**English 252**

**Writing Improvement**

**FALL 2010**

**Elaine G. Stamper**

**MW 1:00-2:50**

**CCI 202**

You are responsible for all the information contained in this syllabus. Please be sure to bring it with you to all class meetings this semester.

**Contact information:**

e-mail address: elaine.stamper@reedleycollege.edu. Please write “English 252” in the subject line of all e-mails to me.

Office: Faculty Annex-5 (Portable building near Administration; first office inside on the left)

Campus Phone: (559) 638-3641 ext. 3472

Office Hours: **Mon., Wed., Thurs.: 3:00-4:00 in Annex 5;**

**Mon. and Wed.: 5:30-6:00 in CCI-207;**

**and other days/times by appointment.**

**Required Materials:**

* A binder for organizing class notes and assignments
* USB Flash Drive (also known as a jump drive or thumb drive) to save your work on the lab computers.
* Blue Books:
	+ one for in-class journal entries
	+ one for in-class reflections
	+ two for in-class essays
* Stapler
* There is no required text for this class. You will, however, occasionally need to print out online articles and exercises as assigned.

## Course Description:

English 252 is a P/NP (Pass/No Pass) course designed to prepare students for college-level writing courses. Students will receive practice in writing clear, complete, and appropriate sentences; strong, effective paragraphs; and short papers that demonstrate control of the main idea and the ability to develop, write, revise and edit papers. The emphasis will be on how to communicate ideas effectively in writing. English 252 is the preparatory course for English 125.

**Course Outcomes:**

Upon completion of this course, students will be able to:

1. Write a paper of at least 500 words with an introduction, body of at least one paragraph, and a conclusion. This paper will include:
2. a thesis statement
3. unified supporting details for each body paragraph which begin with a topic sentence
4. an evaluation and analysis of ideas at a rudimentary level.
5. complete sentences which includes correct capitalization, spelling, use of homophones, etc.
6. an avoidance of major grammatical errors including verb tense issues, subject-verb agreement, pronoun agreement problems, fragments, fused sentences and comma splices.
7. the proper use of academic language and descriptive vocabulary.
8. correct usage of MLA format.
9. writing that is free from plagiarism.
10. Plan and revise fairly independently, employing all stages of the writing process when necessary.
11. Write an in-class paper with a beginning, middle, and end which communicates a clear idea.

**Course Objectives:** In the process of completing this course, students will:

1. Learn about writing short papers with an introduction that includes a thesis statement, at least one body paragraph with a topic sentence, and a conclusion.
2. Learn how to write specific examples to support ideas within each body paragraph.
3. Work on making essays unified.
4. Use transitions appropriately within the essay.
5. Practice using the writing process when composing essays.
6. Develop an understanding of basic writing conventions, including parts of sentences, usage, spelling, vocabulary, etc.
7. Learn about parts of speech to identify and correct basic sentence errors, including fragments, fused sentences, and comma splices.
8. Learn how to evaluate and analyze ideas at a rudimentary level.
9. Select the appropriate audience, paying attention to word choice and using descriptive vocabulary while avoiding slang and instant messaging abbreviations.

 **Assignments**

* **Four essays:** The final grade for each essay will be determined in part by completion of the following steps: in-class pre-writing; in-class first draft; out-of-class second draft; peer review or conference with instructor or feedback from a writing center tutor on at least one draft; out-of-class third draft with substantial revisions. All drafts must be typed—unless I specifically ask you to write it in a Blue Book—and be in the required format. The final draft of all essays must be submitted with all of the steps. Unless otherwise specified, all out-of-class drafts are due **at the beginning of the class period.** Papers not submitted at that time will be considered late and will be dropped one letter grade according to late paper policy.
* **One midterm in-class essay:** You will write an in-class timed (50 minutes) essay in the 9th week. We will prepare for this one or two classes beforehand.
* **Final exam reflective essay**: Grading criteria will be discussed in class prior to Exam Week. The topic itself may be given on the day of the exam.
* **Journals**: You will keep a separate Blue Book for journal entries (I will assign short topics).

