**English 125: College Writing Skills**

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Office Hours: By appointment

Course Information: ENGL 125-73565 College Writing Skills, 4-units;

 June 20 – July 28, 2016; Mon-Thurs 8:00-10:50 a.m.;

 Humanities, Room 62;

 Class Twitter #eng125S16 (for English 125 Summer ’16)

**Course Description**

This course assists students in the development of the process of writing, revising, and finishing short papers, including logical development and organization of ideas.  There is an emphasis on avoiding common writing errors, along with critical thinking and writing skills by reading model essays while analyzing and utilizing rhetorical strategies appropriately focused on purpose and audience.  In addition, basic research skills are learned and utilized.  This course is a companion to English 126 and prepares students for English 1A.

**Required Texts, Materials and Expenses**

* Graff, Gerald and Cathy Birkenstein. *They Say, I Say*, 3rd ed.  ISBN: 978-0393935844;
* Kennedy, X.J., Dorothy M. Kennedy, and Marcia F. Muth.  [*Writing*](http://www.amazon.com/Everythings-Argument-Readings-Andrea-Lunsford/dp/1457606046/ref%3Dsr_1_1?s=books&ie=UTF8&qid=1440535781&sr=1-1&keywords=everything%27s+an+argument+with+readings&pebp=1440535774924&perid=1FRSCGYZGE9MAC3TE7TJ) *and Revising: A Portable Guide*, 2nd ed. Bedford St Martin’s, 2015. ISBN: 978-1-4576-8233-9;
* Daily Access to a computer, word processing program, and a printer (homework needs to be typed and turned in online for every class meeting – if you do not have access to a home computer or printer, these things are available in the campus library.  By the way, a smart phone is not an acceptable way to create documents for this class.);
* A journal or notebook devoted to our class free-writing and journaling and a binder for organization that includes pockets for handouts and notebook paper note-taking and quizzes;
* Two blue books for the midterm and final exams.
* Twitter account (free) – most students set up an account specifically for use in this class. Follow your instructor @emilybbeals, and use #eng125S16 in your posts.

**English 125 Goals and Outcomes**

By the end of the course students should be able to:

1. Analyze, compare, evaluate, and generate writing that relates structure to ideas, develops logical support for generalizations, and follows logical order;
2. Analyze, compare, and evaluate a variety of readings in order to differentiate between fact and opinion and to establish the credibility of texts;
3. Identify, compare, and employ the various patterns of essays with coherent paragraphs that adequately develop topic sentences;
4. Employ all aspects of the writing process (establish writing topics, narrow purpose and audience, develop those topics with evidence and support, revise and edit papers);
5. Utilize basic research skills to find information and avoid plagiarism in the preparation of a 4-5 page paper supported by published sources; and
6. Use a computer as a part of research and essay development.

**Prerequisites and Advisory Notes**

A designated score on English placement test or satisfactory completion of English 225W is required. This course is not recommended for students learning English as a second language.

**Important Dates**

Mon, 6/20: 6-Week Course Session Begins

Mon 7/4: No class; Campus Closed; Independence Day ☺

Mon 7/11: Midterm Exam

Tues 7/26: Final Exam

Thurs 7/28: Final Course Reflection Due; Last Day of Class

**Projects and Assignments**

Reading Logs and Reflections: Most nights, you will have homework due on Blackboard.  Each class period, I will select some of your entries to read aloud and share with the class.  You should be proud of the quality of your work and not afraid to share.  Every time you have an online assignment due (which will be most nights) it will be due at class time. I do not accept late work.  Each entry is worth 20 points and all together makes up 24% (240 points) of your final grade. If you do these Reading Logs in the spirit and letter in which they are assigned, then you will receive the full 20 points. Should the work produced be less than what is expected, the points will be adjusted accordingly; this applies to work that is incomplete or done in a thoughtless, haphazard manner.

Formal Writing Projects: In this class, you will have **four** formal writing projects of various lengths. These writing projects are meant to get you to read, write, and respond as both a college student and a public intellectual. More information about these writing projects will be given to you as the course progresses. Generally, these projects  require you to write multiple drafts before a project is complete, and they must be written toward a specific audience, which means you will need to contextualize and explain your claims and examples, give readers a clear sense of why your responses and ideas matter, and be proofread in the final text. We will talk more about this as they come up.  However, these writing assignments are vitally important.  They must always be typed according to standard MLA format (12 pt font, double spaced, Times New Roman, etc.) and turned in via Blackboard by class time unless otherwise stated. Each paper will have one draft that you turn in online worth 15 points, and a hard-copy draft to bring to class for workshop – workshop is worth an additional 15 points.  Your papers, drafts, and workshops together will be worth 350 points total (60 for submitted drafts, 60 for workshops, and 230 for final drafts), or 35% of your final grade.

