**English 1A-55246 TTh 4:00-5:50**

**Reading and Composition**

**Spring 2020**

**Instructor: Elaine G. Stamper**

**CCI-202**

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**The information contained in this syllabus is intended to be useful to you and to help you succeed. Please be sure to bring it with you to every class.**

**Contact information:**

**E-mail address**: *elaine.stamper@reedleycollege.edu**.* Please write **“English 1A/TTh 4:00”** in the subject line of all e-mails to me. PLEASE USE YOUR COLLEGE E-MAIL ADDRESS OR CANVAS INBOX TO COMMUNICATE ELECTRONICALLY WITH ME.

**Office:** *Faculty Annex 4* (inside, second office on the right); my office is near the Administration Building

**Campus Phone**: *(559) 638-0300 ext. 3472*

**Office Hours**:

* **Mondays and Wednesdays,Noon-12:50; Tuesdays and Thursdays, 2:00-3:00; Fridays, 11:00-noon.**
* **I will sometimes need to change my Friday office hours to virtual office hours, meaning that we can communicate via Canvas Inbox between 11:00 and noon. I will notify the class in advance whenever this is the case.**
* *I am also available other days/times by appointment. Please e-mail or call me to make arrangements.*
* Please note: You are never bothering me if you call me, e-mail me, or stop by my office. If it’s outside of office hours, it’s possible that I won’t have time to talk to you, but I will be happy to make arrangements to do so at another time.
* Please don’t ask me when my office hours are; they’re posted here and on Canvas for you.

**Required Texts and Materials and Recommended Text:**

1. Thompson-Cannino, Jennifer, et al. *Picking Cotton: Our Memoir of Injustice and Redemption*. St. Martin's Griffin, 2009.
	* If you buy a used copy, please make sure that it is a clean copy (no notes or highlighting).
2. Stevenson, Bryan. *Just Mercy: a Story of Justice and Redemption*. Spiegel & Grau/Random House, 2014.
	* If you buy a used copy, please make sure that it is a clean copy (no notes or highlighting).
3. A variety of assigned articles that will be posted on Canvas; you will need to make copies of these articles and bring them to class.
4. A binder for organizing class notes and returned assignments. Please keep all assignments until final grades of semester.
5. Sticky notes such as Post-Its for taking notes in the books
6. Consistent and reliable access to the Internet, a computer, and a printer; you must use Microsoft Word.
7. A USB flash drive or access to a cloud service such as Dropbox (not Google Docs) to save the work you do.
8. A stapler (please don’t ask if I have one for you to borrow)
9. I recommend that in addition to consulting handouts on Canvas regarding MLA format and citations, you use two online resources: Purdue Owl MLA (<https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html>) and EasyBib (<http://www.easybib.com/style>) (or Knight Cite or a similar citation generator if you prefer; <https://www.calvin.edu/library/knightcite/index.php/index.php?standard=MLA>)

**NOTE: You will need to have *Just Mercy* by the beginning of the second week of the semester and *Picking Cotton* by the 4th week. Students who don’t have the materials by then will find it difficult to be successful in the class and may be dropped.**

**Course Description**

English lA (Critical Reading and Writing) is a course designed to aid students in the reading, analyzing, and composing of college-level prose. The emphasis will be on studying writing as a process; exploring different composing structures and strategies; editing and revising one's own writing; and conducting research (gathering, organizing, evaluating, integrating, and documenting information) that will culminate in a research paper with an annotated bibliography.

