

**English 1A: Reading and Composition**

Instructor: Mrs. Corinth Gibbs

Class #s: 55221

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Welcome to class! This course is all about reading and writing. We will be doing a lot of both, in class and outside of class. I hope that you enjoy the texts that we use and that you actively participate in class. It makes the time together more enjoyable and is the best way to learn.

**REQUIRED TEXTS**

*~They Say, I Say* by Gerald Graff

~*The Library Book g* by Susan Orlean

~Various writings provided in class

**Course Objectives**

1. Write multiple essays of at least 1,500 words, including one research paper with Works Cited.
* Arrange ideas in a multiple paragraph essay with topic sentences, support, and background details
* Identifiable thesis
* Gather, analyze, and synthesize peer-reviewed sources and/or original research such as interviews, observations, or surveys
* Correct MLA formatting
* Reduce dependence on instructor’s guidance; show movement toward independently identifying errors in sentence structure, punctuation, and mechanics
* Ability to choose appropriate tone and academic voice with mature writing
* Identify and avoid logical fallacies
* Employ third person universal POV
* Appropriately employ quotations, carefully choosing valid and credible sources
* Develop an annotated bibliography for the research paper
* Avoid intentional and unintentional plagiarism
1. Write an organized essay with thesis and adequate support within a class period.
2. Read and understand college level prose, including:
* Summary and response
* Name rhetorical devices such as irony, metaphor, parallelism in order to understand the author’s intent
* Answering questions from assigned reading, differentiating between author’s intent and personal reaction
* Describing, evaluating, and questioning the purpose, audience, organization, and style of assigned readings

**Grading Categories**

Paper #1 150 pts

**Grading Scale**

100-90 A (1000-900 points)

89-80 B (899-800 points)

79-70 C (799-700 points)

69-60 D (699-600 points)

59-50 F (599-500 points)

Paper #2 150pts

Paper #3 150pts

In-class Essays (3) 150pts

Writing Center Visits (4) 100pts

Reading Responses 100 pts

Class Participation/Discussion 200

Total 1,000pts

**Class participation** is vital to your success in this class and, most likely, all of your college coursework. Learning occurs best when you participate and complete all of the assigned readings, writings, workshops, etc. You are encouraged to ask questions, start new discussion topics, and exchange ideas with your peers. Points will be docked for “lazy” or “mindless” writing errors that are avoidable with a simple re-reading beforehand. After all, this IS an English writing class.

**Projects (writing assignments):** Since this IS an English course, writing essays is a major component. Your writing allows me to assess your learning and help you to grow as a writer. You will be writing THREE essays in here each worth 150 points. All writing projects will be in MLA format. Utilize the Writing and Tutoring Centers to get help if you need it as you revise and build on your writing ideas. *Please note: I will not accept late assignments (sorry).*

**Writing Center Visits:** You’ll be expected to visit the Writing Center a total of 4 times this semester, once for a whole class informational meeting and then three other visits where you will be expected to bring in a full draft of one of your essays for work-shopping. I will expect, and require, one visit per essay. You may find that more visits are beneficial to your writing.

**Checking Grades**

* Grades are available on Canvas. Please check regularly.
* Please allow a week or more for grading of larger writing assignments. I will let you know when those have been posted. You do not need to constantly ask me.
* Do not email me with questions about what scores you need to get a certain grade or pass the class. You should be able to do that on your own.

**Attendance**

* Attendance will be taken at the beginning of each class period or, if an in-class writing assignment is given or an assignment is due, roll will be taken based on the collection of that work.
* There are no excused or unexcused absences. All appointments, interviews, meetings, etc. must be scheduled outside of class time. Remember, you are in charge of managing your time.
* If you come unprepared you will be considered as absent.
* It is your responsibility to stay informed concerning any changes in assignment due dates, readings, updates, etc. This means that being absent does not excuse you from knowing what is going on in class or what is expected of you.
* IMPORTANT: You will be dropped from this class if you accumulate excessive absences.
* Attending class is vital. It does not guarantee a passing grade but you cannot pass this class if you are not present and participating.

