**English 1A Reading and Composition Syllabus**

## Instructor Information

* Professor Ms. Natasha Maryanow
* Office: HUM 51
* (559) 638-0300, ext. 3712

(response within 24 hours on weekdays)

* Email: natasha.maryanow@reedleycollege.edu (response within 24 hours on weekdays)
* Office hours: Wednesdays 11:00 -1:00 in HUM 51 or via ConferZoom/email/phone; Fridays from 10:00 to 11:00 via ConferZoom/email; or by appointment.

## Course Description

## Students will read, analyze, and compose college-level prose, with emphasis on the expository; study writing as a process; explore different composing structures and strategies; edit and revise their own writing; and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. Students will write a minimum of 6,000 words in formal academic language.

## Textbook and Materials

* [*The Secret Adversary* by Agatha Christie](https://www.gutenberg.org/files/1155/1155-h/1155-h.htm)
* Select monologues from *I Am an Emotional Creature* by Eve Ensler
* [Excelsior Online Reading and Writing Lab](https://owl.excelsior.edu/)
* [Purdue Online Writing Lab](https://owl.purdue.edu/owl/purdue_owl.html)
* Additional materials on Canvas

## Communication Policy

* If you have a question or concern regarding this course, please contact me via email; I will respond within 24 hours. Include your name, student ID number, section number and topic of the email in the subject line. If you do not hear from me within 24 hours, please resend your email.
* You can also reach me via the phone during my regular office hours. If I do not answer the phone, please leave your name, section number, phone number and explain the reason for your call; I will get back to you within 24 hours on weekdays.
* If you would like to meet with me in person, please see me during my regular office hours. You may also see me by appointment if needed.

## Attendance and Participation

Students are required to actively participate in scheduled activities every week. These activities might include discussions, assignment submissions, quizzes and tests, etc. Failure to participate in a graded activity or failure to submit an assignment will count as an absence; in addition, it will negatively affect your grade.

## Drops

Students are dropped from the course as no shows if they fail to log into class on the first day in an online class or attend the first day of a face-to-face class. Students are also dropped if they fail to submit two assignments by the end of week three or four assignments by the end of week nine (in an online class). Students are dropped if they miss two hours of instruction by the end of week three or four hours of instruction by the end of week nine (in a face-to-face class).

## Late Work

Late assignments are not accepted; exceptions might be made only by pre-arrangement with instructor or in cases of severe illness or family distress (upon verifiable proof). You will, however, get a free pass on any two assignments of your choice -- they have to be two different types of assignments (e.g. a quiz and a discussion; a discussion and an assignment; or a quiz and an assignment). Major assignments worth more than 30 points cannot be used for a free pass.

## Study Hours

Students are expected to study on average 12 hours per week for this class. Please look at your weekly calendar to identify the time that you will spend studying for this class.

**Course Outcomes**

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

1. Write a documented research paper of at least 1,500 words that includes:
* a sophisticated introduction, multiple body paragraphs, and conclusion
* a clearly defined, arguable thesis sentence
* supporting details that exhibit critical thinking and use credible secondary sources
* correct usage of MLA format, including a works cited page
* sentences that exhibit a command of the complex/compound with minimal comma splices, sentence fuses, fragments, and mechanics
* controlled and sophisticated word choice
* writing in third person/universal
* an avoidance of logical fallacies
* demonstrating an awareness of purpose and audience
* appropriate and purposeful use of quotations
* correct in-text citations
* an annotated bibliography of multiple sources
* an avoidance of intentional and unintentional plagiarism

2. Complete a timed essay independently in class

3. Summarize and comprehend college level prose (will include a full reading)

## Important Dates

August 12 (M) Start of Fall 2019 semester

August 12 - October 11 Short-term classes, first nine weeks

August 23 (F) Last day to drop a Fall 2019 full-term class for full refund

August 30 (F) Last day to register for a Fall 2019 full-term class in person

August 30 (F) Last day to drop a Fall 2019 full-term class to avoid a “W” in person

September 2 (M) Last day to drop a Fall 2019 full-term class to avoid a “W” on WebAdvisor

September 2 (M) Labor Day Holiday (no classes held, campus closed)

