**English 1A Reading and Composition Syllabus**

**Instructor Information**

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* Instructor Ms. Natasha Maryanow
* Office: Forum 8
* Phone: (559) 494-3000; Ext. 3611
* Email: natasha.maryanow@reedleycollege.edu (response within 24 hours on weekdays)
* Student Chat/Office Hours: [Mondays and Fridays 10:00 to 10:50 am via Zoom](https://scccd.zoom.us/j/98980998152); Tuesdays, Wednesdays, and Thursdays 10:00 to 10:50 am in Forum 8; 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 5,000 words in formal academic language.

## Textbook and Materials

Free access to materials is provided in modules and/or available for free through other mediums.

**Study Hours**

Students are expected to study on average 12 hours per week in this 18-week course. Please look at your calendar to identify the time that you will devote to this class.

## 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.
* 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.

## Skill Mastery Grading

In this particular class the focus is on you developing specific reading and writing skills that will enable you to successfully read academic texts and write academic papers. No doubt you already have a lot of reading and writing skills, but here the point is to learn a particular skillset for college. You might know how to drive a car, but can you drive a stick shift? Driving a manual car requires practicing a different skillset, like using a clutch and shifting gears; similarly, academic reading and writing requires practice of specific skills leading to you understanding and analyzing academic texts and writing essays. Your grade in this class will be based entirely on the mastery of those particular academic reading and writing skills.

## Skills to Master

There are three general Student Learning Outcomes (SLOs) in this class, and each one is divided into particular skills. You will have an opportunity to demonstrate them as you complete readings and write essays based on those readings.

ENGL-1A SLO1: Write a documented, well-organized research paper of at least 1,500 words that demonstrates critical thinking and command of the English language.

Skill 1 Develop academic introduction, multiple body paragraphs, and conclusion

Skill 2 Include clearly defined, arguable thesis statement in the introduction

Skill 3 Include clearly defined, arguable topic sentence in each body paragraph

Skill 4 Integrate textual evidence and examples from multiple sources within the body paragraph to support topic sentence and thesis (include quotations, paraphrase, and summary)

Skill 5 Demonstrate complexity/depth by thoughtfully, critically, and logically addressing the writing prompt

Skill 6 Demonstrate a sense of logic (avoidance of fallacies, effective use of arguments, other viewpoints, or concessions)

Skill 7 Demonstrate essay structure that includes logically connected academic introduction, body paragraphs, and conclusion

Skill 8 Demonstrate paragraph structure that includes logical flow of ideas

Skill 9 Demonstrate command of the English language and conventions to include:

* complete and complex sentence structure
* precise language/vocabulary with appropriate level of formality (3rd person)
* proper spelling
* proper punctuation

Skill 10 Demonstrate proper usage of MLA formatting to include:

* page formatting
* source titles
* in-text citations
* works cited

ENGL-1A SLO2: Complete a timed essay independently in class

Skill 1 Demonstrate college-level control of organization, development, coherence, and mechanics

ENGL-1A SLO3: Summarize and comprehend college-level prose (will include a full reading)

Skill 1 Demonstrate literal comprehension by summarizing author’s thesis, main ideas, and major supporting details as presented in the reading

Skill 2 Demonstrate critical thinking by analyzing, interpreting, and drawing conclusions logically inferred from the reading

## Skill Mastery Rubric and Grades

Each skill will be assessed with the following rubric. Also, please note that letter grade percentages shown below are different from the traditional ones, so don’t panic when you earn 50% -- it’s a passing grade in this class! ☺

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Exceeds Mastery | Meets Mastery | Approaching Mastery | Starting Mastery | Insufficient Evidence |
| Points | 4 | 3 | 2 | 1 | 0 |

**A** = 3.50 - 4.00 (87.5%-100%)

**B** = 2.75 - 3.49 (68.75%-87.4%)

**C** = 2.00 - 2.74 (50%-68.74%)

**D** = 1.25 - 1.99 (31.25%-49.9%)

**F** = 1.24 and below (below 31.25%)

## Attendance and Participation

Students are encouraged to actively participate in scheduled activities in modules. These activities might include discussions, assignment submissions, quizzes and tests, etc. Not participating in an activity or not submitting an assignment will negatively affect your grade because you might not have sufficient practice.

## Drops

## Students could be dropped from the course as no shows if they do not come to class on the first day. Students could also be dropped if they miss four hours of instruction by the end of week three or eight hours of instruction by the end of week nine.

## Late Work

You may submit late work as soon as you are able to; doing all assignments on time, however, will help you stay on track and ensure earning best grade.

## Important Dates

August 7 Instruction begins

August 7 - October 6 (M-F) Short-term classes, first nine weeks

August 18 (F) Last day to drop a Fall 2023 full-term class for full refund

August 25 (F) Last day to drop a full-term class to avoid a “W” in person

August 27 (SU) Last day to add a Fall 2023 full-term class in person

August 27 (SU) Last day to drop a Fall 2023 full-term class to avoid a “W” in person

September 4 (M) Labor Day Holiday (no classes held, campus closed)

October 6 (F) Last day to drop a full-term class (letter grades assigned after this date)

November 28 (T) Last day to change a Fall 2023 class to/from Pass/No-Pass grading basis

October 9 - December 8 (M-F) Short-Term classes, second nine weeks

November 10 (F) Veterans Day (no classes held, campus open)

November 23-24 (Th-F) Thanksgiving holiday (no classes held, campus closed)

December 4-8 (M-F) Fall 2023 final exams week

December 8 (F) End of Fall 2023 semester

## Academic Dishonesty, Cheating, and Plagiarism Policy

* ACADEMIC DISHONESTY

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.

* CHEATING

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. 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, or failing to disclose research results completely.

* PLAGIARISM

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, failing to identify the contributors to work done in collaboration, **AI-generated content**, 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.

* Incidents of cheating and plagiarism will be regarded seriously and may result in a failing grade of a zero on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor. Such incidents may also be reported to the dean. If concepts of plagiarism and/or cheating are confusing, make sure to speak to me.

## 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.***