**Writing Assignments**

You will be required to complete three major projects during the semester:

* **Project #1** takes place during the first four weeks of the semester. You will read and annotate *Just Mercy: A Story of Justice and Redemption* by Bryan Stevenson outside of class. In class, you will take quizzes on the reading, participate in a literary circle (a small group that discusses the assigned reading in depth) and other class discussions, and write practice paragraphs. There will be an out-of-class essay and at least one revision of that essay. You must turn in a hard copy of all drafts AND submit an electronic copy to Canvas by the specified deadlines.
* **Project #2** isbased on the book *Picking Cotton* by Jennifer Thompson-Cannino et al. You will read and annotate the book outside of class and prepare for the in-class activities, which include taking quizzes on the reading, participating in discussions, and writing practice paragraphs. There will be an in-class essay and at least one revision of that essay. You must turn in a hard copy of all drafts AND submit an electronic copy to Canvas by the specified deadlines.
* **Project #3** asks you to write a 6-page research paper (RP) arguing for a particular type of prison reform. Your topic must be approved by me in advance, and your thesis must be supported by 7-8 academic sources from databases. (We will go over this in class.) Requirements include short in-class and out-of-class writing assignments, a preliminary annotated bibliography (Pre-AB), and a final annotated bibliography (AB), as well as peer reviews and three drafts of the RP.
* It is essential for your success on the RP that you attend all of the classes related to the research paper; these classes will prepare you in how to write the paper through lecture, exercises, instructor feedback, and peer review. Please note that attending the database orientation, as assigned, is mandatory.
* **You are required to hand in a hard copy of all three drafts AND to submit electronic copies to Canvas by the respective deadlines.**

**Class Policies and Procedures**

**ATTENDANCE:**

* Regular attendance is essential for your success in the class. Even though I don’t give you a grade for attendance, you are “shooting yourself in the foot” if you are absent more than two times during the semester: Students who do not attend all or most of the classes usually feel lost, miss assignments, and have failing grades. If you want to be successful, come to class and come on time.
* **You will very likely be dropped from the class if you:**
	+ **do not attend the first class meeting** (unless you have contacted me before the first class with an acceptable reason for why you must miss the first day).
	+ **miss one or more classes in the first two weeks** (unless you have contacted me prior to the class or immediately afterwards with an acceptable reason).
	+ **miss four classes in the first nine weeks of the course.** (This is SCCCD policy.)
	+ do not turn in one or more of the assignments given during the first four weeks of class.
* Please let me know—by phone or e-mail—if you are going to be absent and, if possible, why. This does not excuse the absence. It is merely courteous.
* In order to be successful, you should do the following:
	+ Make this class a priority: Make sure you have a dependable ride to class. Don’t schedule doctor, dentist, or counseling appointments during class. Make sure your employer knows your school schedule, and do not miss class because of work.
	+ Don’t miss class.
		- I am in support of students fulfilling their jury duty service. You must notify me in advance and bring me official documents showing that you are called to serve and that you have served. Also, be aware that it is possible to get a postponement of jury duty. See me if you have questions.
	+ Don’t miss any assignments. (See Daisy Chain requirement below.)
	+ Talk to me during one of my office hours. No, really. It will help your writing and your grade.
* Students who add or choose to drop the class are responsible for completing the process through Web Advisor. Any student who does not add by the 3rd week will not be allowed to attend or to add the class after that.

**PARTICIPATION:** This includes, but is not limited to, attendance, completion of all assignments, carrying out lit circle roles and contributing to class discussions in a thoughtful manner, peer reviews, out-of-class conferences with me and/or a tutor, etc. I firmly believe that students learn not only from the instructor but also from each other. So, be prepared to interact in pairs and groups with other students in the class. You can only be an active, prepared participant if you attend class regularly and on time, contribute in a meaningful, useful way to discussions, and do the assigned work both in and out of class.

* **You must** **have required materials, annotate all readings, and take notes during class**.
* You are also required to meet with me in my office at least once during the semester so that I can help you one-on-one with a writing assignment. Please do not tell me, “But your schedule didn’t match my schedule.” We will work together to find a mutually convenient time to meet. You may be surprised to find how helpful it can be to talk face-to-face with your instructor.
* Please note that if you do the minimum amount of work, the best grade that you can get for participation is the minimum—that is, a C-. If you want a higher participation grade, do MORE than simply what is required.

**QUIZZES, HOMEWORK, and Short Writing Assignments:** Quizzes, homework, and short writing assignments may be unannounced. None of these can be submitted late or made up.