**There will also be a variety of assignments,** both in and out of class, which include pre-writing exercises, short readings, short pieces of reflective or practice writing, and assigned homework. There will sometimes be homework announced in class that does not appear on the schedule. (If you are absent, be sure to check Blackboard.) Unless otherwise specified, all assignments are to be turned in to me in class. No late homework will be accepted—no exceptions.

**Class Policies and Procedures**

**EMBEDDED TUTOR:** We will have a tutor from the Writing Center in our class one day a week. This is a great opportunity to get additional assistance with your writing! Although I design the assignments and grade your papers, the tutor will be available to answer questions and to help you with the assignments.

**ATTENDANCE:**

* In accordance with district policy, **students who miss more than four classes in the first nine weeks of the course will be dropped from the class**.
* Regular attendance is essential. Students who are absent have difficulty understanding the assignments and often do not turn things in. Even though I don’t give you a grade for attendance, you are “shooting yourself in the foot” if you are absent more than two times during the semester: students who do not attend all or most of the classes generally fail.
* That said, please let me know—by phone or e-mail—if you are going to be absent and, if possible, why.
* Students who do not attend the first class meeting will be dropped unless they have contacted me before the first class with an acceptable reason for why they must miss the first day. Students who add or choose to drop the class are responsible for completing the process through Web Advisor. Please note that Friday, Jan. 29th, is the last day to drop without a failing grade.
* If you are more than 10 minutes late or leave class more than 10 minutes early, I will mark you as tardy. Two tardies equal one absence.

**PARTICIPATION:** I firmly believe that students learn not only from the instructor but also from each other. So, be prepared to interact in pairs and groups with other students in the class. You can only be an active, prepared participant if you attend class regularly and on time, contribute in a meaningful, useful way to discussions, and do the assigned work both in and out of class. If you have not done the necessary work in order to participate, I consider this a disruption to the class and will ask you to leave. You will be marked absent.

**MAKE-UPS:** Quizzes may be unannounced and cannot be made up. Homework cannot be made up. Timed in-class essays cannot be made-up unless you have a signed doctor’s note. You are responsible for talking to me outside of class regarding any in-class work that you may miss. Keep in mind that I will not “re-teach” a class that you have missed.

**SUBMITTING PAPERS AND REVISIONS**: **All** **essays and drafts** of essays must be **typed (unless I ask you to use a Blue Book)** in Times New Roman, 12 point, and double-spaced on 8 1/2 by 11 inch paper. In the upper left hand corner, put your name, class (English 252), instructor’s name (Ms. Stamper), type of assignment, draft number, and date (example: 29 August 2010). Title your paper and center, **do not underline**, it above your text. See handout for sample and guidelines. **Submit all drafts, last to first,** with each assignment.

**I reserve the right to refuse any essay draft that is not typed, is not submitted in the proper format, or does not include pre-writing and the proper number of drafts. Re-submission of the paper will be required and will result in a penalty for late work.**

**LATE WORK:** All assignments are due in class (or in my e-mail in-box or in my office mailbox; you can also give the assignment to the receptionist at the front desk in Administration) by the start of class timeon the day they are due.

* **Late papers will drop one letter grade for each class day they are late.**
* **Homework and journals cannot be submitted late.**
* **“By the start of class time”** means that papers need to be printed out before class, organized, stapled, and ready to turn as soon as class begins. Please do not ask me if you can print an out-of-class draft on the printer in our classroom.

**ACADEMIC DISHONESTY:** Cheating, copying, or plagiarizing others’ work may, according to the Reedley College 2006-2008 Catalog, result in anything from a failing grade on the paper or assignment to a failing grade in the course. **Do not have anyone (outside of me, the tutor, students in our class, or the Writing Center) help you at all with your papers.**

**Students with disabilities:**

*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 talk to me as soon as possible. Contact Disabled Student Programs and Services (DSP&S) at (559) 638-0332 or visit their website for more information:* [*http://www.reedleycollege.edu/services/dsp/LD.htm*](http://www.reedleycollege.edu/services/dsp/LD.htm)*.*

