



English 125-53186
WRITING SKILLS FOR COLLEGE
FALL 2011

T*TH 12:00-1:50 (CC1 207)

"The end depends upon the beginning" – The Emperors Club

I have never started a poem yet whose end I knew. Writing a poem is discovering. –[Robert Frost](#)¹

True ease in writing comes from art, not chance, as those who move easiest have learned to dance.
—[Alexander Pope](#)²

Every writer I know has trouble writing. –[Joseph Heller](#)³

The act of putting pen to paper encourages pause for thought, this in turn makes us think more deeply about life, which helps us regain our equilibrium."—[Norbet Platt](#)⁴

<p>Instructor: Ms. C. Karle Office: A-Annex #4 Office #: 559-638-3641 ext. 3421 E-mail: carey.karle@reedleycollege.edu</p>	<p><u>Office Hours</u> Monday 10:00-12:00 Wednesday 10:00-11:00 Friday 10:00-11:00 Office Hours Arranged As Needed</p>
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Course Description:

The purpose of this course is to assist you on your journey to becoming a better writer. Before you can become a better or stronger writer, you must believe that writing well is important and serves a purpose in your life. You have to be willing to constantly ask yourself, "What am I trying to say?" Then, you must challenge yourself to answer this question honestly and fully.

This course emphasizes the development of the process of writing, revising, and finishing short papers, including the logical development and organization of ideas; avoiding common writing errors; developing reading skills by reading model essays and analyzing rhetorical strategies; developing critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking to explore and express ideas.

¹ "Robert Frost." BrainyQuote.com. Xplore Inc, 2011. 26 June. 2011. <http://www.brainyquote.com/quotes/quotes/r/robertfros162647.html>

² "Alexander Pope." BrainyQuote.com. Xplore Inc, 2011. 26 June. 2011. <http://www.brainyquote.com/quotes/quotes/a/alexanderp386595.html>

³ "Joseph Heller." BrainyQuote.com. Xplore Inc, 2011. 26 June. 2011. <http://www.brainyquote.com/quotes/quotes/j/josephhell108658.html>

⁴ ThinkExist.com Quotations. "Norbet Platt quotes". ThinkExist.com Quotations Online 1 Jun. 2011. 3 Jul. 2011 http://einstein/quotes/norbet_platt/

We will use Blackboard this semester as a supplement to our class. Blackboard contains documents, announcements, and other information needed for our course; in addition; Blackboard allows for e-mailing and online discussions. There are various tabs to the left of the screen in Blackboard that lead you to necessary and supplementary documents, assignments, schedules, and more. You can access our Blackboard directly from the Reedley College Website (click on the “Blackboard” link found under the “RC Online” link).

Course Objectives:

In the process of completing this course, students will:

1. Write complete, appropriate, varied English sentences, using coordination, subordination, and modification to clarify meanings.
2. Use punctuation, capitalization, abbreviations, etc., conventionally and spell correctly.
3. Use standard dialect noun, verb, and pronoun forms and verb tenses correctly.
4. Differentiate between standard dialects and community dialects and slang, and use dialects appropriately.
5. Study English sentence structures as they relate to meanings and learn to recognize relationships between the ways words are ordered and grouped and the meanings the reader may grasp. Utilizing punctuation, sentence variety and length, and different styles in modification and diction, the student must say what he or she means and make that meaning clear to the reader.
6. Write in paragraphs that develop topic sentences with adequate, detailed support.
7. Use various patterns of paragraph development, such as spatial and time orders in description and narration, cause and effect, comparison and contrast, example or analogy, and persuasion. Decisions about organization must be related to the author’s purpose, to the reader, and to the writer’s resources.
8. Initiate and carry through appropriate use of the writing process: recognizing the affect of purpose and audience, discovering topics, selecting and ordering ideas and the evidence to develop the topic, writing and revising, and editing and finishing the paper.
9. Write with coherence and unity, paying attention to reference, agreement, consistency, and transitions.
10. Use critical thinking skills in writing, with attention to avoiding fallacies, relating structure to ideas, developing logical support for generalizations, following logical orders, and differentiating between statements of fact and opinion.
11. Use basic library sources to find information, and avoid plagiarism in the preparation of a limited paper based on published sources.

