

WELCOME TO ENGLISH 125-SECTIONS 53001
INSTRUCTOR: MS. LORI LEVINE (YOU CAN CALL ME LORI.)




THIS CLASS MEETS ONLINE THROUGH BLACKBOARD (Bb). CHECK THE BLACKBOARD SITE AND YOUR E-MAIL DAILY. THIS SYLLABUS HAS BEEN WRITTEN TO ANSWER QUESTIONS YOU MIGHT HAVE ABOUT THE CLASS. PLEASE PRINT IT OUT AND REFER TO IT. YOU ARE RESPONSIBLE FOR ALL MATERIAL IN THIS SYLLABUS AND IN THE COURSE SCHEDULE.

<p>Contacting Me</p>	<p>During the semester, please feel free to contact me if you have any questions. Here are the different ways how:</p> <ol style="list-style-type: none"> 1. You can call me at my office: 638-3641 ext 3246. 2. If you need help or just want to talk about the class, you can visit me at my office on the Reedley College campus, Annex 6. My office hours are really YOUR time, so don't be timid in coming by or making an appointment. <ol style="list-style-type: none"> a) I will be in my office Monday-Thursday from 11 a.m. to 12 noon. b) Other office hours can be scheduled as necessary. c) I can also meet you in Fresno or we can talk on the phone. 3. You can e-mail me at lori.levine@reedleycollege.edu. I check e-mail at least once a day and try to answer student emails as quickly as possible. If you don't hear back from me within 24 hours (unless it's the weekend), please email me again.
<p>E-mail Guidelines</p>	<p>Since email will probably be our main way to communicate, I have some guidelines I want you to follow:</p> <ol style="list-style-type: none"> 1. When you email me, please, please, please, fill in the subject line with the course section and class number. Also, make sure you sign your emails. 2. All emails must be proofread. Because this is an English class, I maintain strict standards for all written communication <ul style="list-style-type: none"> • No IM or text message abbreviations. • All email must contain proper grammar including proper punctuation and capitalization. • If your email is sloppy and looks like a text message, I will send it back to you asking you to revise it! Again, this is an English class and I expect your best writing always. 3. I know this is obvious, but if I email you, you should email me back, especially since this is my only way of contacting you.

Course Description	<p>Please make sure you are in the right class. You should have taken a placement test or successfully completed 252 to be in this class.</p> <p>In this course, students will develop the process of writing, revising, and finishing essays, which includes the logical development and organization of ideas. Students will avoid common writing errors, develop their writing skills by reading model essays and analyzing rhetorical strategies, develop critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking to explore and express ideas. This course is a companion to ENGL 126 and prepares students for ENGL 1A. Students must successfully complete written course work to receive credit.</p>
Course Outcomes	<p>Upon completion of this course, you should be able to:</p> <p>A. Write an essay of at least 750 words which include an introduction, multiple body paragraphs, and conclusion of some sophistication. This essay will include:</p> <ul style="list-style-type: none"> ○ a clearly defined thesis statement ○ unified supporting paragraphs, which begin with topic sentences ○ quotations that support the topic sentences and the thesis ○ complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentence) ○ descriptive vocabulary that exhibits growth and sophisticated word choice ○ avoidance of fragments, comma splices, sentence fuses and other basic skills errors, such as capitalization, spelling, homophone issues, verb tense issues, subject-verb agreement, pronoun agreement, word choice issues, confused syntax, etc. ○ use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page ○ writing that is free from plagiarism ○ demonstrated awareness of how to write from the 3rd person point of view for a specific audience <p>B. Plan and revise independently, employing all stages of the writing process as necessary and appropriate.</p> <p>C. Complete a multi-paragraph in-class essay with a thesis and support.</p>
Theme	<p>The theme for this class is “College Culture, Student Success.” Although the book we are using is often used with first-year students, I picked it because it contains issues that all college students, regardless of your year, deal with. I’m hoping that this theme will give us interesting subjects to discuss and write about.</p>
Work load: The reality of the class!	<p>Just because this is an online class does not mean it will be easier, even if you are experienced with taking online classes. My class is very involved and requires a lot of</p>

