Welcome to English 205/305

Strategic Skills for Success in English

Pass/No Pass or receive a letter grade.

CRN 53257

Instructor: Prof. Huertaz

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Office Hours: To be announced

Class time: Mondays and Wednesdays 12-1:50pm



 Welcome to English 205/305!

I am excited to teach and learn with you this Spring. I look forward to getting to know you and creating a community of supportive and engaged readers and writers. I hope you’re ready and if you’re not that’s okay too...we’ll take things one step at a time.

**Intro to me:**

Name: Jacqueline (Jackie) Huertaz

I am originally from Visalia, California and went to Redwood High School. I was a first-generation Mexican American college student. I teach English classes at multiple college campus, such as: College of the Sequoias, Porterville College, and Reedley College. My background in education ranges from teaching (at a younger age) after-school programs and as a substitute teacher for Visalia Unified School District. I received a BA in English Studies and an MFA at Fresno State University (GO BULLDOGS!) I’ve been teaching college for five years. Also, I’m a creative writer and have some of my writing published. I love reading memoirs and poetry and I am a fan of Sci-fiction, spooky tales, and zombie apocalypse shows (The Walking Dead). I spend my free time dancing Zumba and with my family and pet cats. Also, I like to go on hikes and explore nature, cook new recipes, and read and write when I have time.

 I’m looking forward to a productive and great semester with you all. Please email me (using Canvas) if you have any questions. 😊

 Prof. H

**What is this class about?**

This class is all about honing your critical reading and writing skills, complementing your English 1A College Reading and Writing journey. Through a series of dynamic activities, you'll immerse yourself in the art of annotation, explore diverse patterns of organization, and enrich your vocabulary. Delve into the intricacies of the rhetorical situation, understanding audience, purpose, and stance to elevate your writing to new heights. Engage in activities that spark creativity, such as generating ideas, crafting effective outlines, and mastering the skills of summarizing, quoting, and paraphrasing sources. Seamlessly integrating with your English 1A coursework, this class offers a supportive and encouraging environment for your academic growth.

**Course Description:**

This course will be taught in conjunction with English 1A College Reading and Writing so that students can further their critical reading and writing skills for their English 1A course. Course will include assignments linked to and building on the English 1A coursework. COREQUISITES: English 1A or 1AH.

**Course Objectives:**

In the process of completing this course, students will:

* Practice finding and evaluating sources for their credibility.
* Further practice the writing process in support of students writing essays in English 1A.
* Revise essay drafts to improve, focus, and strengthen ideas.
* Further utilize appropriate pre and post reading strategies to analyze patterns of organization within a variety of texts.
* Further demonstrate awareness of rhetorical situations: audience, purpose, and voice.
* Improve in writing grammatically correct sentences that adhere to conventions of written English.
* Proofread and edit essays for clarity and use of academic language.

**CSLOs**

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

* Utilize the skills required to successfully complete English 1A.

**Textbooks:**

* Bullock, Richard, Goggin, Daly, Maureen, *The Norton Field Guide to Writing 4th edition* with *readings and MLA update.*

**Policy on Grading:**

* This is a Pass or No Pass or you have the option to receive a letter grade.

**Policy on reading responses and discussion board assignments:**

I do not accept late work; however, you will be allowed one excused assignment this semester for any reading response or discussion board assignment worth 10-15points. This does not include annotated bibliographies, rough draft papers, final draft papers, and projects. You must notify me within 24 hours and you cannot use the exemption at the end of term.

**Policy on late papers:**

You have a two-day grace period to submit your papers after the initial due date. However, please note that for each day beyond the due date, a deduction of 5 points will be applied to your overall score. Papers will not be accepted if submitted later than two days.

Similar guidelines apply to your rough draft essay. You have a two-day window to submit your rough drafts, but unfortunately, you won't be able to participate in the peer review process if it's submitted late. For each day the rough draft is overdue, a 5-point deduction will be applied to the overall score. If a rough draft is submitted incomplete, no credit will be given, and no peer review partner will be assigned. If you submit the rough draft on the second day, the maximum score achievable is 15/50. If you submit the rough draft but skip the peer review, you will receive 25/50 points.

Lastly, it's important to note that students who fail to submit a rough draft paper or submit an incomplete rough draft won't be eligible to submit the final draft. Please feel free to reach out if you have any questions or concerns regarding these policies.

