**RC | ENG 125 College Writing Skills | Summer 2016 | Section 73567**

Class Days/Hours/Location: MTWTh, 10:00am – 12:50pm, Room CCI 202

Contact Information

Instructor: Mrs. Amy Shea

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Office Hours: Schedule time to meet

“You must write, and read, as if your life depended on it.” – Adrienne Rich

I look forward to helping you work towards becoming better writers. Writing will continue to play an important role in your life beyond your college years regardless of what line of work you go into. You will need to communicate to others in a variety of ways and knowing how to write clearly, effectively, and with confidence will allow you to say what you mean and to be heard and understood by others. The foundation for becoming a strong writer is built upon writing often and reading often, both of which we will be doing in this class.

**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.

**Required Texts and Supplies**

*Books:*

We will not be using a book in this course. We will read essays and short stories that will be handed out in class (or on Blackboard).

*Supplies:*

* A writing journal (a lined journal for daily writing – but a notepad will do as well)
* Folder or binder for your work and handouts
* USB drive
* Pencils and/or pens (blue or black ink only)
* Paper
* 1 examination blue book

Please remember to bring your books, handouts, and supplies to each class. It is essential to be prepared for the day’s activities and discussions. Do not come if you are not prepared. If you come to class without the required supplies you will be asked to leave.

**Classroom/Student Expectations**

1. If you are not prepared for the day’s lessons **DO NOT COME TO CLASS**. This means if you have not done the reading, if you do not have the required materials, or if any other situation arises that will prevent you from taking part in class.
2. If you have questions – ask! Don’t be shy! You will not learn and you will not help yourself by keeping quiet when you have a question. Likely others have the same question. If you must, ask me before/after class, but don’t ask out of shyness/fear.
3. You must participate in class discussions and activities. This is a college class, you will be expected to read, ask questions, comment and give analysis on readings, give feedback to other students, and more. If you are not prepared to do this, then you must consider if you are ready for this class or not.
4. You MUST take notes during any lectures. Part of your grade will include submitting your notes at the end of the semester. You will not learn anything by sitting and listening. It WILL go in one ear and out the other. Writing it down not only helps you remember it better, it ensures you record things I’ve said that may not be in your handouts, and you then have your notes to refer to later when writing/studying.
5. If I see you in class I will take that to mean you are here to work. If you are not interested in doing the work, then **DO NOT COME TO CLASS**. You are adults, I expect you to behave like adults. This means if you would rather be doing something else then go do that something else, do not come to class and waste my time, your fellow student’s time, and especially your own time.
6. Disruptive behavior during class will NOT be tolerated for the sake of our learning environment. Disruptive behavior includes (but is not limited to) talking during lectures, having your headphones in your ears, talking about non-class related issues, passing notes, arguing, sleeping during class, receiving phone calls, text messaging during class, having your cell phone on your desk, or not having the necessary materials for class. The first time you will be asked to stop the behavior. The second time you will be asked to leave class.
   1. 2% off highest grade deducted each time I have to ask you to stop disruptive behavior.
   2. 5% off highest grade deducted each time you are asked to leave class.
7. Electronic devices must be off and put away during class. They must be OFF YOUR DESK. It is unacceptable to set your phone on silent and leave it on your desk. Do not answer your phone in class – if you need to take a call you leave the room quietly and discreetly to do so. All iPods or similar devices are to be off and put away during class. Headphones must also be put away. It is not acceptable to listen to music during class.
8. Check the course Blackboard site regularly (this means daily, or at least weekly) or any time you will be or have been absent. Important updates and information will be up there and if you miss class and fail to check Blackboard DO NOT come to me and complain when you did not know important information. You are grown ups and this means being responsible for yourselves, knowing when/where you need to be, what’s due when, and so forth.
9. You are expected to behave in a manner that is respectful to others and conducive to learning. You are expected to interact with each other respectfully, cooperatively and constructively in group/partner activities and assignments.

**Required Course Work and Grading**

Required Course Work

|  |  |
| --- | --- |
| Class Participation (notes & journal entries) | 10% |
| Grammar Exam | 5% |
| Timed Essay | 20% |
| Submitted Essay | 55% |
| Final | 10% |

*\*\* Please note that since this is a short 6-week course there are not a lot of grading opportunities. This means a poor grade in one assignment may completely sink your overall class grade.*

*\*\* Please pay special attention to the grading percentages – 60% of your overall grade is dependent upon your out-of-class submitted essays: What does this mean for that essay grade?*

Grading Scale

90- 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

0 - 59% = F

Checking Grades

* It is your responsibility to check your grades regularly throughout the semester. To do this, you can email me and ask for your grade at any time. If your grade is lower than you would like it to be, please feel free to schedule a meeting with me to discuss how we can work to try and raise your grade.
* I will return all graded essays and exams in class.