**Conduct**

In order for us all to grow as writers, we need to work together. It can feel scary and vulnerable to share our writing with others. However, in order to learn together we must share our writing. This means bringing writing to class when asked, completing writing in class when assigned, and reading and discussing our writing and ideas based on what we read and write. We must listen respectfully to each other.

Cell phones are a distraction and must be on silent and away from sight for the duration of the class meetings. It is disrespectful to the whole class to check your phones and/or text during class. Preoccupation with your phone diminishes your class participation and learning.

If you continually disrupt class, you will be asked to leave, earning you an absence for the day. If the behavior becomes too disruptive, disciplinary steps will be taken, as per Board Policy 5550, “including but not limited to the removal, suspension, or expulsion of a student.”

SCCCD Board Policy 5550 (#11) Description of Disruptive Behavior: “Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, including obstruction or disruption of teaching, research, administration, disciplinary regulations, or other college activities, including, but not limited to community service functions or other authorized activities on or off campus.”

You will get out of this class as much as you put in to it. My job is to help you gain a stronger appreciation for reading and writing and to help you become stronger readers and writers, both necessary for collegiate success. I care about your learning in this course and beyond. However, the responsibility is ultimately yours.

**Accommodations for Students with Disabilities**

Please visit our DSP&S office if you are in need of academic accommodations. I cannot honor your accommodations if I am not aware of them. This means you need to advocate actively for yourself. Contact me as soon as possible if you have a verified need for an academic accommodation or materials in alternate media per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

**Plagiarism and Cheating**

1. Plagiarism means to pass off the work of others as your own. It is dishonest and represents an attempt to obtain benefits of a college degree without doing the work.
2. If it is discovered that you have cheater or plagiarized on any assignment in this class you will receive a zero on that assignment and perhaps a failing grade for the whole class. **Plagiarism reports will be filed with college administration for their review if it is detected on any assignments.**
3. Refer to the current Class Schedule for more information on plagiarism and cheating.
4. Do not copy the work of others without giving them the credit. Do not present another student’s work as your own. Papers written for other classes will not be submitted for this class. Do not write for others or ask them to write for you. All of these are forms of cheating. Final drafts will be submitted via Turnitin.com on Canvas, so plagiarism will be found out and consequences enforced.

**Computer Requirements**

Although this is not an online course, technology is used. You must have a Pentium (PC) or Mac equivalent and available internet access. You must have a back-up plan for problems with technology. Have reliable sources of Wi-Fi and computer use in case of malfunction. Know where labs are on campus and when they are open. Back up your work as you go and save through email, the Cloud, a flash drive, etc. Avoid completing assignments last minute in case of computer or internet issues.

* Know the basics of word processing (saving files, spell check, moving text, inserting page numbers and breaks, etc.
* Know how to access and navigate the Internet (use a browser, search engines, saving functions from the Internet).
* Know how to send email and attachments.
* Microsoft Word
* Adobe Reader

**DO NOT**:

* Send links to a Google Doc.
* Use Pages, Word Pad or Microsoft Works.
* Submit PDF versions of your work.

**Email**

1. An email address is essential. The college uses email accounts. You must use your college account for this and any Reedley College class. You can set your scccd.com email to forward to another email account if you do not want to check your scccd.com email regularly.
2. I use email to communicate with the class as a whole, with groups, and with individuals. Plan to check your email regularly.
3. When you send an email you must be specific in the message and always sign your complete name.
4. Include class number in your subject line.
5. After emailing me, look for a response.
6. Do not email out of anger or frustration. If you are disappointed in a grade or have a question, please think carefully about what you want to ask and how you want to phrase you email.

