

**WELCOME TO ENGLISH 1A-SECTIONS 53332**  
**INSTRUCTOR: MS. LORI LEVINE**




This class is a hybrid class. We meet face-to-face on Fridays in Hum 62 from 12 to 1:50. The rest of the time, you do your work on our Blackboard site.

Contacting Me	<p><b>During the semester, please feel free to contact me if you have any questions. Here are the different ways how:</b></p> <ol style="list-style-type: none"> <li>1. You can <b>call me at my office:</b> 638-3641 ext 3246.</li> <li>2. You can visit me at my office on the Reedley College campus, Annex 6.             <ol style="list-style-type: none"> <li>a) I will be in my office Monday-Thursday from 12noon to 1 p.m.</li> <li>b) Other office hours can be scheduled as necessary.</li> <li>c) I can usually stay after class and talk with you then.</li> </ol> </li> <li>3. You can <b>e-mail me</b> at <a href="mailto:lori.levine@reedleycollege.edu">lori.levine@reedleycollege.edu</a>. 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.</li> </ol>
E-mail Guidelines	<p>Even though we will see each other on Fridays, I will still be emailing you during the week about the course. Make sure you check your email daily! I also expect that there will be times when you will email me. Because of this, I have some guidelines for you to follow.</p> <ol style="list-style-type: none"> <li>1. When you email me, please, please, please, fill in the subject line with <b>your name and Engl 1A</b>. I can't always tell who you are from you email address and I need to know which class you are in.</li> <li>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"> <li>• No IM or text message abbreviations.</li> <li>• All email must contain proper grammar including proper punctuation and capitalization.</li> <li>• 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.</li> </ul> </li> <li>3. Make sure your correct email address is entered on Blackboard and on Webadvisor. There is a video in the "How-To Videos" tab which explains how to do this.</li> <li>4. If you change your email address at any point during the semester, please change it on Bb. All of my emails are sent through Bb. If you don't change your address there, you won't get my emails.</li> <li>5. <b>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.</b></li> </ol>
Course Description	English 1A is equivalent to the freshman composition course at a four-year university. The

	<p>goal of freshman comp is to sharpen your writing, reading, and thinking skills so that you can meet any scholarly challenge involving reading and critical thinking and competently express your ideas at the university level.</p> <p>Please make sure you are in the right class. You should have taken a placement test or successfully completed 125 to be in this class.</p> <p><u>Official Catalogue Description</u>  Reading, analyzing, and composing college-level prose, with emphasis on the expository; studying writing as a process; exploring different composing structures and strategies; editing and revising one's own writing; conducting research (gathering, organizing, evaluating, integrating, and documenting information,) culminating in a term research paper and annotated bibliography.</p>
Course Outcomes	<p>Upon completion of this course, you should be able to:</p> <p>A. Write a documented research paper of at least 1000 words that includes:</p> <ul style="list-style-type: none"> <li>○ a sophisticated introduction, multiple body paragraphs, and conclusion</li> <li>○ a clearly defined, arguable thesis sentence</li> <li>○ supporting details that exhibit critical thinking and use credible secondary sources</li> <li>○ correct usage of MLA format, including a works cited page</li> <li>○ sentences that exhibit a command of the complex/compound with minimal comma splices, sentence fuses, fragments, and mechanics</li> <li>○ controlled and sophisticated word choice</li> <li>○ writing in third person/universal</li> <li>○ an avoidance of logical fallacies</li> <li>○ demonstrating an awareness of purpose and audience</li> <li>○ appropriate and purposeful use of quotations</li> <li>○ correct in-text citations</li> <li>○ an annotated bibliography of multiple sources</li> <li>○ an avoidance of intentional and unintentional plagiarism</li> </ul> <p>B. Complete a timed essay independently in class</p> <p>C. Summarize and comprehend college level prose (will include a full reading)</p>
Course Objectives:	<p>In the process of completing this course, you will</p> <p>A. Write several revised essays, including at least one documented research paper.</p> <ul style="list-style-type: none"> <li>○ Arrange and integrate ideas in a multiple body essay, complete with topic sentences, supporting data, and background, as necessary.</li> <li>○ Indicate an arguable thesis.</li> <li>○ Gather, analyze, and synthesize peer-reviewed sources and/or original research such as interview, survey, or observation.</li> <li>○ Employ MLA formatting guidelines.</li> <li>○ Reduce dependence on the instructor's guidance; students will ultimately independently and accurately recognize and self-correct errors in sentence construction, punctuation, and mechanics.</li> <li>○ Craft increasingly mature and cogent writing while choosing the appropriate tone and academic voice.</li> <li>○ Practice sound choices in identifying and avoiding logical fallacies.</li> <li>○ Employ appropriate use of third person universal.</li> <li>○ Identify appropriate audiences for their compositions.</li> <li>○ Employ quotations, discriminating among sources for accuracy and validity.</li> <li>○ Employ MLA formatting guidelines for Work Cited Page and in-text citations.</li> <li>○ Develop annotated bibliography from sources for a research paper.</li> <li>○ Recognize the appropriate use of sources, while avoiding intentional and unintentional plagiarism.</li> </ul>