	<p>time and attention, more so than other online classes. To complete this course you will need to be self-motivated. You will also need to be able to read directions well. If you have issues following written directions, you might want to take a face-to-face class.</p> <p>This class requires a big time commitment. Remember that a face-to-face 125 class meets for almost 4 hours a week. On top of that, for every unit you take, you are expected to do 2 hours of outside homework. You will probably spend between 10 and 15 hours a week working on this class! Please be realistic about taking this class. I don't want to scare you away, but this class is very demanding and will require a lot of time.</p>
Announcements	<p>Please make sure that you check your announcements on your COMPUTER! While I know it's tempting to do everything on your phone, my announcements will occasionally be long and will be needed to be printed out!</p>
Bb Mobile Me	<p>That said above, if you have a smart phone, you can download an App for Bb. It looks like you can even take quizzes online and complete discussion board posts, but I still suggest you use your computer to complete your work.</p>
Text/supplies	<ol style="list-style-type: none"> 1. <u>College Culture, Student Success</u> by Debra Anderson 2. <u>A Pocket Style Manual 5E 2009 MLA Update</u>, by Diana Hacker—This book is optional. Occasionally, I will refer to specific sections, but you can always look up the information in another handbook or on the web. 3. I will include other websites for you to visits and handouts for you to print out. You are responsible for reviewing all material provided. <p>These books are available at the Reedley College Bookstore. You will need them by the end of Week 2. The Book Store phone number is 638-0334. You can also order books online at http://www.bookstore.fresnocitycollege.edu/reedley/</p> <p>DO NOT order books from Amazon or another online book store as you will not get your book on time.</p> <p>I will have a book on hold at the Reedley College Library. You can come to campus to make copies.</p>
Necessary Computer Programs	<p>Skills Needed:</p> <ol style="list-style-type: none"> 1. Familiarity with computers (knowing where the power switch is located, for example) 2. Know the basics of word processing (saving files, using spell check, using grammar check, moving text, using the help function, etc.) 3. Know how to access the Internet and navigate the Internet (use a browser, utilize search engines, save and or print from the Internet)

	<p>4. Know how to send e-mail and e-mail with attachments</p> <p>Hardware Needed</p> <ol style="list-style-type: none"> 1. PC or Mac equivalent at home in good working condition. If you do not have a computer at home that is in good condition, then you should take a face-to-face class. 2. You need internet access at home. If you have dial-up do not take this class.
Computer Support	<p>I am not a computer technician, nor is my job as an instructor to act as computer support. If you are having computer problems or problems with Blackboard, I will not be able to help you. You need to know how to use your computer and to get computer support elsewhere. The Blackboard help desk will be able to help you with Bb issues. The Bb help desk number is 1-866-401-7784.</p>
Attendance Policy	<p>Although an online class does not chart attendance per se, you do need to make your presence known every week.</p> <p>Failure to post to the discussion board or complete class assignments for 14 days in a row (including weekends) will mean that you are no longer participating in the class and you might be dropped. If you decide that you no longer wish to participate in the class, then you are responsible for dropping yourself!</p> <p>The last date to drop this class is October 15. After this a letter grade will be assigned.</p>
Grades	<p> This class is a graded class. If you want to take it credit/no credit, you must fill out the proper paperwork by September 17.</p> <p>You will get points for each assignment. At the point of writing this syllabus, there are approximately 1028 points for the class. Other assignments and points may be added throughout the class. You can track your grades by going to the "Report Card" Section on the front page.</p> <p>Points: A= 90-100% of the points (939-1028 points); B=80-89% of the points (834-938 points); C=70-79% of the points (730-833 points); D=60-69% of the points (626-729 points); F=0-59% of the points (0-625 points).</p> <p>Assignments are broken into four categories: Essays, Discussion Boards/Blogs, Other Assignments, and Quizzes. Below is a description of each.</p>
Essays	<ol style="list-style-type: none"> 1. Since this is a writing class, you will write 4 out-of-class essays and 2 in-class essays that will be worth the bulk of your grade. If you decide not to turn in any of these writing assignments you will not pass the class. 2. SLOPPY WORK: Should I discover while reading your essay that you have not sufficiently proofread and edited your work, or if you have not followed the