September 20 (F) Last day to change a Fall 2019 class to/from Pass/No-Pass grading basis

October 11 (F) Last Day to drop a full-term class (letter grades assigned after this date)

October 14 – December 13 Short-Term classes, second nine weeks

November 11 (M) Veterans Day observed (no classes held, campus open)

November 28-29 (Th-F) Thanksgiving holiday (no classes held, campus closed)

December 9-13 Fall 2019 final exams week

December 13 (F) End of Fall 2019 semester

## Cheating and Plagiarism Policy

* Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one’s grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term ‘cheating’ not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, of failing to disclose research results completely.
* Plagiarismis a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material so used as one’s own work. 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 indifferent courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and copyrights.

All incidents of cheating and plagiarism will be regarded very seriously and will 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.

 PLAGIARIZED ASSIGNMENTS WILL RECEIVE **ZERO CREDIT**.If concepts of plagiarism and/or cheating are confusing to you, make sure to speak to me.

## Grades

|  **Letter Grade**  | **Percentage** | **Credit/No Credit** |
| --- | --- | --- |
| A | 90%-100% | Credit |
| B | 80%-89% | Credit |
| C | 70%-79% | Credit |
| D | 60%-69% | No Credit |
| F | 59% and below | No Credit |

## Weighted Grading Structure

|  **Assignments**  | **Percentage** |
| --- | --- |
| Discussions and Assignments |  20% |
| Quizzes | 10% |
| Essays | 50% |
| Annotated Bibliography | 10% |
| Final | 10% |

## Important Information and Helpful Suggestions

* If you have a verifiable need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act Section 504 of the Rehabilitation Act; please contact the DSP&S office at (559) 638-0332 or

TTY (559) 638-0382.

* It is student’s responsibility to officially withdraw from a course. Failure to do so may result in an “F”.
* Keep track of deadlines and all graded assignments (keep all of them!). If any questions arise about your grade, you may be asked to produce graded work for verification. You are responsible for keeping track of your work *and* your grade.
* All work done in this course must be in Standard English and MLA format. I reserve the right to return work that is incomprehensible and/or illegible.
* Should there be any questions or concerns, please communicate them to your instructor as soon as possible. E-mail me, call me, or see me during the office hours or by appointment.

## Computer/Network Equipment Use Policy

Every State Center Community College District (SCCCD) student is permitted to use a District owned computer/network. As a condition of this use, each student agrees to:

* use the computer/network for educational purposes only and not for any commercial purpose or financial gain;
* use the computer and software in an ethical manner; this means he/she will respect the security of the District’s computer system and will not illegally gain access to any network, hardware or software;
* not take or copy any copyrighted or patented software or any part of such software; further, he/she agrees not to install/uninstall any program or software, including shareware programs, on the computer;
* not use the electronic mail system for any illegal or illicit purpose, including solicitation; the District reserves the right to monitor all computer activities on its computers; the student agrees to abide by the rules of any other computer system that he/she may contact through the Internet;
* not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients; and
* not search, view or download pornographic material through any means.

It is understood that information, programs or data a stu­dent obtains from the Internet are used at his/her own risk. He/she is responsible for any damage caused by malicious programs, commonly known as viruses, received from the Internet.

Each student is expected to abide by the [SCCCD Use Policy](https://www.scccd.edu/departments/information-systems/scccd-use-policy.html). The District is the sole determiner of the inter­pretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the above rules, he/she is subject to removal from the computer facility as well as discipline as a student.

## Required Software

* [Firefox](https://www.mozilla.org/en-US/firefox/new/) or [Chrome](https://www.google.com/chrome/browser/desktop/index.html)
* [Adobe Reader](https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html)
* [Microsoft Office 365](https://products.office.com/en-us/student/office-in-education)

## Helpful Links

* DSP&S Office
* [Reading and Writing Center Online](http://www.reedleycollege.edu/academics/tutoring-services/reading-and-writing-center/reading-and-writing-center-online.html)
* [Online Student Readiness Tutorials](http://apps.3cmediasolutions.org/oei/students.html)
* [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-4121#jive_content_id_Introduction)

***I reserve the right to make changes to this syllabus.***