

Instructor: [David Borofka](#)

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Office Hours: [T-Th \(10:00-11:00\); F \(9:00-10:00\)](#)

English 125 (53235)

CCI 207--T-Th, 8:00-9:50

Syllabus (Fall 2011)

Objective Skills in reading and writing equivalent to entrance to English 1A.

Development of the process of writing, revising, and finishing short papers, including the logical development and organization of ideas. Emphasizes avoiding common writing errors; develops reading 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.

Texts/Supplies [Patterns for College Writing](#) (Kirszner and Mandell); [A Commonsense Guide to Grammar and Usage](#) (Beason and Lester); [The Ghost of Cesar Chavez](#) (Dominguez)

Blackboard Course Site To access the course site for supplemental materials, go to the following URL: <http://blackboard.reedleycollege.edu>. Follow the directions for logging in. You will need to be officially enrolled before you will be allowed to enter the site.

Students on the wait list will not have access to the course site until they have been given an authorization code and their enrollment in the class is verified.

Necessary Programs In order to do work from home, you should have the following programs (all of which are installed on computers on campus): Internet browser (such as Internet Explorer or Firefox); district e-mail account (my.sccd.edu); word processor (MS Word preferably, see Paper Format below); Adobe Acrobat Reader for research materials.

Attendance You must be present during the first week of class; an absence without notification during either the first Tuesday or Thursday of the semester will result in the student being dropped from the class. A total of four absences during the first nine weeks will result in the student being dropped from the class. Students absent (without notification) more than five times during the entire semester will not receive a passing grade regardless of points earned.

Late Papers/Missed Exams I will accept no late papers nor will I schedule a make-up exam unless you have contacted me prior to the deadline posted for the assignment.

There will be no make-ups of missed quizzes or weekly writing assignments for any reason, no matter how compelling.

Grades There will be two objective tests and five graded papers. Almost every week you will take a quiz covering material on mechanics, sentence structure, essay structure, or the use of

research materials. The papers will be judged on the basis of style, organization, content, and the degree to which you have followed the directions for the assignment. No essay seriously deficient in the area of mechanics (spelling, grammar, punctuation) will receive a passing grade. The point and grade scales are listed below.

Plagiarism 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:

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.

Extra Credit During the course of the semester there will be several readings sponsored by Reedley College Speakers Series and Reedley College First Wednesdays at One. Other local events may also be applicable. Following your attendance at a reading you must complete and submit an Extra Credit Assignment to receive as many as ten points per reading. You may earn as many as forty extra credit points during the semester. I will give you notice of dates and times. **Please note: extra credit is just that--extra; if you are unable to attend extra credit events due to schedule conflicts, lack of transportation, or for any other reason, I will not provide alternative events or assignments.**

Paper Format 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 *.docx) or Rich Text Format files (*.rtf).**

Accommodation 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.

Schedule of Assignments

Four Papers	<u>550 points total</u> 100 points (Paper 1) 150 points (Paper 2) 200 points (Paper 3) 100 points (Paper 4)
Midterm Timed Essay	50 points
Midterm Objective Test	50 points
Final Objective Test	100 points
Quizzes throughout the Semester	100 points
Weekly writing assignments	150 points
Total	1000 points

Grading Scale

A	900-1000

B	800-899
C	700-799
D	600-699
F	000-599