Course Outcomes:

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

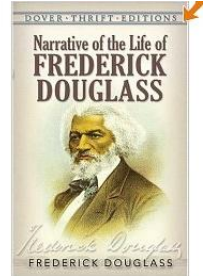
1. Prewrite constructively to generate ideas and determine ideas, opinions, positions, and ultimately theses and plans
2. Respond to a prompt quickly and independently
3. Write a developed essay with a clear thesis and support
4. Write with some sophistication: introduction should be more than a thesis; a conclusion should be more than a summary; an essay should have ample substance

5. Plan and revise fairly independently employing all stages of the writing process as necessary and appropriate
6. Recognize and revise common errors such as problems with comma splices throughout a piece
7. Construct idiomatically correct sentences although there may be an “accent” resulting from a consistent type of ESL error
8. Use a variety of rhetorics and structures, including documented sources
9. Use MLA style with some guidance to set up papers and document sources

Required Text and Supplies:

Douglass, Frederick. *Narrative of the Life of Frederick Douglass: An American Slave Written by Himself*. New York: Dover Publications (Thrift Edition), 1995.

Paper
Pencil
USB Drive
Email



Required Course Work:

Class Participation	Required
Quizzes	10%
Timed Essays (2-3)	15%
Essays (3)	65%
Final	10%

Class participation is defined as reading the class assignments; joining in the exchange of opinions in group and/or whole class discussion; starting appropriate new items for discussion; and, perhaps most important of all, asking questions.

When figuring your final Quiz grade, I will drop the two lowest grades and average the remaining scores. **A missed quiz is equal to a zero, and no make-ups are allowed.**

I do not accept late work, nor do I allow for make up work. This means you need to be in class and do the work as assigned. The only exception to this policy is the one-week grace period given for all but the last essay. The late paper policy is described in detail on page seven.

Grading Scale:

90-100 %	= A
80- 89%	= B
70- 79%	= C
60- 69%	= D
0- 59%	= F

I use a program called Micrograde to record grades. I will upload grades after every major essay. When I upload grades, the program (Chariot - WebGrade) will send an email that will

include the link along with a user name and password so you can check your grade. The user name and password for checking grades are separate from your Blackboard login.

Weekly Schedule:

For the weekly schedule refer to the **Syllabus** tab on Blackboard. Then click on “Tentative Semester Schedule.” Here you will find reading assignments, essay due dates, and more.

Plagiarism and Cheating:

If it is discovered that you have cheated or plagiarized on an assignment—at any point during the semester—you will receive a zero on that assignment and perhaps a failing grade in the class. *Plagiarism of the final essay for the semester will result in a failing grade in the class.*

Plagiarism means to pass off the work of others as your own. Plagiarism is dishonest and represents an attempt to obtain the benefits of a college degree without doing the work. For more information about plagiarism and cheating, refer to the Fall 2011 Class Schedule (Campus Policies). There is also additional information about plagiarism on Blackboard. Click on the **Documents link** and then look for the Plagiarism document.

Attendance Policy:

- Roll is taken every day within the first five minutes of class.
- I do not distinguish between excused and unexcused absences.
- It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc... This means that being absent is not an excuse for not knowing what is happening in class. Always come to class prepared—even after an absence.
- All appointments, interviews, meetings with counselors should be scheduled outside of class time. If you work, inform your employer of your class schedule.
- I consider an unprepared student as absent.
- If you are absent the first day of the semester, you will be dropped.
- If you attend the first class of the semester, but you are absent the second day, and do not contact me prior to class, you will be dropped.
- If you have four absences by the end of the ninth week, you will be dropped from the course at the instructor’s discretion.
- It is the student's responsibility to officially withdraw from this and/or any course. Failure to do so may result in an "F" grade being awarded.

Student Conduct:

You are expected to behave in a manner that is respectful to others and conducive to learning. You are expected to interact with each other respectfully and to work cooperatively and constructively in group and partner activities and assignments.

You will get out of this class as much as you put in to it. My job is to help you better understand basic sentence structure and use this knowledge to become better writers. I truly care about your success and will do whatever I can to help you. However, the final responsibility is yours.

Accommodations for 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 Disability Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

Essential Information:

- **Time Commitment:** This course meets every week for four unit hours. The average amount of homework for a unit hour is two-three hours. This means that the time needed outside of class is about eight to twelve (8-12) hours per week. It is important to understand the time commitment necessary to be successful in this or any class.
- Because 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.
- **E-Mail** The college now uses only the college email accounts (scccd.com). You should use your college account for this and any Reedley College class. You can set your scccd.com email to forward to another email account. Information about school email can be found on the home page of the college website and on the login page for Blackboard.
 - When you send an email, you must be specific in the message and always sign your name. Your email address does not necessarily identify who you are if using a non school email account. *I do not read or respond to email if I do not know the sender.*
 - In addition, remember, when you email me, your instructor—your English instructor—you are not text messaging or emailing a friend. You need to run spell check and think about the way you are writing, for example, do not use lower case i's when using the first person pronoun "I".
- All cell phones MUST be turned off or silenced during class. AND you MUST put the phone in your book bag, purse, or pocket. You do not need to look at your phone during class.
- All iPods or similar devices are to be off and put into books bags, purses, pockets, etc. during class. It is not acceptable to listen to music during class.

