

English 252: Writing Improvement

Schedule # 53156


FALL 2010

Meets: Mondays, Tuesdays, Wednesdays, and Thursdays in CCI 202 from 12 -12:50 p.m.

“Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending” – Anonymous

Instructor	Lori Levine
Contacting Me	Office: A- Annex 6 Phone: 638-3641 ext. 3246 Email: <a href="mailto:lori.levine@reedleycollege.edu">lori.levine@reedleycollege.edu</a>
Office Hours	Mondays through Thursdays from 11 to 11:50 During these hours, I am available to you and other students to discuss your work. I am also available at other times. If you can't come to my office during these hours, let me know and I will be happy to meet you at another time.
English 252 Course Description	In this course, students will develop their writing skills by composing short essays (both in and out of class), while learning how to brainstorm, outline, draft, revise, and edit. In the process, they will work on developing paragraphs and correcting basic grammar errors. This course is a companion to ENGL 262 and prepares students for ENGL 125. Students must successfully complete written course work to receive credit. Placement for this course is designated by the college assessment process.
English 252 Course Outcomes (our goals)	By the end of this course, you should be able to,  A. Write a paper of at least 500 words with an introduction, body of at least one paragraph, and a conclusion. This paper will include: <ul style="list-style-type: none"><li>○ a thesis statement</li><li>○ unified supporting details for each body paragraph which begin with a topic sentence</li><li>○ an evaluation and analysis of ideas at the appropriate course level</li><li>○ complete sentences which include correct capitalization, spelling, use of homophones, etc.</li><li>○ an avoidance of major grammatical errors including verb tense issues, subject-verb agreement, pronoun agreement problems, fragments, fused sentences and comma splices</li><li>○ appropriate use of academic language and descriptive vocabulary</li><li>○ correct usage of MLA format</li><li>○ writing that is free from plagiarism</li></ul> B. Plan and revise with guidance, employing all stages of the writing process when necessary.  C. Write an in-class paper with a beginning, middle, and end that communicates a clear idea.

<p>Required Texts/ Materials</p>	<ul style="list-style-type: none"> <li>• <u>Writings From Life</u> by Tom Tyner 2<sup>nd</sup> Edition</li> <li>• <u>English Essentials—Short Version</u> by John Langan, Townsend Press.</li> <li>• Paper</li> <li>• Note cards and a way to hold them together.</li> <li>• A method to save copies of your work (I recommend a memory stick)</li> <li>• Handouts and a place to put them—you will have lots of handouts!</li> <li>• A positive attitude!</li> </ul> <p>You must have these items by <b>Tuesday, Aug. 17!</b> That’s that second day of the class. There is a text book on hold in the Library for you to use if you need to. This book must stay in the library, so make sure you have time to use it there.</p>
<p>Grades</p>	<p>Grade Categories</p> <ol style="list-style-type: none"> <li>1. Formal Essays: 80%</li> <li>2. Everything Else: 20%</li> </ol> <p>You must earn a “C” (70%) or better to pass this class. Throughout the semester, I will give you a printed copy of your grades. If you have questions about your grade at any point during the semester, please come and see me. The class is graded Credit (CR) or No-Credit (NC).</p> <p>Grades: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0-59%</p>
<p>Formal Essays (80%):</p>	<p>During the semester you will turn in formal essays based on the topics in our book.</p> <p>Please Note:</p> <ol style="list-style-type: none"> <li>1. You will work on your essays in- and out- of class. PLEASE BRING ALL OF YOUR WORK WITH YOU TO EVERY CLASS PERIOD. If you are not prepared to work, you might be asked to leave and will be counted absent for the day.</li> <li>2. Writing Assignments must be turned in on time. If you are having problems please talk to me ASAP.</li> <li>3. If you turn in an assignment and it does not look like it has been proof-read, you will be given the essay back un-graded. You will then have until the next class period to edit your essay.</li> </ol>
<p>Formal Essay Revisions</p>	<p>If you would like a better grade on an essay, then you can come to my office and discuss your essay with me. We will talk about what you need to do to make it better. When you revise that paper, you will come back to my office with the new and the old draft (the one I corrected). I will read it and decide if I should give you a grade change. This process might continue until the paper has improved enough for a sufficient grade change.</p> <p>If you cannot come to one of my office hours to discuss your paper, please let me know and we will meet at another time.</p>
<p>Everything Else (20%)</p>	<p>While a lot of your time will be spent on writing essays, you will also have homework as well as in-class assignments to complete. Occasionally, you might also be quizzed on material we cover during the semester. Quizzes will usually be</p>