**SUBMITTING PAPERS AND REVISIONS**: **All** writing assignments must be typed in Times New Roman, 12 point, and double-spaced on 8 1/2 by 11-inch paper. In the upper left-hand corner, put your name, class (English 1A TTh 2:00), instructor’s name (Ms. Stamper), type of assignment and the draft number (example: Essay 2.3), and date (example: 8 April 2020). Title your paper and center it above your text. See handout for sample and guidelines. **Submit all drafts, last to first,** with each assignment.

* **I reserve the right to refuse any paper that is not typed, is not submitted in the proper format, is not submitted promptly at the beginning of class, does not include all drafts, and/or does not meet the requirements.** I have the option of accepting re-submitted papers and assigning a grade penalty. There is no guarantee that I will do this, and you must discuss it with me first.
* I will not accept an essay printed from Word Online or Google Docs. You can access free Microsoft Word through your Canvas account. Need help? See a RWC tutor, another student, or me during my office hours.
* **Unless otherwise indicated, the major writing assignments (essays, ABs, RP) must be turned in in two formats: a hard copy to me and an electronic copy to Canvas.**

**LATE WORK:** All assignments are due in class by the start of class timeon the day they are due. (I give you a 10-minute grace period, but I’m strict about the 10 minutes.) If you are unable to attend class, make sure that you do one of the following before class: e-mail me an attachment or photos/screenshots of the assignment (include a message and make sure that the assignment is complete and legible); drop off the assignment in the box outside my office; or give the assignment to the receptionist at the front desk in Administration (she will time-stamp it and place it in my regular mailbox).

**If you turn in the paper on the day it is due, it must be time-stamped and given to the receptionist, not placed in my office box.**

* Any assignment that comes in more than 10 minutes after the start of class will be considered late.
* **Please do not ask me if you can print an out-of-class assignment on the classroom printer.**
* All work must be turned in on time and as specified in the instructions in order to receive credit.

DAISY Chain Requirement: All assignments are linked and therefore are required. If you miss the deadline, you will not only receive a zero for that assignment, but you will not be permitted to complete the next assignment until you have done the previous assignment. Build a chain of daisies, not zeros!

**OUTSIDE READING:** You will read research articles, handouts, and *Just Mercy* and *Picking Cotton* on your own time. You must have physical copies of both book. (Both books are also on reserve in the RC Library.) If you’re not much of a reader, you may find that 1) the books are fairly short, easy to read, and pretty interesting; and 2) an audio version of the books can be helpful. See <https://www.audible.com/> for more information, and/or talk to me.

**ACADEMIC DISHONESTY:** Any student caught cheating, copying, or plagiarizing others’ work will be subject to academic sanctions, including but not limited to receiving an ‘F’ on the assignment or in the course. If you are in any doubt as to what plagiarism is, check with me. We will discuss this further in class. (Note: I use turnitin.com.)

You are encouraged to get help on your writing from me, a tutor from the Reading & Writing Center (RWC) or the Tutorial Center, or Linda Reither (the Learning Specialist), and your classmates in this class. **No one else—not your parents, siblings, boyfriend, girlfriend, former teacher, ex-boyfriend or ex-girlfriend, siblings’ boyfriend or girlfriend, siblings’ ex-boyfriend or ex-girlfriend, or your dog—may help you with any of your papers.**

**STUDENTS WITH DISABILITIES:**

*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 talk to me as soon as possible. Contact Disabled Student Programs and Services (DSP&S) at (559) 638-0332 or visit their website for more information:* [*http://www.reedleycollege.edu/services/dsp/LD.htm*](http://www.reedleycollege.edu/services/dsp/LD.htm)*.*

