



English 125 Online | College Writing Skills | 3 units | Summer 2008

Instructor: Rick Garza

E-mail: rick.garza@reedleycollege.edu

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

Required Programs:

In order to do work from home, you should have the following programs (all of which are installed on computers here on-campus): Internet browser (such as Internet Explorer or Safari); e-mail access; word processor (MS Word preferably, see Essays below); Adobe Acrobat Reader for research materials.

Email and Blackboard access:

To access the course site go to the following URL: <http://blackboard.reedleycollege.edu>. Login using your seven-digit student ID for your username and password. Go to Personal Information and enter your e-mail address. You will need to be officially enrolled before you will be allowed to enter the site.

Grading:

Essay 1 (Diagnostic/Personal)	10%
Essay 2	15%
Essay 3	15%
Essay 4 aka The Final	25%
Short Assignments	10%
Blackboard Discussion	25%

The grading scale is as follows:

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

Essays:

All work must be typed, double-spaced and in 12-point type of a standard typeface (Times Roman, preferably). You must submit your work via the Assignments area. You must submit files in one of the following formats: Word documents (*.doc) or Rich Text Format files (*.rtf). For each essay you will receive a prompt that will outline the specific requirements for each essay.

Discussion Board:

The Discussion Board is really where the "life" of the class takes place, and as such we want to grant it the importance it is due. Please consider the following:

- First, unlike discussion in a traditional classroom, you have the opportunity to think carefully and deeply about the things that you "say" on the Discussion Board without the constraint of time pressure or the concern of whether or not your voice will be heard over the voices of others; you also have the opportunity to edit your remarks. Please take advantage of those opportunities.
- Second, because this is an academic environment, please do not consider the Discussion Board as analogous to text messaging, instant messaging, or e-mail to

friends. Your comments should be grammatical and mechanically sound with regards to spelling and punctuation.

- Finally, remember that a significant portion of your grade is based upon the quantity, but more importantly, the quality of your participation.

Late Work:

Late papers will not be accepted unless you have contacted me prior to the deadline posted for the assignment. There will be no make-ups of missed short assignments for any reason.

Short Writing Assignments

During the semester, there will be a number of short writing assignments given. These assignments generally ask you draw connections between the readings recently covered and formulate a well thought out response.

Attendance:

Although an online class does not chart attendance per se, you do need to make your presence known every week. There will be a reading response assignment every week and Discussion Board assignments in addition to the major papers. If you fall behind at any point during the course of the semester, you will find it extremely difficult to catch up.

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.