**Class Assignment Schedule**

Please see separate handout given with the syllabus, which details planned assignments for the term. This includes reading assignments, quizzes, exams, essay due dates, workshops, and more. A copy of this schedule will also be posted on Blackboard. This may change as we go along. Any updates will be posted on Blackboard.

**Examinations**

Exams and quizzes CANNOT be made up. If you know in advance that you cannot attend class be sure to let me know AT LEAST 48 HOURS before class to make alternate plans to take the exam/quiz. DO NOT ask me after the exam if you can make it up. You cannot, and there are no exceptions.

Refrain from talking during exams and quizzes. You may not leave class unless you have turned in your exam and have been instructed that you may leave when finished.

You may only use material as specified on the directions for the exam.

Absolutely NO electronic devices may be used or be on your desk during an exam. Should you be found in violation of these regulations, you will be immediately dismissed from the exam with no credit.

**Essays**

Essay Formatting

For your out-of-class essay (the one you’ll type and submit via Blackboard) you must follow MLA guidelines and the essay guidelines given to you.

Word Processing Formats

* You must use Microsoft Word. If you cannot for some reason, then you must use a processing program and be able to convert it to Rich Text Formatting (RTF). Microsoft Works, Pages, and PDF will NOT be accepted. If you use any of these formats you will need to find a way to convert them to an accepted format for submission. If you submit an essay in an unaccepted form you will be docked a full letter grade. If you cannot figure out how to change your document to an accepted type (hint: learn to ask for help at the computer lab, library, or writing center) then you can submit a hard copy on the day the essay is due, but you must still submit the electronic copy on Blackboard so that the originality score report can be determined.

Late Paper Policy

NO LATE PAPERS ACCEPTED. This is a short 6-week summer course. There will not be time to make up any essays or exams. If you do not turn it in on time you will receive an F on the essay/exam. No exceptions.

PLEASE NOTE:

* Should I discover while reading your out-of-class submitted essay that you have not run spell check or sufficiently proofread and edited your work you will be dropped a ½ grade to a full letter grade depending on how bad the errors are.
* For your out-of-class essay if you do not follow MLA guidelines your essay will be docked ½ a letter grade.
* If something happens to your computer and/or Internet and an essay (or other assignment) is due, email me using another device. Do not wait until everything is back up and running to contact me. You should ALWAYS back up your work regularly on a movable storage device. Public libraries have computers with Internet access – work can be completed in places and on computers other than those you have at home!
* As our time is short together there will be no opportunities for revision so please follow all guidelines carefully to have the best chance for a successful grade.

Getting Feedback and Additional Help on Your Writing

* I am happy to supply feedback. But you must come to me directly and set up a mutually acceptable time to meet to further discuss your work.
* Do not email me with a draft of your essay attached. I will not read it.
* The RC Writing Center, located in HUM 58 on the Reedley College campus is an invaluable resource. Use it!
* You can also enroll in English 272, a course designed to help you on any writing assignment from any class.
* On the Blackboard site you have access to free online tutoring through “Smarthinking Tutoring” tab. You can submit writing for review by a tutor who will get back to you with feedback in less than 24 hours. There are also live tutors available to give feedback or answer writing-related questions.

Turning in Your Essays (PLEASE NOTE HOW EASY IT IS TO LOSE POINTS IF RULES NOT FOLLOWED)

1. Follow the essay guidelines that are handed out in class and MLA formatting guidelines.
2. Attach a cover page with the following information:
   1. Student’s first and last name
   2. Course and Section # (Ex: ENG 125, 73567)
   3. Essay Title (Ex: The Erosion of Free Speech) – note that “Essay” is not a title
   4. Word Count
   5. Original Score Reports from Turnitin on Blackboard
3. Failure to follow essay guidelines will result in anywhere from ½ a grade to a full letter grade dropped (dependent upon which/how many instructions have not been followed).

Turn It In Score

You will be required to submit your essays through Turnitin.com (link will be on class Blackboard page), which will give you a percentage of copyrighted work that appears in your writing. Please note: if you’re score is 10% or higher, you must reduce the percentage below 10%. If you submit your essay with a score over 10% you will be docked a full letter grade.

**Attendance Policy**

* Roll is taken every day within the first five minutes of class.
* There is no distinction between excused and unexcused absences.
* It is your responsibility to stay informed concerning any changes of assignments, due dates, readings, etc.
* Being absent is not an excuse for not knowing what is going on in class.
* Always come prepared, even after an absence. Check the assignment schedule, Blackboard, and/or a trusted fellow student or myself if you have missed a class and need to prepare for the following class.
* Any appointments, interviews, meetings, or other should be scheduled outside of class time.
* If you work, please inform your employer of your class schedule.
* If you arrive late it is your responsibility to check in with me at the end of class so that you are not recorded as absent.
* If you are late, come into class quietly and take the closest available seat to the door. Disruptions to class will not be tolerated.
* If you arrive 10 minutes late AND leave 10 minutes early it will be counted as an absence.
* Telling me of work schedule changes, illness, family emergencies, or other reasons after missing several days or weeks is unacceptable.