**Some Important Points:**

* You must use the school e-mail account and check it on a regular basis. There are computers available at various computer labs (including the library) on campus. There is also a video tutorial on Web Advisor.
* I use Blackboard. In the event that I had to cancel class, I would post it as an announcement on Blackboard and send the announcement as an e-mail. On Blackboard, you can get an extra copy of the syllabus and schedule or most other handouts, find out if there was any homework on the day you missed class, and check your grade. If you need help with Blackboard, see me or the tutor or a computer lab assistant in the library.
* Please make sure that you save all of your work—save all drafts of written work on your flash drive and keep all graded and returned work in your notebook for this class.
* Nothing annoys me like rudeness; that means cell phone usage (texting, checking for texts or calls, phones going off), repeated tardiness, people talking when I or someone else is talking, and students “packing up” before I have ended the class. So, turn off your phones and put them away before class, come to class on time, be considerate when others are talking, and wait for me to finish class before you start closing books and putting things away. **If you do not abide by these rules of common courtesy, I will ask you to leave the classroom and this will be counted as an absence.**
* One of my goals for this class is to help you understand that writing is never truly “finished”—as someone once said, a piece of writing is only abandoned because time for revision runs out. Therefore, be prepared to do multiple drafts of essays.
* Please contact me by e-mail (elaine.stamper@reedleycollege.edu) if you have any problems or questions about anything**. Please write “Eng 252” in the subject line** so that I can give it priority.I check my e-mail regularly and will get back to you promptly.
* **You reap what you sow**: you will get out of this class just as much as you put in. My job is to help you to become better writers and to prepare you to write for other classes. I really care about my students and will do whatever I can to help you. But, the final responsibility is yours.

**Important Dates:**

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| --- | --- |
| **Last day to drop for a full refund**  | **Friday, August 27th** |
| **Last day to add or to drop without a “W”** | **Friday, September 3rd**  |
| Labor Day Holiday (no classes) | Monday, September 6th |
| **Last day to drop without an “F”** | **Friday, October 15th**  |
| Veteran’s Day Holiday (no classes) | Thursday, November 11th  |
| Thanksgiving Holiday (no classes) | Thursday-Friday, November 25th-26th |
| **Final Exam** | **Wednesday, December 15th** |

**GRADING:**

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| --- | --- | --- |
| **Task** | **% of final grade** | **Possible Points** |
| **Participation, peer reviews, quizzes, and homework assignments** | 10% | 100 |
| **Journal (journal entries and vocabulary)** | 5% | 50 |
| **Essay #1** (includes pre-writing and a minimum of two drafts) | 15% | 150 |
| **Essay #2** (includes pre-writing and a minimum of two drafts) | 15% | 150 |
| **Essay #3: Midterm in-class essay** (5% in-class; 5% revision) | 10% | 100 |
| **Essay #4** (includes pre-writing and a minimum of two drafts) | 20% | 200 |
| **Essay #5** (includes pre-writing and a minimum of two drafts) | 20% | 200 |
| **Final Exam** | 5% | 50 |

**Grade Distribution: Although I assign percentages and letter grades on assignments, the final grade in this class will be either Pass (100% - 70%) or Not Pass (69% and below).**

**100 – 90 = A Excellent**

**89 – 80 = B Very Good**

**79 – 70 = C Average**

**69 – 60 = D Needs Improvement**

**59 – 0 = F Fail**

Schedule (Subject to change)

 Class Activity Homework (HW)

