



English 125 | College Writing Skills | 3 units | Spring 2008

**Instructor:** Rick Garza **Office:** Annex A-2 **Hrs:** M:10-12:30; TTh:11-12:30  
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Section(s): (53975) TTh 9-10:50 CCI207/202; (53156) WF 10-11:50 POR1/AGR1

### Course Description

This course will focus on the development of the process of writing, revising, and finishing short papers, including the logical development and organization of ideas. This course 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.

### Expected Outcomes/Objectives

Upon successful completion of the course, the student will be able to:

- Prewrite constructively to generate ideas and determine ideas, opinions, positions, and ultimately theses and plans.
- Respond to a prompt quickly and independently.
- Write a developed essay with a clear thesis and support.
- Write with some sophistication: introduction should be more than a thesis; a conclusion should be more than a summary; an essay should have ample substance.
- Plan and revise fairly independently employing all stages of the writing process as necessary and appropriate.
- Recognize and revise common errors such as problems with comma splices throughout a piece.
- Construct idiomatically correct sentences although there may be an “accent” resulting from a consistent type of ESL error.
- Use a variety of rhetorics and structures, including documented sources.
- Use MLA style with some guidance to set up papers and document sources.

### Required Texts and Materials:

Rhetorical Visions (ISBN: 0-13-177345-3) Pearson/Prentice Hall

[a novel to be named at a later date]

A Pocket Style Manual, 4th Ed., Hacker (ISBN: 0-312-40684-3)

A notebook for the **exclusive** use of this class, note paper and writing utensils for in-class writing assignments, and a stapler (unstapled work will not be accepted).

### Recommended:

An internet connection, e-mail address, a dictionary, a computer disk or flash drive.

**Grading:**

Essay 1	10%
Workshop 1	5%
Essay 2	10%
Workshop 2	5%
Midterm	15%
Essay 3	10%
Workshop 3	5%
Final Essay	15%
Final Workshop	5%
Commitment*	20%

\*Commitment includes, but is not limited to, class discussion, small group discussion, quizzes, homework, Blackboard participation, and completion of all reading and writing assignments. You **MUST** turn in **ALL** of the essays in order to be eligible for Commitment points. Commitment points cannot be made up.

The grading scale is as follows:

A	B	C	D	F
100-90%	89-80%	79-70%	69-60%	59% & Below

**Essays:**

You will write a total of five (5) essays. Each will be worth 100 points. All final drafts must be typed and follow Modern Language Association (MLA) guidelines. For each essay you will receive a prompt that will outline the specific requirements for each essay.

**Workshops:**

Before you turn in an essay, you must also have the paper workshopped. Each workshop is worth 100 points (50pts for your Rough draft and 25pts for each Say/Do Outline completed). For these workshops, you will be required to bring in a current copy of your paper. If your draft is not completed by the date that the workshop is scheduled, you will lose the points for the workshop. The maximum number of points that can be earned by completing Say/Do Outlines is 50 for each workshop.

**Late Work:**

Generally is not accepted. If you miss a class or forget to do an assignment you cannot make up the work. Essays may be accepted late at a minimum of 10% off of the final score for each day it is late. You should consult the instructor prior to missing a due date in order to avoid penalty.

**Quizzes / In-class Writing:**

During the semester, there will be a number of short, in-class writing assignments given. These may include quizzes on the assigned reading from the textbook. Each of these assignments will be worth 5 points each. If you miss the class in which the assignment is given you cannot make it up.

**Attendance:**

You are expected to attend/participate in class regularly. There are no “excused” absences. Students may be dropped prior to the final drop date after missing two consecutive weeks of class or accumulating the equivalent of two weeks of absences; however, it is ultimately the student’s responsibility to drop the class. “No-shows” on the first day of class will be dropped and only readmitted based upon seat availability. Following the final drop date, each absence beyond the equivalent of the two weeks of class will result in a reduction of one (1) letter grade. Late arrivals and early departures count for half an absence.

**Disruptive Behavior and Sexual Harassment**

Reedley College is committed to the principle that instructors and students must treat each other with courtesy and respect, and it will take action to enforce college policies regarding behavior that violates this principle. These policies are set forth in the student code of conduct at Reedley College.

**Mobile Communication Devices must** be turned off. If the vibrate mode of your phone causes it to vibrate to the degree that your classmates can hear this vibration, turn your phone completely off. If you are observed text-messaging during class you will be marked absent for the day.

**Guests are not allowed.** Only those enrolled in the class will be allowed in the room.

## **Cheating and Plagiarism**

The following is adapted from Fresno City College's website on cheating and plagiarism.

### **CHEATING**

Cheating is the act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Examples include but are not limited to:

- ✓ Copying or allowing another to copy a test, paper, project or performance.
- ✓ Using unauthorized materials during a test, for example, notes, formula lists or "cheat sheets."
- ✓ Taking a test for someone else or permitting someone to take a test for you.

### **PLAGIARISM**

Plagiarism is the act of representing the work of another as one's own without giving credit. Plagiarism includes but is not limited to:

- ✓ Incorporating the ideas or words of another's work without giving appropriate credit.
- ✓ Representing another's artistic or scholarly works, such as musical compositions, computer programs, photographs, etc., as one's own.
- ✓ Merely changing a few words or making a few structural changes to another's work is still plagiarism when passed off as one's own work.

### **PENALTIES**

**Penalties for cheating and plagiarism are severe and can follow you the rest of your college career.** At the minimum, you will receive an F on the assignment and a warning, but plagiarizing in a major essay will result in an immediate F for the class and a write-up for your student record. You may also be liable for more severe penalties, up to and including expulsion from the college. **The bottom line is that the college and I take this very seriously and so should you.**

### **Accommodations**

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 contact me as soon as possible.

### **Contact and Conferences**

At different times during the semester, a student may need time with me or I may request a conference with him or her. I check my phone messages and email daily at the email address on the front page. Please do not hesitate to contact me if you are experiencing a problem, have any questions, need help or clarification from me, or have ideas and suggestions for the class. I am here to help you succeed.

### **Course Changes**

This syllabus may change during the course of the semester to better address the class's needs. A handout explaining the new expectations will accompany such changes.