**Some Important Points:**

* Please check your school e-mail and Canvas on a regular basis. There are computers available at various computer labs (including the library) on campus. Make sure that you receive Canvas notifications when I send you announcements or e-mails. If you don’t know how to do something related to technology, please get help from me, a tutorial center, or a lab. There is also a video tutorial on Web Advisor.
	+ Please contact me by e-mail (elaine.stamper@reedleycollege.edu) or through Canvas Inbox if you have any problems or questions about anything**.** I check my e-mail regularly and will get back to you promptly. If you have not heard back from me in 24 hours, please check to make sure that I received your e-mail.
* Using Canvas is required and will help you know what’s going on. On Canvas, you can get an extra copy of the syllabus and calendar or most other handouts, find out if there was any homework on the day you missed class, and check your grade. If I am unable to attend class, I will post it as an announcement on Canvas and send the announcement as an e-mail. There will also be an official sign on the classroom door. If you need help with Canvas, see me, a tutor, or a computer lab assistant in the library.
* Please keep flash drive copies of all work submitted to me and a file of all work returned to you. I am very careful with your work, but I sometimes make mistakes. Protect yourself by keeping everything until the course is finished and your final grade has been recorded.
* Nothing annoys me like rudeness; that means cell phone use (texting, checking for texts or calls, phones going off), repeated tardiness, people talking when I or someone else is talking, and students “packing up” before I have ended the class. So, turn off your phone and put it away before class, come to class on time, be considerate when others are talking, and wait for me to finish class before you start closing books and putting things away. **If you do not abide by these rules of common courtesy, I will ask you to leave the classroom and this will be counted as an absence.**
	+ **If I see or hear a cell phone, I will ask you to leave. It’s disruptive and rude for you to be having a conversation with someone else—and, let’s face it, that’s what texting is—in the middle of my class. I do not give verbal warnings—consider this to be your warning.**
	+ Repeated incidents of any behavior deemed to be rude or disruptive will result in your being reported to the Dean of Students. My job is to help you to become better writers and to prepare you to write for other classes. I really care about my students and will do whatever I can to help you. Let’s work together to help you succeed!

**Important Dates:**

**Week 2: Monday, 2/20: Martin Luther King Day; no classes**

**Friday, 1/24: Last day to drop for a full refund**

Week 3: Friday, 1/31: last day to add a class; last day to drop in person without receiving a “W”

**Week 4:** Sunday, 2/2: Last day to drop via WebAdvisor and avoid a “W.”

Weeks 5-6: Friday, 2/14 and Monday, 2/17: Presidents’ Day; no classes (4-day weekend! 👍)

Week 9: Friday, 3/13: Last day to drop and receive a “W.” Letter grades (A-F) are assigned after this date.

Thursday, 3/12: Free Pass Opportunity: Susan Orlean, author of The *Library Book*, RC Cafeteria, 7:00 p.m. – 8:30 p.m.

**Spring Break: Monday, 4/6-4/10; no classes**

**Week 18: Finals Week: Final exams are the only classes this week. (Check with your other instructors for any changes.)**

**Final Exam**: **Tuesday, 5/19, 4:00-5:50 in CCI-207.**

**Please check your final exam schedule for other classes to make sure that there is no conflict. The final exam is mandatory, and it is expected that you will attend the exam on the given day and at the specified time. It is your responsibility to discuss with me well in advance any conflicts that you may have so that we can attempt to resolve them.**

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| **Course Assignments (subject to change)** | **Points Possible** | **% of Final Grade** |
| **Project #1: *Just Mercy***  | 150 points | 15% |
| * Annotated reading = 10 pts.
* 1st Draft = 10 pts.
* Smarthinking.com submission = 10 pts.
* Works Cited page = 10 pts.
* Participation in group and class activities for Project #1 = 10 pts.
* Final draft = 100 pts.
 |  |  |
| **Project #2: *Picking Cotton*** | 250 points | 25% |
| * Annotated reading = 10 pts.
* In-class essay exam = 50 pts.
* Smarthinking.com submission = 10 pts.
* Works Cited page = 10 pts.
* Participation in group and class activities for Project #2 = 10 pts.
* Choice Assignment (choose two): conference with me; meet with RWC tutor; and/or attend Free Pass Opportunity = 5 points for each (total of 10 points for two items)
* Revised essay (2-3 drafts required) = 150 pts.
 |  |  |
| **Project #3: AB and RP** | 450 points | 45% |
| * Preliminary Annotated Bibliography (AB 1.1) = 50 pts.
* Final Annotated Bibliography (AB 1.2) = 100 pts.
* Research Paper (RP 1.3; 3 drafts required) = 300 pts.
 |  |  |
| Participation  | 50 points | 5% |
| Quizzes and homework | 50 points | 5% |
| Final Exam | 50 points | 5% |
|  **TOTAL** | 1000 points | 100% |

