

WELCOME TO ENGLISH 125-SECTION 53118 AND 53139
INSTRUCTOR: MS. LORI LEVINE (YOU CAN CALL ME LORI.)



This document contains my rules and expectations for this class. Keep this document and refer to it throughout the semester when you have questions about the class

*******What you put into this class is what you will get out of it!*******

If you really want to pass this class, make sure you do everything that you need to do to pass this class from this day forward!

- Complete all assignments on time.
- Call me or arrange to see me to get help with your papers or other assignments.
- Take your work seriously.
- Take responsibility for your actions or lack of actions.

Do not come to me at the end of the semester saying that you **MUST** pass the class in order to get financial aid or for any other reason. If you have not done your work or you have not done it well, then no amount of pleading will change your grade.

If you really must pass this class, you need to work hard from this point on. I **DO NOT** assign extra credit.

Mandatory Orientation: You must attend **ONE** of the orientations in order to remain in the class—as noted in the Fall 2011 Schedule of Classes. All orientations are held at Reedley College in LRC 104.

Friday, Aug. 12 from 2:00-4:00 and

Monday, Aug. 15 from

2:00-4:00

4:00-6:00 (I will conduct this session)

6:00-8:00 (I will conduct this session)

How do you contact me?


During the semester, please feel free to contact me if you have any questions. Here are the different ways how:

1. You can **call me at my office:** 638-3641 ext 3246.
2. If you need help or just want to talk about the class, you can visit me at my office on the Reedley College campus, Annex 6. My office hours are really **YOUR** time, so don't be timid in coming by or making an appointment.
 - a) I have office hours Monday and Wednesdays from 1 to 2 p.m. and on Fridays from 11 to noon. This semester, I am also going to try and hold virtual office hours.

	<p>b) Other office hours can be scheduled as necessary.</p> <p>c) I can also meet you in Fresno or we can talk on the phone or Skype. I have a video cam!</p> <p>3. You can e-mail me at lori.levine@reedleycollege.edu. I check e-mail at least once a day and try to answer student emails as quickly as possible. If you do not hear back from me within 24 hours (unless it's the weekend), please email me again. I probably will not respond to emails over the weekend or at night.</p>
<p>What do I do when I email you?</p>	<p>Since email will probably be our main way to communicate, I have some guidelines I want you to follow:</p> <ol style="list-style-type: none"> 1. When you email me, please, please, please, fill in the subject line with the course section and class number. Also, make sure you sign your emails. 2. All emails must include a specific message. If you are sending me an attachment, please do not assume I will know what you want me to do based on prior emails or the attachment. 3. 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"> • No IM or text message abbreviations. • All email must contain proper grammar including proper punctuation and capitalization. • 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. 4. 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. 5. Keep in mind that district e-mail is to be used for school related messaging only. Any other use of e-mail can result in your being dropped from the course. Continued sending of unsolicited e-mail could be viewed as a form of harassment, and appropriate action will be taken as necessary per school policy.
<p>What is this district email account you mentioned above?</p>	<p>All e-mail will be sent to your district e-mail account. It is essential that you activate your e-mail account. Your email account is the lastname_studentID@my.scccd.edu (e.g.: smith_0123456@my.scccd.edu):</p> <p>Step by step directions on how to activate your account: http://www.scccd.edu/Modules/ShowDocument.aspx?documentid=1289</p> <p>See the VIDEO on how to activate your account: http://www.scccd.edu/redirect.aspx?url=http%3a%2f%2ftegrity.fresnocitycollege.edu%2ffcc%2frw010%2fStudentEmail%2fStudentEmail.html</p>
<p>What is this course about?</p>	<p>Please make sure you are in the right class. You should have taken a placement test or successfully completed 252 to be in this class.</p>