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| --- | --- | --- | --- |
| **1** | 8/168/18 | **Monday:** Introductions and expectations; syllabus. Paper format.**Wednesday: Quiz #1:** Syllabus. Info on Writing Center. Assign HW#1. | Monday’s HW: Read and study syllabus and schedule. Buy class materials.Wednesday’s HW: HW #1: capital letters (due 8/25).  |
| **2** | 8/238/25 | **Monday: Due: HW #1** Introduction to pre-writing. Essay #1 pre-writing. Review of paper format.**Wednesday: Due: HW #1.** Journal #1. Essay 1.1 in class. | Monday’s HW: Paper format.Wednesday’s HW: Work on Essay 1.1. |
| **3** | 8/309/1 | **Monday:** **Due: Essay 1.1.** Thesis statements. Work on Essay 1.2.**Wednesday: Due: Essay 1.2.** Topic sentences. Error code and rubric. | Monday’s HW: Work on Essay 1.2.Wednesday’s HW: Work on Essay 1.3 (due 9/8). |
| **4** | **9/6H**9/8 | **Monday: Holiday. No class.****Wednesday: Due: Essay 1.3 (final)** Practice with timed writings. | Monday’s HW: Wed. Homework. Study for Quiz #2 (capitals). |
| **5** | 9/139/15 | **Monday:** Conferences on Essay #1. **Quiz #2:** Capital letters.**Wednesday:** Developing ideas. Conferences on Essay #1. Assign HW # 3. | Wednesday’s HW: HW #3: Go to [http://depts.dyc.edu/learningcenter/owl/ apostrophes.htm](http://depts.dyc.edu/learningcenter/owl/%20%20%20apostrophes.htm).Do activities #1 and #2. Print out. |
| **6** | 9/209/22 | **Monday:**  Spelling. Journal #2. **Wednesday: Due: Spelling practice.** Run-ons (comma splices and sentence fuses). Journal #3.  | Monday’s HW: Spelling practice.Wednesday’s HW: See Blackboard for practice with run-ons. |
| **7** | 9/279/29 | **Monday:**  Journal #4. Essay #2 pre-writing.**Wednesday:** apostrophes; practice with singular/plural and possessives | Wednesday’s HW: Write 2nd draft of Essay #2; due at beginning of class. |
| **8** | 10/410/6 | **Monday:** Journal #5. Apostrophes continued.**Wednesday:** Essay #2.1 in class. Review run-ons.Quiz #3: run-ons. | Monday’s HW: Study for Quiz #3.Wednesday’s HW: Write final draft (#3) of Essay #2; due at beginning of class. |
| **9** | 10/1110/13**Friday,10/15, is the last day to drop without an ‘F’.** | **Monday:** Journal #6. **Due: Essay #2.2 (final).**Prepare for midterm.**Wednesday: Bring Bluebook to class.** Midterm (Essay #3: in-class essay). No make-ups. | Monday’s HW: Buy Bluebook for Wednesday’s in-class essay.  |
| **10** | 10/1810/20 | **Monday:** Journal #7. Writing introductions.**Wednesday:** Conferences.  | Monday’s HW: Write Essay 3.2 (revision of midterm). |
| **11**  | 10/2510/27 | **Monday:** Essay #4 pre-writing and 1st draft. **Wednesday:** **Due: Essay #3.2.** Writing conclusions. Review midterm. Assign HW #4. | Monday’s HW: Keep working on Essay 3.2.Wednesday’s HW: Revise Essay #3.  |
| **12** | 11/111/3 | **Monday: Due: Essay 3.3 (final).** Descriptive language. Assign HW #5. Journal #5. **Wednesday:** Conferences. | Monday’s HW: HW #5 TBA. |
| **13** | 11/811/10 | **Monday: Due: HW #5.** Prepare for Essay #4.**Wednesday:** Essay #4 (in-class 1st draft). |  |
| **14** | 11/1511/17 | **Monday:** Journal #9. Revisit introductions. Journal #6. **Wednesday:** Essay #4 2nd draft. Revisit conclusions. | Wednesday’s HW: Write final/3rd draft of Essay #4; due at beginning of class. |
| **15** | 11/2211/24 | **Monday: Due: Essay #4 (final/3rd draft).****Wednesday:** TBA. |  |
| **16** | 11/2912/1 | **Monday:** Journal #10.**Wednesday:** TBA. |  |
| **17** | 12/612/8 | **Monday:** Catch-up Day.**Wednesday:** Prepare for final exam. |  |
| **18** | **Final Exam** | **Final Exam: Wed., Dec. 15th, 1:00-3:00** | **No classes this week other than scheduled final exams** |