**Policy on projects:**

Participation in presentations is vital for your success in this course. It is essential that you present on the day assigned. If, for any reason, you are unable to do so, please reach out to me beforehand to discuss alternative arrangements. Failing to show up without prior communication will result in a failing letter grade. I encourage you to be mindful of due dates and feel free to consult with me if you need assistance or have any concerns. Your proactive communication and commitment to your presentations contribute significantly to your learning experience.

**Assignment Deadlines and Submission Tips:**

* All assignments are due at 11:59 pm.
* Most homework assignments are scheduled for Sundays and Wednesdays, with a deadline at 11:59 pm. If you encounter technical issues, please remain calm and take the next best step by sending your work via the Canvas inbox before the midnight deadline.
* Avoid submitting assignments through the Canvas app on your phone, as it may be unreliable for this purpose on phones and tablets.

**What assignments are expected in this class?**

* Annotation
* Patterns of organization
* Vocabulary
* Rhetorical Situation: Audience, purpose, and stance
* Generating ideas
* Outlining
* Summarize, Quote, and paraphrase sources
* Evaluate sources for credibility and currency
* MLA format and guidelines
* MLA Citation

If you signed up for English 205 you selected to receive a letter grade in this class, and the letter you earn in English 1A will mirror your grade in the English 205 class.

The same rule applies for English 305. If you signed up for English 305 you will receive a Pass/No Pass. If you do not receive a “C” or better in English 305, you will receive a No Pass at the end of term.

**Attendance and Drop Policy:**

Students will be allowed three excused absences for our Spring session. Anything beyond three absences and students will be deducted 10pts from their overall participation grade for everyday they're absent. If students miss four days in a row I reserve the right to drop them for non-attendance. If students are tardy coming to class, coming back from break, or leaving class early, or leaving class for a substantial amount of time they will receive a 5-point deduction to their overall participation score. These points will be deducted at the end of the semester and will be deducted from your overall score.

In addition, attendance is vital to your success in this class. I reserve the right to drop you for non-attendance. On the first day of instruction, if students do not complete the syllabus quiz they will be marked as a “no show” and dropped from the course.

First day non-attendance looks like this:

On the first day of instruction, if students do not complete the syllabus quiz they will be marked as “no show” and dropped from the course.

In sum students can be dropped for non-attendance reasons if they:

1. Fail to complete the syllabus quiz
2. Miss two weeks of assignments

Ultimately, it’s the student’s job to drop the course by the drop deadline. Failure to do this could result in a failing grade on your transcript. If you need assistance on how to do this please contact records and admissions.

**Policy on lateness and leaving Class**:

Let's work together to create a positive and supportive learning environment. It would be wonderful if everyone could aim to arrive on time or even a little early to class, and commit to staying engaged throughout the session. While occasional tardiness can happen, consistent lateness can disrupt the flow of our learning community. Please be mindful of the impact your arrival time has on the class dynamic.

If you do happen to arrive late, don't worry! Just take a moment to catch up on any missed assignments or instructions. Additionally, if you need to leave class 20 minutes or more before it ends or if you arrive 20 minutes after it starts, participation points for that day won't be awarded. I understand that unforeseen circumstances may arise, and if you find yourself missing half of a class due to lateness, I'll apply one of your excused absences to your participation grade. Let's strive for a supportive and punctual learning experience together.

If you find that doctor's appointments, work commitments, or family obligations are hindering your ability to attend class, please feel free to utilize your excused absences. Your well-being and responsibilities outside of class are important.

If you require accommodations due to a disability or are facing any transportation challenges, please don't hesitate to reach out to me as soon as possible. I am here to support you, and together we can explore solutions that ensure your success in the course.

**Attendance Policy for college-related event:**

Any absence due to a university-sponsored group activity (e.g., sporting event, band, etc.) will not count against you, as stipulated by university policy, as long as you have provided written documentation. This same policy applies if you have mandatory military-related absences (e.g., deployment, work, duty, etc.). Again, you must provide written documentation stating the days you will be absent beforehand.

If you will be absent because of university-sponsored events or military service for more than the number of days stated above, then you need to see me in the first two weeks of the semester.

