

Writing Skills for College

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English 125 Syllabus

Instructor Contact Information

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- <http://lindarecord.com/125/home/index.htm>
 - You should save this site to your favorites list because if BlackBoard is unavailable for any reason, you can find assignment and due date information directly on this site.

There are lots of ways to reach me even though I live in Tennessee. Please feel free to call at any time, even on weekends, but don't expect me to answer every call immediately. After all, we're in different time zones, but that shouldn't be too much of a problem. If you call when I'm not available, please leave a **clear** message with your name and callback number **at the beginning**, and I will return your call as soon as possible. It would help if you tell me the best time to reach you, too.

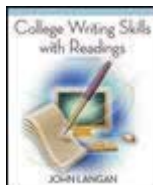
Email is an excellent means of reaching me quickly because I spend a lot of time at the computer. Be sure to put your **last name** and the **assignment ID** in the subject box and include your **name and phone number** in the message. I'll try to answer direct email within 36 hours, but if you haven't heard from me by then, send another message.

Another **best way** to contact me quickly is to post a message in the Help! discussion forum in BlackBoard as I check it every day. I'm also frequently available through instant messaging. My screen name is teach555d. If you see me online, feel free to drop in.

Course Description

English 125 focuses on the process of writing, revising, and finishing short papers, including the logical development and organization of ideas. It emphasizes avoiding common writing errors; develops writing skills by reading model essays and analyzing rhetorical strategies; develops critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking, to explore and express ideas.

Course Texts



College Writing Skills , 7/E, by John Langan. Publisher: McGraw Hill, 2008. ISBN-9780073384092

- Hacker, Diana. *Research and Documentation Online*.
<http://www.dianahacker.com/resdoc/humanities/overview.html>
- Selected internet readings

General Expectations

Being an online student

Taking an online class is both similar to and vastly different from taking one face-to-face. Similarities include instructor-prepared activities, announcements, lecture materials, assignments, etc. The main difference is that we won't be in the classroom with one another, which means you will need to be more individually responsible than you might in a regular class -- and you might feel a bit lonely from time to time. Still, many students say they are surprised at how much better they get to know their online classmates and teacher

than their on-site counterparts. I hope that will be your experience, too.

The greatest benefit of being in an online course is that you can have direct, one-to-one communication with me and fellow students at times more convenient to your schedule, rather than only during scheduled class or office hours.

Participation

1. There are certain arbitrary deadlines in the class. Our weeks will begin on Sunday and end on **Sunday**. (Yes, you get an 8-day week in this class!) This doesn't mean that all the work is done on those days; it merely provides an organizational structure for the schedule. Activities will be due no later than **11:59 p.m.** (Pacific) on their specified dates.
2. **If you miss three consecutive assignments, you may be dropped from this class.** So please, make arrangements in advance if you believe there will be a problem with completing any activity.
3. The assignments in this class are the same as if the class were being taught face to face, which means that you will do a substantial amount of reading, writing, and discussion on specific tasks.
4. You will be asked to spend time generating and participating in discussions with the class. These discussions, in which you will respond to other students' comments, play a central role in the learning experience and they are considered part of the formal writing process in this class.
5. **Rule of thumb:** Log on to **BlackBoard** at least three times a week to read announcements and post in discussions. Set up a regular schedule for yourself, just as if you were going to class on campus.
6. **Suggestion:** Keep a close eye on the **class calendar** and add the due dates to your personal organizer to avoid missing important deadlines.

Did you know that approximately 150 hours of work are required to earn an average grade (C) in a regular 3 unit course? If you divide the 150 estimated hours by the 17 weeks we will actually have together, it works out to an average of a bit under 9 hours a week. This online course must meet the same requirements for content as an onsite class, but because it is conducted mostly through reading and writing, it will surely take you longer than a similar class taught onsite. **Do not** take this class if you anticipate the workload to be **less** than a traditional classroom.