- *Word Processing Formats:*
The most common word processing format is Microsoft Word. If you use another word processing program, you will need to learn to save your work in Rich Text Format (RTF). Guidelines for how to save in RTF are found under the **Course Documents** tab of the classroom Blackboard. *Do not use Microsoft Works or any other program that does not allow for easy conversion. Using WordPad is unacceptable. If you have WordPad, you must plan to visit a local library—public or school—to convert your work before sending it for review or as the final product.*
- Always keep a copy of each of your papers. This protects you if I should happen to lose one of your papers. You should save your work on your hard drive and back up your work to a USB or other storage device.
- Keep track of your work. You should save all of your work until the end of the semester so you can double check your recorded grade.
- 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.

Paper Policy

- All papers must be revised and typed in accordance with MLA guidelines. All work leading to your final paper must be kept—for example, all prewriting, rough drafts, peer responses, and any other work produced. *There are no exceptions to this policy.*
- *Papers that do not follow MLA guidelines (as discussed in class) will be docked 5%, which is ½ of a letter grade. This will increase to 10% for the final essay and the final.*
- Word Processing Formats: The most common word processing format is Microsoft Word. If you use another word processing program, you will need to learn to save your work in Rich Text Format (RTF). Guidelines for how to save in RTF are found under the **Documents link** on Blackboard. *Do not use Microsoft Works or any other program that does not allow for easy conversion. Using WordPad is unacceptable. If you have WordPad, you must plan to visit a local library—public or school—to convert your work before sending it for review or as the final product.*
- If you do not turn in an essay on time, you can turn it in up to one week after the due date. After this one-week “grace” period, you can not turn in the essay. Any essay turned in during this grace period will be read and docked one full letter grade. A grade is better than a zero; in fact, it is not possible to pass this class unless all three major essays have been completed. This “grace” period policy DOES NOT apply to the in class/timed essays, the final essay and the final. The in class/timed essays, the final essay, and the final MUST be turned in on time—NO EXCEPTIONS.
- Guidelines for turning in essays through Blackboard can be found on Blackboard under the TURNITIN tab. All essays will be turned in through the TURNITIN tab on Blackboard. *TURNITIN is a website that detects plagiarism.* This means that if you copy and or copy/paste writing from a website, another published source, or from a previous student of mine, without properly citing the source or sources, the plagiarism will be detected. You will be “caught.”
- Should I discover while reading your essay that you have not run spell check or sufficiently proofread and edited your work, I will discontinue reading and return the essay to you. You will then have until the following week to revise the paper (the return date will be clearly marked for you). The highest grade such a "returned" paper can receive is a "C".
- You will be required to share some of your essays in progress for peer review. We will have at least one type of Writer’s Workshop for each essay. All students are required to share a rough draft or outline (as directed) for each Writer’s Workshop (with minimum writing completed as announced in class).
- We will be doing various types of writing assignments this semester—and each essay will be based on a reading. Before beginning an essay, a discussion will be completed.
- With all our writing assignments, process will be focused upon as well as final product.
- *At the discretion of the instructor, sentences and/or paragraphs may be taken from essays or other assignments and shared with the class to help illustrate grammar concepts, writing concepts, MLA guidelines, and more.*

ATTENTION!

Failure to turn in the first essay will result in being dropped from the class.

It is not possible to pass this class unless all essays are completed.

Important Date(s):

August 26	(F)	Last day to drop a full-term class for a refund
September 2	(F)	Last day to register for a full-term fall class
September 2	(F)	Last day to drop a fall full-term class to avoid a “W”
September 5	(M)	Labor Day (no classes held, campus closed)
September 16	(F)	Last day to change a fall class to/from a Pass/No-Pass grading basis
October 14	(F)	Last day to drop a full-term class (letter grades assigned after this date)
November 11	(F)	Veterans Day (no classes held, campus is open)
November 24-25	(Th-F)	Thanksgiving holiday (no classes held, campus closed)
December 12-16	(M-F)	Final exams week

FINAL

**Thursday, December 15, 2011
12:00-1:50**

*This time/day will not be changed to
accommodate holiday or travel arrangements or
employment schedules.*

Do not arrange travel during finals week.