Midterm and Final Exam: Both of these are in-class writing exams for which you will be given a prompt or two; you will have 150 minutes during class to write.  A Bluebook is required for each exam (available in the bookstore).  Each exam is worth 6% of your grade.  Please note the dates of these exams on your calendars.  There will only be make-ups in extreme and professionally documented circumstances.

Presentations: We will do Pecha Kucha presentations before turning in our third papers.  Pecha Kuchas are a specific type of presentation also referred to as 20x20 (20 slides for 20 seconds each). This will give you the chance to share what you’ve been working on with the entire class.  More specific details and directions will follow as the course progresses.  This presentation is worth 50 points, or 5% of your grade.

Extra Credit: Many students tend to depend on extra credit instead of doing their work in the first place; therefore, extra credit is only available if the student has made an effort throughout the entire class. Extra credit in this class is a boost to your grade, NOT a “get out of jail free” entitlement. Utilizing extra credit is something that must be planned and worked on throughout the entire course, and is provided as a means of insurance not as an alternative to doing the assigned work. There are **two ways** to get extra credit in this course:

1. The first is **extra journal writing**:  In addition to your 4 weekly in-class entries, you can write in your journal about your readings, writing assignments, learning, group involvement, etc. – anything related to your learning experience within our class. Every extra journal entry is worth 5 points. You can get an extra 50 points this way.
2. The second is an **extra paper**: The prompt for this extra credit paper will be on Blackboard during the 3rd week of the course, and is also worth 50 points.

**Professionalism Policy**

**Twenty percent of your class grade will be based on professionalism**.  There are certain expectations of you as a college student that I expect you to adhere to.  Failure to adhere to professionalism will cause you to lose points in this area.

Participation in Class Activities: For this class, attendance and participation is vital to passing.  You must complete journals, quizzes, and in-class activities to be marked present. You can be excused from participation 3 times during the semester, for any reason, before it starts negatively affecting your participation grade.  After that, you will lose 25 of your 200 professionalism points, for every missed day.  After a total of 7 non-consecutive absences, or four consecutive absences, you will be dropped from the class.   Remember, being in class and not working, or being more than 15 minutes late (or leaving more than 15 minutes early) counts as an absence.  There are no “excused or unexcused” absences.

Tardiness: Being late to class is unacceptable; therefore, every three tardies will count as one absence.  There is no grace period.  If you are tardy and miss signing the sign-in sheet, it is your responsibility to sign it at the end of class – failure to do so will result in an absence for the day. Of course, things in life occasionally occur, but that is not what this policy is about – this policy is about a consistent behavior of tardiness. Give yourself extra time in the morning for those “just in case” moments. ☺

Class Participation:  Come to class prepared and willing to participate in class discussion and group activities.  Merely being in class is not enough, you must also participate. This means passing the journals and quizzes, coming to class prepared, being courteous and respectful to your classmates, and being an active participant in learning. For full class participation credit (see “professionalism” in the grade break down section) I expect that you will:

1. Have the homework done for the day and be prepared with the necessary materials, including books and handouts;
2. Have thought about the homework, come to class with questions, experiences, thoughts, challenges, etc. ready for class and group discussion and activities;
3. Be willing to take risks by discussing things you don’t understand or by bringing topics to our discussions;
4. Write when asked to write during in-class prompts, reflections, journaling, and free-writing.

***If you do not meet the above expectations, you will be marked absent for the day.***

Journals: Journal writing is an important component to our writing class. There will be prompts for daily journal writing activities each day of class and time provided during class to complete this writing. A special, designated composition notebook (see my example) is preferred. These journals will be turned in every Thursday, and 10 points will be earned per week if all entries are included, for a total of 60 points for the entire course. For each journal entry missing or incomplete – or if I find the response not in accordance with the spirit and letter to which it is assigned – 2 points will be deducted. If you are absent and miss writing in the journal in class, the prompt will be available on Blackboard in our daily class Power Point; it is up to you to stay up to date with your journals.