	<p>directions, I will discontinue reading your essay and return it to you. You will then have until the following week to revise your paper (the return date will be clearly marked for you).</p> <ol style="list-style-type: none"> 3. MLA FORMAT: For all essays, you must follow MLA format. Please watch the MLA format video in the “How-To Videos” tab. Essays that do not follow MLA format will lose 10 points. 4. WORD PROCESSING FORMATS: The most common word processing format is Microsoft Word. If you use another word processing program, you will need to save your work in Rich Text Format (RTF). Guidelines for how to save in RTF are found in the “How-To Videos” tab. <i>Please do not use Microsoft Works, Word Pad, or any other program that does not allow for easy conversion.</i> 5. TURNING IN ESSAYS: All essays will be submitted to Turnitin (a link will be provided for each assignment). There is a video which shows you how to use Turnitin in the “How-To Videos” tab. This program catches plagiarism. If you plagiarize an essay, you will fail the class. I have written more about plagiarism below. 6. CONFERENCES: Occasionally, I will hold mandatory face-to-face or telephone conferences to discuss your essays. 7. LATE ESSAYS: You can turn in an essay up to 1 week late. You need to contact me so that we can work out the details.
<p>Discussion Board and Blog Rules</p>	<p>The discussion board is where a lot of your work will take place (I might try the blog function which is new this semester). This is where we will discuss the readings in your text book that are the basis for your formal essays. As with emails, it’s important to remember that this is an English class, and I expect your best writing always. So, when you are working on the discussion board you will be expected to:</p> <ol style="list-style-type: none"> 1. Type it in a word document and then copy and paste it into the discussion board. This way, you will be able to use spell check and the word count function. 2. Take the time to think about what you are writing so that your comments are well-written and complete. 3. If I ask you to respond to others, don’t merely say “I agree.” Instead, explain why you agree or disagree. Try to carry on a discussion. 4. Remember that this is an academic environment and not a text message, an instant message, or an e-mail to your friends. Your comments should be grammatically sound with regards to spelling and punctuation. Please watch your language. Inappropriate language is not acceptable. If this occurs, action will be taken as necessary per school policy. Make sure that you capitalize “I.” Do not abbreviate words. Make sure you use academic English. “Stupid” is not very academic and doesn’t tell the reader much! <ol style="list-style-type: none"> a. The following is an example of what is not allowed: i really thing that this is a stupide essay bec i dont like it i really like the other essay better b. This is better: I thought that the author’s supporting arguments were weak. For

	<p>instance, the example he used regarding visiting his grandparents did not go into enough detail to really convince me of his point.</p> <p>5. Remember that a portion of your grade is based upon the quantity, but more importantly, the <i>quality</i> of your discussion board participation.</p>
Quizzes	<p>Quizzes will be taken on various writing and grammar concepts. All of the quizzes are found in the “Quizzes” folder and all of them are loaded. Although there is a due date, you should not wait until that day to take a quiz. Make sure you review the material and take notes before you attempt the quizzes. You can print out all material. While you are in a quiz, if you try to back out of it or open other windows, IT WILL LOCK UP ON YOU!!! If this happens e-mail me right away and I will open it as soon as I can. If you wait until the last day to take the quiz, I might not be able to reopen it for you.</p> <p>After a quiz has been graded, you can open it through the Report Card feature. Go to the Report Card and click on your grade in the class. Then go to the quiz, and click on the grade for that quiz. The quiz will open and you can check your answers, the correct answers, and occasional feedback.</p>
Other Assignments:	Occasionally, you will be assigned other work that does not fall into one of the categories above.
Late Work	You will not get points for late Discussion Board Responses. Quizzes must be taken on time or you won’t be able to take them. Other Assignments must also be turned in on time. I only accept late essays. See my policy above.
Appeal Procedure for Missing Writing Assignments	<p>Some students (not many, but some) try to manipulate the system by claiming to have turned in work which they did not do. This means, as much as I might like to, I can’t take everyone’s word at face value. Yet, we know mistakes happen. So, here is the procedure for appealing a “missing” assignment.</p> <p>I will post an announcement when all the grades are recorded for a particular assignment (except for some quizzes since they are mostly automatically scored). After this announcement, you will have one week to appeal a missing assignment, contact me by email, and resubmit your assignment.</p> <p>If I do not hear from you in one week, I will assume the assignment did not come in on time and you will receive a zero grade. It is your responsibility to monitor Blackboard daily for announcements. While I do try and email all of the announcements to you, you are still responsible for anything posted on Bb even if it has not been emailed to you.</p>
Extra Credit	I don’t give extra credit. If you want to pass the class, do the work.
Plagiarism	Use of another’s work as though it were your own will not be tolerated. In the