Please note: Assignments not submitted due to an absence, whether they were scheduled or assigned in earlier class sessions, will be considered late and remain ungraded. I understand that unexpected circumstances may arise, but it is important to emphasize your responsibility for submitting your work on time, even if you are absent. Your commitment to meeting deadlines contributes to a smooth and successful learning experience for everyone

**Absences regarding unexpected illness or personal matter outside of class:**

If you find yourself unwell due to Covid-related issues, please prioritize your health and stay home to recover. Make sure to reach out to me immediately to discuss your situation. You do not need to submit medical documentation if you get sick.

In the event of missing a significant amount of class (two weeks or more) or facing a personal matter that requires multiple absences, please contact me as soon as possible.

It's important for you to know college policies: Unlike a job, a doctor’s note or work-related documentation does not exempt you from class or excuse you from completing assignments. The decision to accept late-work remains at the discretion of your instructor; however, it is important to contact me, to see if we are able to get you back on track.

Open communication is crucial! If you encounter an emergency that prevents you from attending class, please don't hesitate to contact me promptly. I'm here to support you during challenging times.

**Communication Policy:**

Please send all messages regarding our class using Canvas inbox. If you send a message using the college email, there’s a good possibility I will not see it in time. I receive tons of emails daily from the college, and most likely, your email will get buried in my inbox. So, please send all messages using the Canvas inbox.

 If you email me outside of our class time, please give me**24**hours to respond. 

I want to let you know that I am unavailable on the days when our class does not meet, specifically Friday through Sunday. If you happen to email me during the weekend, please understand that I may not be able to respond until Monday morning, unless it is an emergency.

 In sum:

1. Send all messages using Canvas inbox.
2. Give me 24hours to respond on the days and times we don’t meet.
3. I’m unavailable on the weekends.

**College Policies on Plagiarism and behavior**

**Plagiarism** is the act of presenting someone else's words, ideas, or work as your own without proper attribution or credit. It involves copying and using someone else's intellectual property—such as text, ideas, images, or data—without permission or giving proper recognition to the original creator. Plagiarism can occur in various forms, including directly copying and pasting, paraphrasing without proper citation, and submitting someone else's work as your own. It is considered a serious ethical violation in academic and professional settings, as it undermines the principles of honesty, integrity, and intellectual property rights.

**Unintentional plagiarism** occurs when someone uses the words, ideas, or work of others without proper citation or attribution, but it is done without the intent to deceive or pass off the work as their own. This type of plagiarism often results from a lack of understanding of citation rules, poor note-taking, or inadvertent mistakes in the documentation of sources.

**Examples of unintentional plagiarism include:**

1. Forgetting to cite a source.
2. Inadequately paraphrasing or summarizing someone else's work.
3. Misinterpreting the rules of citation and inadvertently presenting someone else's ideas as one's own.

While unintentional plagiarism is not done with the deliberate intent to cheat, it is still considered a serious academic offense.

**Policies on using Artificial Intelligence (AI):** Do not use AI to write your papers it is a form of plagiarism and papers will not be accepted if they are caught using AI.

However, AI is a helpful tool to ask questions and for brainstorming ideas. If you're not sure about your limitations with AI in regards to academic writing, please ask me.

More importantly, please use AI ethically.

**College Policies**

Authority and Disciplinary Actions

* Instructors shall be in charge of their classes and students are under obligation to respect the authority of each instructor. Reedley College seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college’s standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10). Reedley College reserves the right to exclude at any time a student who, in the judgment of the administration, is not taking proper advantage of the opportunities offered.

**Student Resources:**

**Disabled Student Programs and Services:**

DSP&S provides services and accommodations to assist students who have temporary or permanent disabilities that affect academic functioning

Monday – Friday 8:00am – 5:00pm

Phone: 559-494-3032

**Canvas Information and Support**

Reedley Canvas Support (844) 629-6837

The Helpdesk (559) 499-6070

**Reading and Writing Center (summer hours may differ)**

The RC Reading and Writing Center is located in HUM 58. Stop by to enroll in English 272, weekly small group tutoring which is designed to help you on any writing assignment from any class. Walk-in appointments are available on the hour, and online tutorial consultations are available Monday through mid-day Friday.

Hours: Monday - Thursday: 8 a.m. - 4 p.m.  
Friday: 8 a.m. - 12p.m.   
Phone: 559-638-0300 x3619  
Email: [writingcenter@reedleycollege.edu](mailto:rc.writingcenter@reedleycollege.edu)