	<p>B. Write an organized essay(s) with thesis and adequate support independently within a class period.</p> <p>C. Read and understand college level prose, including:</p> <ul style="list-style-type: none"> <li>○ identifying the model, summarizing the thesis, and locating supporting information.</li> <li>○ naming rhetorical devices such as irony and parallelism and translating metaphorical language, so as to determine an author's intent, both explicit and implicit.</li> <li>○ answering questions from assigned reading differentiating between an author's intent and personal reaction</li> <li>○ describing, evaluating, and questioning the purpose, audience, organization, and style of assigned readings</li> </ul>
Theme	<p>The book that I selected explores different themes. The hope in exploring these themes is that you will find an interesting topic that you would like to explore in a longer research paper.</p> <p>Some of the themes we will possibly be covering: education, culture and stereotypes, language, stereotypes in the media, image, the culture of consumerism, and the environment.</p>
Work load: The reality of the class!	<p>Even though this is a hybrid class, it does not mean it will be easier.</p> <p>This class requires a big time commitment. Remember that most classes meet 4 hours. We are meeting 2 hours a week which means that you will have to do an additional 2 hours of work to complete the face-to-face time. On top of that, for every unit you take, you are expected to do 2 hours of outside homework <b>which means that you will need to do another 8 hours or so outside of class. You must attend Fridays and do the work on the Bb site.</b></p>
Text/supplies	<ol style="list-style-type: none"> <li>1. <u>The Millennium Reader 5E</u> by Stuart Hirschberg and Terry Hirschberg</li> <li>2. <u>The Craft of Revision 5E</u> by Donald M. Murray</li> <li>3. <u>A Pocket Style Manual 5E 2009 MLA Update</u>, by Diana Hacker</li> <li>4. I will include <b>other websites</b> for you to visits and handouts for you to print out. You are responsible for reviewing all material provided.</li> </ol> <p><b>These books are available at the Reedley College Bookstore.</b></p> <p>I will have a book on hold at the <b>Reedley College Library</b>. You can come to campus to make copies.</p>
Necessary Computer Programs	<p><b><u>Skills Needed:</u></b></p> <ol style="list-style-type: none"> <li>1. Familiarity with computers (knowing where the power switch is located, for example)</li> <li>2. Know the basics of word processing (saving files, using spell check, using grammar check, moving text, using the help function, etc.)</li> <li>3. Know how to access the Internet and navigate the Internet (use a browser, utilize search engines, save and or print from the Internet)</li> <li>4. Know how to send e-mail and e-mail with attachments</li> </ol> <p><b><u>Hardware Needed</u></b></p> <ol style="list-style-type: none"> <li>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</li> </ol>

	<p>class.</p> <p>2. You need internet access at home. If you have dial-up do not take this class.</p>
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>You need to be in class on Fridays. You also need to login to the Bb site and check your email daily. Even though we meet on Fridays, I will communicate with you throughout the week, and expect that you pay attention and respond when necessary to my messages.</p> <p><b>Failure to appear in class (post to the discussion board, complete class assignments, or show up on Fridays) 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!</b></p> <p>The last date to drop this class is <b>March 12</b>. 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 <b>February 16</b>.</p> <p>Essays: 80% Discussion Boards/ Quizzes/ Other Work: 20%</p> <p>A= 90-100%; B=80-89%; C=70-79%; D=60-69%; F=0-59%</p> <p>Assignments are broken into four categories: Writing Assignments, Discussion Boards, Other Assignments, and Quizzes. Below is a description of each.</p>
Essays	<ol style="list-style-type: none"> <li>1. <b>Since this is a writing class, you will write both in- and out-of-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.</b> Essays include the reflections that you write on “The Craft of Revision,” essays you write on “The Millennium Reader,” and the Research Assignments.</li> <li>2. <b><u>SLOPPY WORK:</u></b> Should I discover while reading your essay that you have not sufficiently proofread and edited your work, or if you have not followed the 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).</li> <li>3. <b><u>MLA FORMAT:</u></b> 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.</li> <li>4. <b><u>WORD PROCESSING FORMATS:</u></b> The most common word processing format is Microsoft Word. If you use another word processing program, <b>you will need to save your work in Rich Text Format (RTF)</b>. 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></li> <li>5. <b><u>TURNING IN ESSAYS:</u></b> Most assignments will be submitted to Turnitin (a link will be provided</li> </ol>