	<p>current Reedley College Catalogue, plagiarism is defined as follows:</p> <p>Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Copying someone else's Discussion Board counts as plagiarism. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.</p> <p>If you plagiarize in my class, I will give you a zero on the assignment even if the assignment has already been graded and I find out that you plagiarized after the fact.</p> <p>Please note that I have you watch a video on incorporating quotes and take a quiz on the subject. Understanding the rules in this video will help you not plagiarize. I do not accept any excuses for plagiarizing.</p>
<p>Academic Accommodations</p>	<p>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. I will work with the DSPS office to make sure that you get the help that you require. In order to get accommodations, you must be signed up with DSPS.</p>
<p>Essential Information</p>	<ol style="list-style-type: none"> 1. It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc. This means you should check the Blackboard announcements and your e-mail daily. I post updates regularly. 2. It is your responsibility to officially withdraw from this and/or any course. Failure to do so may result in an "F" grade being awarded. 3. Because this is an online class, and we are using Blackboard, a class e-mail list is generated. This e-mail list is to be used for school related messaging only. Any other use of the e-mail list can result in your being dropped from the course. Continued sending of unsolicited e-mail could be viewed as a form of harassment. Appropriate action will be taken as necessary per school policy. 4. Should you discover that you are unable to regularly attend class (online) for whatever reason, it is imperative that you discuss this with me as soon as possible. Telling me of work schedule changes, illness, family emergencies, etc. after missing several days/weeks is unacceptable.
<p>Important Dates</p>	<p>August 16 (M)--Start of Fall semester August 16-October 15 (M-F)--Short-Term classes, first nine weeks</p>

August 27 (F)--Last day to drop a full-term class for a refund
 September 3 (F)--Last day to register for a full-term fall class
 September 3 (F)--Last day to drop a fall full-term class to avoid a "W"
 September 6 (M)--Labor Day (no classes held, campus closed)
 September 17 (F)--Last day to change a fall class to/from a Pass/No-Pass grading basis
 October 15 (F)--Last day to drop a full-term class (letter grades assigned after this date)
 October 18 - December 17 (M-F) --Short-Term classes, second nine weeks
 November 11 (Th)--Veterans Day (no classes held, campus is open)
 November 25-26 (Th-F)--Thanksgiving holiday (no classes held, campus closed)
 December 13-17 (M-F)--Final exams week
 December 17 (F) End of Fall semester
 December 20 - January 5 (M-W) Winter Break

**Frequently Asked Questions
That Have Not Already Been Addressed!**

I couldn't access Blackboard. What do I do?

Wait and try again. If you keep having trouble accessing Blackboard try the following before emailing me:

- Turn off your computer entirely and unplug it. Let it sit for 5 minutes. Then plug it back in and try accessing the web site again.
- Check the URL for the site and be sure you are entering it correctly. The URL you should use is <http://blackboard.reedleycollege.edu> .
- Try accessing another website from your computer that you have not accessed recently. This will clarify if the problem is with Blackboard or with your own browser or internet service provider.
- Hit the refresh button. Sometimes a "page not found" screen gets stuck in the browser's cache. Refreshing the page will sometimes clear it.
- Turn off any parental control or other content filters. Sometimes these filters, as valuable as they are, can filter out good content as well as bad.
- Call 1-866-401-7784. This is the Bb help desk.

What is the little exclamation in the grade book on the Bb site?

The exclamation point simply says that your quiz went through properly and is waiting to be graded. Some quizzes are automatically graded as they are multiple choice. If they are not, I will have to go in and grade them myself. This might take a week or so. After I grade them, you will be able to open them through the grade book function, and review the quiz. The correct answers will usually be available at that time.

I have a question mark or a lock in my grade book. What does this mean?

This means that for some reason the quiz or exam did not go through properly. This usually results from either you dropping off line, having a power failure, exiting the program before you have finished the quiz or exam or hitting the enter button instead of clicking on the submit button at the bottom of the page. If this

happens, you must email me immediately to clear the lock. I check my email several times a day and can usually clear it within 24 hours or less. If you wait until the day the quiz is due, however, I won't be able to clear it and I can't give you extra time to do the assignment.

Can't I just bring in my paper in person or leave it with the receptionist at school?

No. This is an online class and everything is done electronically.

Can I email you to find out if you got my papers?

You can, but it's not necessary. If you submitted it correctly, then I should get it.

How can I read your comments on my paper?

After I have finished reading your paper, I will upload it back to turnitin. To access your paper, go to "My Grades" Tab. Click on the grade. That will take you to another window where you will see a saved version of your essay. Save that essay to your hard drive and then open it. Usually, I use the tracking feature on Microsoft Word. There is a video on how to access this in the "How-To Videos" Tab.

Email me: Now that you have read the whole syllabus, email me telling me:

a) that you have read it, and

b) that you agree to my rules.

If you have any questions about my syllabus, now is the time to ask me! If you do not email me, you will be locked out of the class until you do.