*Take Note:*

* If you are absent the first day of the semester, you will be dropped.
* If you attend the first class of the semester, but you are absent the second day without contacting me prior to class, you will be dropped.
* If you attend the first week, but not the second or third week without contacting me in advance, you will be dropped.
* It is the student’s responsibility to officially withdraw from this and/or any course. **Failure to do so may result in an “F” grade being awarded.**

**Plagiarism and Cheating**

If it is discovered that you have cheated or plagiarized on an assignment – at any point during the semester – you will receive a zero on that assignment and perhaps a failing grade in the class. Plagiarism of the final essay for the semester will result in a failing grade in the class.

Plagiarism means to pass off the work of others as your own. Plagiarism is dishonest and represents an attempt to obtain the benefits of a college degree without doing the work. For more information about plagiarism and cheating, refer to the Fall 2015 Class Schedule (Campus Policies).

*Bottom line:* DO NOT copy someone else’s words or ideas without giving him/her credit. Do not use another student’s paper as your own. Do not use a paper you wrote from another class in this class. Do not use a paper you wrote for this class in a previous semester. Do not have another person write the paper for you. All of these are forms of cheating. You will receive a zero on the assignment (whether it is something plagiarized on your papers or on the discussion board) and a report will be filed with the administration for their review. Please be advised that you will submit your final drafts of your papers in Turnitin.com, so if you do plagiarize your papers, you will be caught.

Academic Dishonesty Statement

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**Student Learning 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:
   1. a clearly defined thesis statement
   2. unified supporting paragraphs, which begin with topic sentences
   3. quotations that support the topic sentences and the thesis
   4. supporting material and ideas, which exhibit critical thinking
   5. complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentence)
   6. descriptive vocabulary that exhibits growth and sophisticated word choice
   7. 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.
   8. use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page.
   9. writing that is free from plagiarism
   10. 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 thesis and support.

**Course Objectives**

*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 sentences 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

**Accommodations for Students with Disabilities**

If you have a verified need for an academic accommodation or materials in an alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disability Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. You must submit the form to me detailing what accommodations you will require. It is your responsibility to arrange those services with DSPS.

**Essential Information**

* *Time commitment*: The average amount of homework for a unit hour is two-three hours. This means that the time needed outside of class is about 8-12 hours per week. It is important you understand this is needed to be successful in this and any of your classes and to ensure you set aside the appropriate amount of time. Time management in addition to all the content you will absorb, is one of the most important lessons of your college career.
* It is your responsibility to stay informed concerning any changes of assignments, due dates, readings, etc. This means you need to be tuned in to class announcements.
* It is your responsibility to officially withdraw from this and/or any course. Failure to do so may result in an “F” grade being awarded.
* Blackboard generates a class e-mail list. This e-mail list is to be exclusively used for school related messaging only. Any other use of the e-mail list can result in your being dropped from the course. Continued sending of unsolicited e-mail could be viewed as a form of harassment. Appropriate action will be taken as necessary per school policy.

**Helpful Hints**

* Keep electronic and hard copies of your work. You should save your work on your hard drive and back it up to a USB or other storage device.
* Save all of your work until the end of the semester so you can double-check your final recorded grade.

**Important Dates**

* To get 100% refund you must drop this class by the 2nd day of class!
* Independence Day – Monday, July 4th – NO CLASS

**FINAL: TUESDAY, JULY 26TH 10:00am – 11:00am**

The time/date of the final will not be changed to accommodate holiday or travel arrangements or employment schedules. *Do not arrange travel during finals week.*

**Suggested Readings**

Here are some books you may be interested in picking up that you may find helpful in this and other classes:

* Fogarty, Mignon. *Grammar Girls’ Quick and Dirty Tips for Better Writing*. New York: St. Martin’s Griffin, 2008.
* Have access to a dictionary (online or hard copy).

Additionally, I will provide handouts as I see fit to help you in your writing endeavors.

**\*\* Changes to the Syllabus/Assignment Schedule**

The instructor reserves the right to make changes as necessary for the benefit of the class to change policies on the syllabus or dates/content on the schedule. Missing class or not checking Blackboard is not an excuse for not being aware of any changes that are made to the schedule or syllabus.

“I write to find out what I’m thinking. I write to find out who I am. I write to understand things.” – Julia Alvarez