**GRADING**

**A = 100-90 excellent**

**B = 89.99-80 very good**

**C = 79.99-70 average**

**D = 69.99-60 needs improvement (not passing)**

**F = 59.99-0 fail (not passing)**

* **I don’t round up.**
* **I’m happy to talk to you about your assignment grades (Why did you get the grade that you did? What can you do to improve your grade?), and if I’ve made a mathematical error, I will correct it; however, I am unable to negotiate your grade with you at any point in the semester.**
* **If you care about your grade, do something about it EARLY in the semester: Come to all of the classes, do all of the work, check your grade on Canvas, re-read my comments on your papers, come see me, talk to our class tutor, and go to the Reading/Writing Center. In a nutshell, put your best effort in and communicate with me.**

**Course Outcomes** (These are department-developed outcomes for all English 1A students)**:**

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

1. Write a documented research paper of at least 1,500 words (approximately 6 pages)

2. Complete a timed essay independently in class

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

In the process of completing this course, students will:

1. Write multiple essays of at least 1,500 words [approximately 6 pages], including at least one research paper with documentation.

* Arrange and integrate ideas in a multiple body essay, complete with topic sentences, supporting data, and background, as necessary.
* Indicate an arguable thesis.
* Gather, analyze, and synthesize peer-reviewed sources and/or original research such as interview, survey, or observation.
* Employ MLA formatting guidelines.
* Reduce dependence on the instructor’s guidance; students will ultimately independently and accurately recognize and self-correct errors in sentence construction, punctuation, and mechanics.
* Craft increasingly mature and cogent writing while choosing the appropriate tone and academic voice.
* Practice sound choices in identifying and avoiding logical fallacies.
* Employ appropriate use of third person universal.
* Identify appropriate audiences for their compositions.
* Employ quotations, discriminating among sources for accuracy and validity.
* Employ MLA formatting guidelines for Work Cited Page and in-text citations.
* Develop an annotated bibliography from sources for a research paper.
* Recognize the appropriate use of sources, while avoiding intentional and unintentional plagiarism.

2. Write an organized essay(s) with thesis and adequate support independently within a class period.

3. Read and understand college level prose, including:

* identifying the model, summarizing the thesis, and locating supporting information.
* naming rhetorical devices such as irony and parallelism and translating metaphorical language, so as to determine an author’s intent, both explicit and implicit.
* answering questions from assigned reading, differentiating between an author’s intent and personal reaction

describing, evaluating, and questioning the purpose, audience, organization, and style of assigned readings.

**☞Important points about the theme of the course and the book:**

Throughout the semester, we will be reading, researching, and engaging in class discussions about prison reform. People often have strong opinions about crime and punishment, and some students in the class may have experienced crime first-hand (either as a victim or as the accused) or know someone who has experienced it.

* + This means that 1) some students may find the topic too disturbing to read, talk, and write about and should therefore consider choosing a different class; and 2) students who remain in the class must be willing to be sensitive to other people in the class during class discussions.
* Although used copies of the books are acceptable, please make sure that your copy is relatively “clean” and free of another’s note-taking. You will be required to take your own notes in the books.

**Required Books**

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**The RC Library will have one copy of each book available on reserve. This means that if you get stuck (for example, if you need an extra couple of days to buy your copy or you forgot your book at home), you may “check out” the reserve book for two hours’ use in the library. (You should photocopy the assigned reading for that day. Just go to the front desk and ask for the reserve copy for my class. Please note, however, that I have three English 1A classes, and there are only two reserve copies!)**

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 **Me Hershey**