

# Course Syllabus

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<b>Office hours:</b>	TTh 10:00-12:00 (in CCI-213), F 9:00-10:00 (virtual) also, arranged as needed. Specific questions may be posted to the discussion board or sent via e-mail or Canvas messaging

## English 125: College Writing Skills Syllabus Spring 2018

<b>Texts/Supplies</b>	<ul style="list-style-type: none"> <li>• <u>Lying Awake</u> (Salzman)</li> <li>• <u>The Immortal Life of Henrietta Lacks</u> (Skloot)</li> <li>• <u>A Lesson before Dying</u> (Gaines)</li> </ul>
<b>Online Course Site and Communication</b>	To access the course site go to the following URL: <a href="http://scccd.instructure.com">http://scccd.instructure.com</a> ( <a href="http://scccd.instructure.com/">http://scccd.instructure.com/</a> ). Log in using the same credentials you use for Blackboard (Username: your 7-digit student ID number; password: if you have not previously changed your password, it is <i>First name initial</i> [upper case] + <i>last name initial</i> [lowercase] + <i>date of birth</i> [mmddyy]; example: John Smith born on July 9th of 1988, password = Js070988). If you do not know your password and

	<p>need assistance, please call: <a href="tel:5594996070">(559) 499-6070</a>.</p> <p>You will need to be officially enrolled before you will be allowed to enter the site. All communication related to this class will use either our Canvas course site (Announcements, Discussion Board, Canvas messaging etc.) or your District-supplied e-mail address (@my.scccd.edu). Please check your district e-mail address regularly or find out how to forward messages from that address to an address you are in the habit of checking.</p>
<b>Necessary Programs</b>	In order to do work from home, you should have the following programs (all of which are installed on computers on-campus): Internet browser (such as Internet Explorer, Firefox, or Chrome); e-mail access; word processor (MS Word preferably, see Paper Format below); Adobe Acrobat Reader for research materials.
<b>Attendance</b>	Attendance will be taken for each class session; <u>if you miss more than three times during the first nine weeks, or if I do not see sufficient progress or participation, I reserve the right to drop you from the course.</u>
<b>Class Activities</b>	This class will consist of reading assignments, in-class and out-of-class writing assignments, quizzes, tests, discussion activities, and lectures. The degree to which you are successful in this class will be a direct reflection of how seriously you take each of these activities.
<b>Late Papers, Missed Exams</b>	I will accept no late papers unless you have contacted me prior to the deadline posted for the assignment. There will be no make-ups of missed quizzes, discussion board assignments, or weekly writes for any reason, no matter how compelling.
<b>Grades</b>	<p>There will be six graded papers and six tests due and administered every third week. Almost every week you will take a quiz and/or a writing exercise covering material on mechanics, sentence structure, essay structure, the use of research materials, and/or the reading. The papers will be judged on the basis of style, organization, content, and the degree to which you have followed the directions for the assignment. No essay seriously deficient in the area of mechanics (spelling, grammar, punctuation) will receive a passing grade.</p> <p>The assignment weights and grade scales are listed below.</p>
<b>Plagiarism</b>	<p>Use of another's work as though it were your own will not be tolerated. In the current Reedley College Catalog, 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,</p>

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. 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.

Verified instances of plagiarism will result in an automatic 0 for the assignment, and the student responsible will be reported to the offices of the Vice President for Instruction, the Vice President of Student Services, the Dean of Humanities, the Dean of Student Services, and the Chair of the Composition, Literature, and Communication Department.

**Extra Credit**

During the course of the semester there will be several readings sponsored by [Reedley College Speakers Series and Reedley College First Wednesdays at One](http://www.reedleycollege.edu/index.aspx?page=775) (<http://www.reedleycollege.edu/index.aspx?page=775>). Following your attendance at a reading, you must complete and submit an Extra Credit Assignment to receive as many as five points per reading, which will be added to your test score total. I will give you notice of dates and times. **Please note:** extra credit is just that—extra; if you are unable to attend extra credit events due to schedule conflicts, lack of transportation, or for any other reason, I will not provide alternative events or assignments.

**Paper Format**

All work must be typed, double-spaced, and in 12-point Times Roman type. Submitted papers must follow MLA Guidelines regarding manuscript format. You must submit your work via the Assignments area. Do not submit work via e-mail unless expressly instructed to do so. You must submit papers in Word format (\*.docx). All other formats will remain ungraded. I will NOT accept links to Google Docs in lieu of a file.

**Accommodation**

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 us as soon as possible.

**Schedule and Weight of Assignments**

50%	Six papers
30%	Six objective tests
10%	Quizzes
10%	Discussion responses/in-class writes
<b>100%</b>	<b>Total</b>

**Grading Scale**

90-100%	<b>A</b>

80-89%	<b>B</b>
70-79%	<b>C</b>
60-69%	<b>D</b>
00-59%	<b>F</b>

## Course Summary:

Date	Details	
Thu Jan 25, 2018	 <a href="https://sccd.instructure.com/courses/21682/assignments/396223">Paper 1</a> <a href="https://sccd.instructure.com/courses/21682/assignments/396223">(<a href="https://sccd.instructure.com/courses/21682/assignments/396223">https://sccd.instructure.com/courses/21682/assignments/396223</a>)</a>	due by 10am