	<p>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.</p> <p>6. <b>CONFERENCES:</b> Occasionally, I will hold mandatory face-to-face or telephone conferences to discuss your essays.</p> <p>7. <b>LATE ESSAYS:</b> 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 Boards	<p>The discussion board is where a lot of your work will take place. This is where we will discuss the readings in your text book that are the basis for your formal essays. Your role on the discussion board is to talk with each other about the reading. While I will be starting the conversation with questions, I hope that you will address your comments to each other. I will, of course, answer questions that you have about assignments, but I'd like for you to use your group discussions as ways of learning from each other.</p> <p>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"> <li>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.</li> <li>2. Take the time to think about what you are writing so that your comments are well-written and complete.</li> <li>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.</li> <li>4. Remember that <b>this is an academic environment</b> 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. <b>Inappropriate language is not acceptable. If this occurs, action will be taken as necessary per school policy.</b> 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"> <li>a. <b>The following is an example of what is not allowed:</b> i really thing that this is a stupide essay bec i dont like it i really like the other essay better</li> <li>b. <b>This is better:</b> I thought that the author's supporting arguments were weak. For instance, the example he used regarding visiting his grandparents did not go into enough detail to really convince me of his point.</li> </ol> </li> <li>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.</li> </ol>
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>
Other Assignments:	<p>Occasionally, you will be assigned other work that does not fall into one of the categories above.</p>

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.
Extra Credit	<p><b>I don't believe too much in extra credit, but this semester I thought I would give you a couple of ways to get some.</b></p> <ol style="list-style-type: none"> <li>1) Attend a student workshop (see attachment for days and times), a First Wednesdays at One, or one of the Speakers' Series (dates for these will be given out soon). All of these events are on the Reedley Campus. (If there is a similar event at the Willow International Campus, Madera Campus, or Fresno City Campus, you can email me in advance so that I can approve it.) To get credit, you must submit a paragraph about the event and what you learned from it as well as a signed handout from the event if there is one, or a signed sheet from the person in charge. You can attend up to 5 events.</li> <li>2) Use a tutor at the Reedley College for an essay—either walk, regular weekly appointment, or online. You can get credit for each larger essay they help you with (not including The Craft of Revision Reflections). To get credit, you must verify that you attended—have them neatly sign the essay they worked on and describe how they helped you. Bring that essay to me. If you got help online, send me the essay they helped you with and their comments.</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> <p><b>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.</b></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 your instructor as soon as possible.
Essential Information	<ol style="list-style-type: none"> <li>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.</li> <li>2. It is your responsibility to keep your e-mail on Bb.</li> <li>3. 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.</li> <li>4. Because this is a hybrid class, and we are using Blackboard, a class e-mail list is</li> </ol>

	<p>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.</p> <p>5. Should you discover that you are unable to regularly attend class 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>January 11 (M) Spring 2010 instruction begins  January 11 - March 12 (M-F) Spring 2010 short-term classes, first nine weeks  January 18 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed)  January 22 (F) Last day to drop a full-term class for a refund for Spring 2010  January 29 (F) Last day to register for a full-term fall class for Spring 2010  January 29 (F) Last day to drop a fall full-term class to avoid a "W" for Spring 2010  February 12 (F) Lincoln Day (no classes held, campus closed)  February 15 (M) Washington Day observed (no classes held, campus closed)  February 16 (T) Last day to change a spring class to/from a Pass/No-Pass grading basis  March 12 (F) Last day to drop a full-term class (letter grades assigned after this date)  March 15 - May 21 (M-F) Spring 2010 short-term classes, second nine weeks  March 29 - April 2 (M-F) Spring Recess (classes reconvene April 5)  May 17-21 (M-F) Spring 2010 final exams week  May 21 (F) End of spring semester/Commencement</p>
<b>Frequently Asked Questions  That Have Not Already Been Addressed!</b>	
<p><b>I couldn't access Blackboard. What do I do?</b></p> <p>Wait and try again. If you keep having trouble accessing Blackboard try the following before emailing me:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Check the URL for the site and be sure you are entering it correctly. The URL you should use is <a href="http://blackboard.reedleycollege.edu">http://blackboard.reedleycollege.edu</a> .</li> <li>• 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.</li> <li>• Hit the refresh button. Sometimes a "page not found" screen gets stuck in the browser's cache. Refreshing the page will sometimes clear it.</li> <li>• 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.</li> <li>• Call 1-866-401-7784. This is the Bb help desk.</li> </ul>	
<p><b>What is the little exclamation in the grade book on the Bb site?</b></p> <p>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.</p>	
<p><b>I have a question mark or a lock in my grade book. What does this mean?</b></p> <p>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</p>	

do the assignment.

