: none"> <li>• Turn off your computer entirely. Let it sit for a minute or two. Then turn it on and try accessing the web site again.</li> <li>• Check the URL for the site and be sure you are entering it correctly. The URL you should use is <a href="https://sccd.instructure.com/">https://sccd.instructure.com/</a></li> <li>• Try accessing another website from your computer that you have not accessed recently. This will clarify if the problem is with Canvas or with your own browser or internet service provider.</li> <li>• Hit the refresh button. Sometimes a “page not found” screen gets stuck in the browser’s cache. Refreshing the page will sometimes clear it.</li> <li>• Turn off any parental control or other content filters. Sometimes these filters, as valuable as they are, can filter out good content as well as bad.</li> </ul>

<b>Canvas Outages</b>	Occasionally, Canvas might go down and will not be accessible. If Canvas goes down for an extended period of time (24 hours or more) then assignment due dates will be adjusted accordingly. An announcement will be posted with new due dates.
<b>Accommodations for Students with Disabilities</b>	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.
<b>Important Dates</b>	<p>August 15 (M) Start of Fall 2016 semester  August 15 - October 14 (M-F) Short-term classes, first nine weeks  August 26 (F) Last day to drop a Fall 2016 full-term class for full refund  September 2 (F) Last day to register for a Fall 2016 full-term class in person  September 2 (F) Last day to drop a Fall 2016 full-term class to avoid a "W" in person  September 5 (M) Last day to drop a Fall 2016 full-term class to avoid a "W" on WebAdvisor  <b>September 5 (M) Labor Day Holiday (no classes held, campus closed)</b>  <b>September 9 (F) Last day to change a Fall 2016 class to/from Pass/No-Pass grading basis</b>  October 14 (F) Last Day to drop a full-term class (letter grades assigned after this date)  October 17 - December 16 (M-F) Short-Term classes, second nine weeks  <b>November 11 (F) Veterans Day (no classes held, campus open)</b>  <b>November 24-25 (Th-F) Thanksgiving holiday (no classes held, campus closed)</b> December 12-16  (M-F) Fall 2016 final exams week  December 16 (F) End of Fall 2016 semester</p> <p><b>The final for this class will be due Monday, Dec. 12.</b></p>