	unannounced!
Course Rules for Success	<p>To create the very best environment for supporting your success and the success of your classmates, this course has three important rules. The more challenging these rules are for you, the more value you will experience by adopting them. By choosing to follow these three rules, you are choosing to be successful not only in this course but in your life.</p> <p>These rules will support your success in every goal you pursue!</p> <ol style="list-style-type: none"> <li><b>Show up!</b> To support my success, I choose to attend every scheduled class period in its entirety.</li> <li><b>Do the work!</b> To support my success, I choose to do my very best work in preparing all of my assignments and hand them in on time.</li> <li><b>Participate actively!</b> To support my success, I choose to stay focused and involved in every class, offering my best comments, questions, and answers when appropriate.</li> </ol>  <p>Please note that if you are disruptive in anyway, I will ask you to leave class for the day. If you continue to be disruptive, I will file a report with the Vice President of Students. (You are disruptive if you are talking to your neighbor while I am talking or someone else is talking, if you are doing other work besides the assigned task, if you use an inappropriate tone with me or others, if you are rude, if you talk on your cell phone or text message during class, etc.)</p> <p>If you come to class late, come in and sit down quietly. Do not ask your neighbor what we are doing. Do not come up to me to find out what we are doing. Wait until a break or until after class to find out what is going on</p>
Attendance Policy	<p>You are in this class because you need to improve your writing skills, so it is important to attend class daily. When you miss class, you miss valuable information on how to write essays, information for which I will hold you responsible. Also, not attending class will affect your grade; if you are not in class, you will not be able to participate and complete daily assignments.</p> <ul style="list-style-type: none"> <li>• If you miss any of the first week of class, you will be dropped.</li> <li>• You can miss up to 2 weeks before you run the risk of being dropped.</li> <li>• If you come to class more than 10 minutes late, you will be considered absent. (You should still come, however, so that you don't miss valuable information/work.)</li> <li>• Three tardies=one absence</li> <li>• I don't really excuse absences. While I am usually understanding if an emergency happens, a missed class is a missed class.</li> </ul> <p>Please note that as of right now, I do not post assignments on Blackboard. If you miss class, you need to find out what the assignment is. And please do not ask me if you missed anything "important" in class. All assignments are important!</p>

Conferences	Occasionally, you will have set times that you will need to come and see me in my office to talk about a paper. A student who misses this conference or who is not prepared (has not brought a paper or has not revised as instructed) will receive an F on that paper. If you must miss a conference, call me before the conference and I will try to reschedule.
Sharing Work	From time to time, I might share your essays/other work with the entire class, or you will be asked to share with each other. Please, don't write about topics you don't want anyone to know about.
Late Work Policy	I do not accept late class work or homework. The only exception I have to this policy is in regards to the formal essays. Please talk to me right away if you know one of your formal essays will be late (these are the essays that are worth a lot of points!!!).
Other Tips and such	<ol style="list-style-type: none"> <li>1. Keep a copy of all your work until the end of the semester.</li> <li>2. Maintain an "I can" attitude – Positive people tend to have positive outcomes (and the opposite is true too).</li> <li>3. Always be prepared for class.</li> <li>4. Showing up is not enough: It's true that being present helps you to learn, but if you do not do the assignments, you will not pass.</li> <li>5. Turning work in is not enough: just doing the assignment does not warrant a passing grade. You need to be doing passing work to pass the class. Makes sense, right?</li> <li>6. If you stop coming to the class, be sure to drop. It is your responsibility to do so, not mine. Forgetting to do so could earn you an "F" or "NC" as a final semester grade. Let me know if you are going to drop so that I don't worry about you.</li> </ol>
Plagiarism	<p>Use of another's work as though it were your own will not be tolerated. In the 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. 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>

Academic 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. 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.
Important Dates	<p>August 16 (M)--Start of Fall semester</p> <p>August 16-October 15 (M-F)--Short-Term classes, first nine weeks</p> <p>August 27 (F)--Last day to drop a full-term class for a refund</p> <p>September 3 (F)--Last day to register for a full-term fall class</p> <p>September 3 (F)--Last day to drop a fall full-term class to avoid a "W"</p> <p>September 6 (M)--Labor Day (no classes held, campus closed)</p> <p>September 17 (F)--Last day to change a fall class to/from a Pass/No-Pass grading basis</p> <p>October 15 (F)--Last day to drop a full-term class (letter grades assigned after this date)</p> <p>October 18 - December 17 (M-F) --Short-Term classes, second nine weeks</p> <p>November 11 (Th)--Veterans Day (no classes held, campus is open)</p> <p>November 25-26 (Th-F)--Thanksgiving holiday (no classes held, campus closed)</p> <p>December 13-17 (M-F)--Final exams week</p> <p>December 17 (F) End of Fall semester</p> <p>December 20 - January 5 (M-W) Winter Break</p>