**Time Commitment and Essential Information**

* English 1A is a four-unit class. The average amount of homework for a unit hour is two-three hours. This means that the time needed outside of this class is EIGHT to TWELVE hours per week during the eighteen-week semester.
* It is important to understand the time commitment necessary to be successful in this class and others.
* It is your responsibility to officially withdraw from this and/or any course to avoid an “F” grade.
* We will be using Canvas, an online site. Thus, it is important to understand proper Netiquette. To review copy and paste this link: <http://www.albion.com/bookNetiquette/0963702513p32.html>
* Keep a copy of your papers, both digital and hard.
* Save your work.
* Your instructors at Reedley College want you to be successful in your classes and therefore request you submit your best work. Successful students in reading and writing classes make sure that they carefully address the prompt, proofread their writing, and follow MLA guidelines. Please note that an instructor may choose to read only the first page or less of an assignment and return it to you with little or no feedback if the paper demonstrates lack of attention to correctness. This paper is also likely to receive a failing grade. Successful students do the following:
	+ Follow their instructor’s instructions and pay close attention to the rubric requirements.
	+ Seek assistance from the Reading and Writing Center, Tutorial Center, or Smarthinking.
	+ Ask their instructor for guidance during his/her office hours.
	+ Look for answers in their MLA handbook or online at the PurdueOWL website (<https://owl.english.purdue.edu/owl/>) DAYS BEFORE their paper is due.



**Paper Policy**

All papers must be typed, saved as WORD files, and follow MLA guidelines.  Read and review the PAPER POLICY below carefully.

1. All papers must be revised and typed in accordance with MLA guidelines. It is expected that you learn various functions in WORD to format your papers correctly. Watch the MLA format video carefully, use the HELP function in WORD, and google “how to X” as needed. MLA guidelines will also be taught in class.
2. All work leading to your final paper must be kept—for example, all prewriting, rough drafts, peer responses, and any other work produced. ***There are no exceptions to this policy.***
3. Word Processing Formats: The most common word processing format is Microsoft Word. If you use another word processing program, you will need to learn to save your work in Rich Text Format (RTF). *Do not use Microsoft Works or any other program that does not allow for easy conversion*. *Using WordPad is unacceptable. If you have Pages, you must learn to convert files to WORD so they can be submitted to TURNITIN and read by others.* ***I do not accept Pages files, Google Docs, or PDF files!!!***
4. If a paper is due and you cannot access Canvas, probably Canvas is down. Don’t stress—wait a little bit and try again. When this happens, watch for email messages from me. Of course, if a paper is due and the Canvas is down, I will not hold you to the original due date. I will email and post to Canvas (once it is up again) the revised deadline.
5. All papers will be turned in through TURNITIN through links on Canvas. *TURNITIN is a website that detects plagiarism*. This means that if you copy and or copy/paste writing from a website, another published source, or from a previous student of mine, without properly quoting and citing the source or sources, the plagiarism will be detected. You will be “caught.”
6. Should I discover while reading your paper that you have not run spell check or sufficiently proofread and edited your work, I will discontinue reading and return the paper to you. You will then have until the following week to revise the paper (the return date will be clearly marked for you). The highest grade such a returned paper can receive is a “C.”
7. You will be required to share some of your papers in progress for peer review. We will have at least one type of Writer’s Workshop for each paper. All students are required to share or post a rough draft or outline (as directed) for each Writer’s Workshop (with minimum writing completed as announced). The Writer’s Workshop will take place in class and/or on the discussion board in a forum set up specifically for each paper.
8. We will be doing various types of writing assignments this semester—and each paper will be based on a reading. Before beginning a paper, a discussion will be completed. The discussion boards receive a grade separate from the paper.
9. With all our writing assignments, process will be focused upon as well as final product.
10. At my discretion, sentences and/or paragraphs may be taken from papers or other assignments and shared with the class to help illustrate grammar concepts, writing concepts, MLA guidelines, and more.
11. Graded papers are returned to you through the GRADES section of Canvas as quickly as possible. It is expected that you open, print, and read all comments on all returned papers. They contain comments about the paper and about writing to help you grow and improve as a writer.
12. If something happens to your computer and/or Internet and a paper (or other assignment) is due, ***email me, of course, using another computer or your phone***. Do not wait until everything is back up before contacting me. Moreover, you need to back up your work on a moveable storage device. Public libraries have computers with Internet access—work can be completed in places and on computers other than those we have at home!
13. One final note: NEVER submit a paper through grades. I will not grade papers found there. All essays/papers must go through the TURNITIN link. NEVER leave questions in grades as you will not get a response until I am actually grading said assignment.