

**REEDLEY COLLEGE**  
**ENGLISH 25: COLLEGE WRITING SKILLS**  
**FALL 1999**  
**COURSE DESCRIPTION**

Instructor: Gary Enns  
Office: A6  
Office Hours: M,T,Th 4:00-5:00 PM  
Office Telephone: 638-0300 ext. 3406  
E-mail: [oceancrest@hotmail.com](mailto:oceancrest@hotmail.com)

**Prerequisite:** English 52 or placement by the college assessment process.

**Required Book:** *A Community of Writers*, 2<sup>nd</sup> edition. Ed. Elbow and Belanoff: McGraw Hill, Inc.

**Transferable Skills:** Using writing as a tool for exploring your ideas.

**Academic Honesty:** Plagiarism is the unacknowledged use of someone else's ideas and/or words. Plagiarism involves everything from buying or borrowing an essay to improper documentation. Penalties for plagiarism may include expulsion from the college.

**Important Dates**

- Last day to drop a semester-length course and not have it appear on transcript: Friday, September 3.
- Last day to drop a semester-length course: Friday, October 15.
- Final Examinations: MW Class--Wednesday, December 15, 1:00-3:00 PM, INC 2; TTh Class--Monday, December 13, 1:00-3:00 PM, INC 2.

**Policies and Procedures**

**Papers:** In order to pass this class, you must complete all paper assignments on time. Failure to complete one paper assignment will result in an F for the course. I require typed papers, double-spaced and on one side of 8.5"x11" sheets of paper. Staple the pages of each paper in the upper left corner before bringing to class. Papers are due at the beginning of class on the due date. Due dates are final. I will not accept late papers, so if you are absent on a due date for any reason, be sure to hand in the paper early or make preparations with a friend to hand your paper in for you.

**Responding Sessions:** We will have in-class sessions in which you read and respond to essays written by your peers. Your participation is important.

**Journal:** Frequently I will give in-class and out-of-class assignments to complete in your journal. Please keep a binder of loose 8"x11" sheets of college-ruled paper. This will allow you to order and re-order your assignments easily. For each assignment, write the title and the date on the top of the page. You must keep your journal in order to pass this class.

**Attendance and Class Participation:** Your participation is vital to your success in this class. Read assigned pieces carefully, complete all homework assignments, and come prepared to contribute to class each day. Five or more unexcused absences will result in an F for the course. If you come to class after roll is taken, then you will be counted tardy. Each tardy counts as one half of one absence. Note: Any work missed due to an absence may not be made up (with the exception of in-class assignments missed due to illness or university business. In these situations, an official department or doctor's note is required, and the test must be made up within the next week.).

**Conferences:** I encourage you to see me regularly in my office during my scheduled office hours listed above. If these hours don't work for you, schedule an appointment with me. I'll be happy to see you at another time.

**Grades**

Participation.....	20%
Major Papers.....	40%
Final Portfolio.....	20%
Journal.....	20%

*Grade scale*

## Course Plan

I can only assess your needs after I've gotten to know you and your writing. So, rather than trying to guess what chapters I think will most benefit you now, I have decided to leave our schedule open and flexible, giving reading and writing assignments on a week-by-week basis. If you are absent and need the next assignment, you may call my voice mailbox for the necessary information.

August 16 17-August 18 19

*Workshop 1*

August 23 24-August 25 26

*Workshop 1 \* Paper 1: A Collage, due*

August 30 31-September 1 2

*Workshop 2*

September (6 Labor Day) 7-September 8 9

September 13 14-September 15 16

September 20 21-September 22-23

September 27 28-September 29-30

October 4 5-October 6 7

October 11 12- October 13 14

October 18 19-October 20 21

October 25 26-October 27 28

November 1 2-November 3 4

November 8 9-November 10 (11 Veterans Day)

November 15 16-November 17 18

November 22 23-November 24 (25 Thanksgiving)

November 29 30-December 1 2

December 6 7-December 8 9