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.



# Student Workshops—Spring 2010

Workshops sponsored by Stem, The Student Success Committee and ASB

1:00-1:50  
Math Center (FEM 1)

## **THURSDAY, JAN 21**

***Fractions***  
Maria Kelly  
2:00-2:50  
Math Center (FEM 1)

## **MONDAY, JAN 25**

***What does your instructor look for in a written paper?***  
Elaine Stamper  
1:00-1:50 p.m.  
Soc. 32

## **WEDNESDAY, JAN 27**

***What Did I Miss?: Navigating Blackboard Successfully***  
Dave Borofka  
11:00-11:50 a.m.  
Soc 36

## **MONDAY, FEB 1**

***How to avoid fragments, comma splices, and sentence fuses***  
David Dominguez  
1-1:50 p.m.  
Soc 32

## **WEDNESDAY, FEB 3**

***Integers/Order of Operations for 256***  
Walid Tayar  
1:00-1:50  
Math Center (FEM 1)

## **WEDNESDAY, FEB 3**

***Writing Thesis Statements***  
Ryan LaSalle  
1-1:50 p.m.  
Soc 32

## **MONDAY, FEB 8**

***Time Management***  
Kristine Hodges  
1-1:50 p.m.  
Soc 32

## **WEDNESDAY, FEB 10**

***How to use Kurzweil, a program which will speed up your study process by reading your books to you, giving you definitions to words you do not know, reading back what you have written, and more!***  
Linda Reither  
11-11:50 a.m.  
Soc 36

## **WEDNESDAY, FEB 17**

***Time Management for Online Students***  
Terri Main  
Reedley College  
995 N. Reed Ave., Reedley, CA 93654  
www.reedleycollege.edu

11-11:50 a.m.  
Soc 36

## **Monday, FEB 22**

***Scientific Calculators***  
Sharon Wu  
10-10:50  
Math Center (FEM 1)

## **WEDNESDAY, FEB 24**

***Civic Leadership***  
Adelfa Lorenzano  
11-11:50  
STC1 #108

## **MONDAY, MARCH 1**

***Sentence Variety***  
Emily Berg  
11-11:50  
Soc 36

## **MONDAY, MARCH 1**

***Note Taking Strategies***  
Kristine Hodges  
1-1:50 p.m.  
Soc 32

## **WEDNESDAY, MARCH 3**

***Student-Instructor Communication for Online Students***  
Terri Main  
11-11:50 a.m.  
Soc 36

## **MONDAY, MARCH 8**

***Test Taking Strategies***  
Kristine Hodges  
1-1:50 p.m.  
Soc 32

## **WEDNESDAY, March 8**

***Scientific Calculators***  
Sharon Wu  
10-10:50  
Math Center (FEM 1)

## **WEDNESDAY, MARCH 17**

***The Basics of Constructing a Speech***  
Anna Martinez  
11-11:50 a.m.  
Soc 36

## **MONDAY, MARCH 22**

***Integrating Outside Sources***  
Kate Fourchy  
11-11:50  
Soc 36

## **MONDAY, MARCH 22**

***Intro. To WebAdvisor***  
Kristine Hodges

1-1:50 p.m.  
Soc 32

## **WEDNESDAY, MARCH 24**

***Expanding your Vocabulary***  
Tom Moradian  
11:00-11:50 a.m.  
Soc 36

## **WEDNESDAY, MARCH 24**

***Inspiring Yourself and Others***  
Adelfa Lorenzano  
11-11:50  
STC1 # 108

## **MONDAY, APRIL 5**

***Memorizing Strategies***  
Kristine Hodges  
1-1:50 p.m.  
Soc 32

## **WEDNESDAY, APRIL 7**

***Logarithms***  
Dr. Heathcote  
11:00-11:50  
Math Center (FEM 1)

## **WEDNESDAY, APRIL 7**

***How to Avoid Fragments, Comma Splices, and Sentence Fuses***  
David Dominguez  
11-11:50  
Soc 36

## **WEDNESDAY, APRIL 21**

***Logarithms***  
Dr. Heathcote  
9:00-9:50  
Math Center (FEM 1)

## **WEDNESDAY, APRIL 21**

***Ethics and Leadership***  
Adelfa Lorenzano  
11-11:50  
STC1 # 108

## **THURSDAY, APRIL 29**

***Factoring***  
Maria Kelly  
2:00-2:50  
Math Center (FEM 1)

## **THURSDAY, MAY 13**

***Rational Expressions***  
Maria Kelly  
2:00-2:50  
Math Center (FEM 1)