In-Class Quizzes: Every class period will start with some sort of writing.  Sometimes these will be journals, other times they will be quizzes about the previous night’s homework.  These are designed to keep you on your toes, and keep you up with your homework.  Stay responsible with what you’ve read at home, because you never know when you’ll be answering questions in the beginning of class about them.  Failing quizzes will hurt your participation points.  Points for quizzes count towards your “Professionalism” grade.

**Grade Breakdown**

Where you get your points:

Paper 1: 50 points

Paper 2: 60  points

Paper 3: 60 points

Paper 4: 60  points

Workshops: 60 points

Paper Drafts: 60 points

Daily Journals: 60 points

Homework: 240 points

Professionalism: 200 points

Midterm: 50 points

Final: 50 points

Pecha Kucha: 50 points

**Total: 1000 points**

What the points mean in terms of your final course grade:

A = 900-1000 points

B = 800-899 points

C = 700-799 points

D = 600-699 points

F = 0-599 points

**Other Classroom Policies**

Late Assignment Policy: If you miss class for any reason, your assignment can and should still be submitted via Blackboard on time.  Missing class is NOT a reason to not turn in an assignment.  **I do not accept late daily homework.** Turning in a reading log late will still result in getting zero points for the assignment.

For high-stakes and major papers, you will lose 10 points for each day the paper is late.  The exception to this is the Final Course Reflection paper which must be turned in on time; failure to do so with result in an automatic “0” on the that high-stakes assignment. If you miss class or an assignment for a serious and compelling reason and have a medical professional’s note, arrangements can be made on a case-by-case basis. The key is to communicate with the instructor.

The Cookie Clause: If your cell phone rings or you are using your cell phone during class, you will be required to bring cookies or some other goodies to the next class period. The same policy goes for laptops, tablets, headphones, and other electronic devices. (Please let the instructor know BEFORE class if you are expecting a call for an emergency situation.)

Email Policy: I respond to emails within 24 hours during the week, and 48 hours over weekends and holidays.  That being said, I expect your emails to be professional, courteous, and proofread.  I will not respond to sloppy, hasty emails. If you do not know what constitutes a professional email please talk to me.  I also advise you to check your school email regularly or set up the emails to forward to the email address you frequently check.  Vital information about our class is distributed through email and Blackboard, so it is crucial that you get in the habit of checking it regularly.  You are responsible for announcements made over email; not checking your email is not a valid excuse for missing an announcement. Also, please make sure you have the Blackboard App for your smartphone – it is free, and will provide you with up-to-date information about our class.

Computer Access: You are required to have regular computer, Internet access, and ability to print documents for this class.  Do not attempt to do your assignments on a phone or tablet without a keyboard.  I will rarely (if ever) print assignments for you.  Accessing assignments via Blackboard is a requirement, and it is important that you are able to print the assignments that I do not print for you.  If you do not have a home computer or the ability to print, you can do both in the library.

Grading: I will use the Grade Center on Blackboard to keep track of your assignments and absences. It is your responsibility to check it regularly to make sure all your work is accounted for.

Sharing Work Policy: I believe good writing deserves an audience, and having others read your work is a necessary part of the writing process; therefore, I reserve the right to share your work with your peers.  This includes projecting your work on the screen for the class to see.  Therefore, make sure you produce work that you are proud of, and stay away from sensitive subjects that you don’t want others reading. Your **journals are the exception** to this “sharing” policy; journals are private and will only be seen by you and the instructor.

**College Policies**

**Plagiarism**

Remember to always quote and cite your sources appropriately, even if they are unpublished or from friends or classmates. An unacknowledged paraphrase, a patchwork from several sources, as well as the submission of someone else’s work (published or not), all constitute plagiarism in the eyes of the college, and result in a **failure of this course**. Please ask questions if you’re ever unsure BEFORE you turn in work. **Ignorance IS NOT an acceptable excuse.** Scholars would agree that “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” (Fresno State’s University Policies). You will automatically receive zero points on the assignment and the incident will be noted on your academic record if you are caught plagiarizing.

**ADA Statement**
If you have a verified need for an academic accommodation or materials in alternate media (ie: Braille, large print, electronic text, etc.) per the American With Disabilities Act or Section 504 of the Rehabilitation Act please contact your instructor as soon as possible.

**Academic Resources**

**Computer Lab and Library**

Reedley College’s Computer Lab is located in the library.  As a student, you can use the computers. You can also print for a small fee. (559) 638-0352

**Summer Library/Computer Hours: Mon-Thurs 7:30 a.m. – 2:00 p.m.**

(Closed on July 4th for Independence Day)

\*This syllabus is subject to change should the need arise.