You are responsible for knowing when activities begin and end -- and for completing them in a timely manner. Look at the **class calendar** to see when assignments are due. Pay close attention to patterns of activity. Hint: You can **work ahead** on some tasks, helping to assure your success in the class -- and the ability to maintain a personal life! This is especially useful if you have an activity scheduled. You can do your work for this class before playing. :)

Announcements

The Announcements area is where I will post important general messages during the course. These can include changes in due dates, assignments, and other information critical to your success in the class. **If something is posted as an announcement, it's the same as giving you a handout in a regular class.** So please, read the announcements carefully and frequently.

Assessment

Activities in this class are graded on a point system, and there are **1000 points available** to earn in this class. Your final semester grade is based on the percentage of credit you earn throughout the course.

90-100 %	=	A
80-89 %	=	B
70-79 %	=	C
60-69 %	=	D

The point value for each activity is provided on the **Class Calendar**, which is posted in lots of places throughout the course site. The schedule of activities for this class runs from **Sunday** of one week to **Sunday** of the next week (Yes, in this class you actually get that long hoped-for 8-day week!). I strongly encourage you to write all due dates on your personal calendar so that none are missed. Be sure that you allow yourself enough time to complete a task before its due date.

There will be a 10-25 percent task penalty for work that is turned in late, except for peer feedback, which is **never** accepted late. However, as an incentive to keep up, if every task is turned in on time (or early) during the semester, you will not have to take the **Glossary Exam** portion of the final exam activities, but you will receive **full credit** for it! That's a 30 point gift for getting all your work in on time!

I do not offer extra credit activities. This means that it's important to submit all assignments when they are due.

Special note: If you share an email address and do not want someone else to have access to your progress reports, you should get a free web-based email account to use for this class.

Academic Integrity

I expect you to be honest with me and with your classmates, to trust me and each other, to be fair with yourself and with your classmates, to respect each other, and to be responsible for your own learning. When you include in your writing ideas or words from someone else, as I will expect you to do, you should acknowledge your source using appropriate documentation style. Failing to do so constitutes plagiarism, a serious academic offense. Any work suspected of being plagiarized may lead to disciplinary action ranging from loss of credit in the class to expulsion from the college.

All essays that you write for this class will be submitted to turnitin.com for evaluation of originality.

As the instructor, I can visit any forum discussion areas, groups, etc. Additionally, I can view statistical reports that show the dates and times an individual student logs in at the Bb site and which areas and assignments are accessed. Under ordinary circumstances I do not look at these statistics, but it's only fair that you know that I can.

Recommended Technology

All of these are in the "must have" category to succeed in this class.

- PC or Macintosh with internet access
- Email
- Internet Explorer web browser, most current version ([free PC download](#)) ([free Mac download](#))
- File readers
 - Powerpoint viewer ([free PC download](#)) ([free Mac download](#))
 - Adobe Reader ([free download PC and Mac](#))
 - QuickTime ([free PC download](#)) ([free Mac download](#))
- Microsoft Word
 - If you use another word processor, such as Word Perfect or Microsoft Works, you **must** learn how to save files in Rich Text format so that they can be shared with the class.

Conduct

- This is a college campus, even though it's made of clicks rather than bricks. Please interact in a courteous manner in your electronic classroom.
- The course material is protected by copyright and is intended for private use by registered students. Redistribution without consent is not allowed.
- Keep your login ID and password private. This will ensure that your assignments, correspondence and homework are under your control at all times.
- Log off when you are finished working. This will also help maintain a secure and private workspace for your class activities.



One last note about this class: It is not my intent to select works which are patently offensive; however, it is not uncommon for literature to contain words, passages, and themes which people in various cultural groups will not only find disagreeable but also repugnant. Because the content of this class deals with difficult and challenging social issues, some of the texts for

this class almost certainly fall into one or more of those categories. When such situations occur, I expect each student to openly express opinions, but also to act with dignity and respect toward others.

Try very hard not to jump to conclusions about what someone else might mean. Communicating through writing is much more susceptible to misinterpretation than talking with someone face to face. It's very easy to misunderstand and to be misunderstood. Part of the work of this class is to learn how to communicate effectively through writing. So please, be kind to one another.

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