	<p>In this course, students will develop the process of writing, revising, and finishing essays, which includes the logical development and organization of ideas. Students will avoid common writing errors, develop their writing skills by reading model essays and analyzing rhetorical strategies, develop critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking to explore and express ideas. This course is a companion to ENGL 126 and prepares students for ENGL 1A. Students must successfully complete written course work to receive credit.</p>
<p>What are the goals of this course?</p>	<p>Upon completion of this course, you should be able to:</p> <ol style="list-style-type: none"> A. Write an essay of at least 750 words which include an introduction, multiple body paragraphs, and conclusion of some sophistication. This essay will include: <ul style="list-style-type: none"> ○ a clearly defined thesis statement ○ unified supporting paragraphs, which begin with topic sentences ○ quotations that support the topic sentences and the thesis ○ complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentence) ○ descriptive vocabulary that exhibits growth and sophisticated word choice ○ avoidance of fragments, comma splices, sentence fuses and other basic skills errors, such as capitalization, spelling, homophone issues, verb tense issues, subject-verb agreement, pronoun agreement, word choice issues, confused syntax, etc. ○ use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page ○ writing that is free from plagiarism ○ demonstrated awareness of how to write from the 3rd person point of view for a specific audience B. Plan and revise independently, employing all stages of the writing process as necessary and appropriate. C. Complete a multi-paragraph in-class essay with a thesis and support.
<p>What is the workload for this class?</p>	<p>Just because this is an online class does not mean it will be easier. Even if you are experienced with taking online classes, you might still find this class challenging. My class is very involved and requires a lot of time and attention, more so than other online classes. To complete this course you will need to be self-motivated. You will also need to be able to read directions well. If you have issues following written directions, you might want to take a face-to-face class.</p> <p>This class requires a big time commitment. Remember that a face-to-face 125 class meets for almost 4 hours a week. On top of that, for every unit you take, you are expected to do 2 hours of outside homework. You will probably spend between 10 and 15 hours a week working on this class! Please be realistic about taking this class. I don't want to scare you away, but this class is very demanding and will require a lot of time.</p>

<p>What are announcements?</p>	<p>Announcements are basically where I talk to you during the semester. They are very important and need to be checked daily.</p> <p>Sometimes, I will just remind you about assignments. Other times, I will post other important information. For longer announcements, I will also post a printable version to use as a reference.</p> <p>If I ever change the schedule, and I do reserve the right to change the schedule and/or assignments, I will post those changes in the announcements.</p>
<p>What supplies do I need?</p>	<ol style="list-style-type: none"> 1. Handouts that I have added to our Bb site. There is no text other than the style book below. Instead, all materials will be accessed online. 2. <u>A Pocket Style Manual 5E 2009 MLA Update</u>, by Diana Hacker or one like it—This book is optional. Occasionally, I will refer to specific sections, but you can always look up the information in another handbook or on the web. <p>The style book is available at the Reedley College Bookstore.</p>
<p>What computer skills do I need?</p>	<p><u>Skills Needed:</u></p> <ol style="list-style-type: none"> 1. Familiarity with computers and how they work 2. Knowledge of basic word processing programs (saving files, using spell check, using grammar check, moving text, using the help function, etc.) 3. Knowledge of how to access the Internet and navigate the Internet (use a browser, utilize search engines, save and or print from the Internet) 4. Knowledge of how to send e-mail and e-mail with attachments <p><u>Hardware Needed</u></p> <ol style="list-style-type: none"> 1. PC or Mac equivalent at home in good working condition and relatively current. If you do not have a computer at home that is in good condition, then you should take a face-to-face class. 2. You need internet access at home. If you have dial-up do not take this class.
<p>Can you help me with computer problems?</p>	<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. The Blackboard help desk can help you with Bb issues. Their number is 1-866-401-7784.</p> <p>Likewise, I cannot help you with Tegrity. You will need to contact them with problems also.</p>
<p>This is an online class. Is there an attendance policy?</p>	<p>Although an online class does not chart attendance per se, you do need to make your presence known every week.</p> <p>Failure to post to the discussion board or complete class assignments for 7 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!</p>

	<p>The last date to drop this class is Friday, September 2. After this a letter grade will be assigned.</p>
<p>How will you grade the class?</p>	 <p>This class is a graded class. If you want to take it credit/no credit, you must fill out the proper paperwork by Friday, Sept. 16</p> <p>You will get points for each assignment. There are approximately 1128 points for the class. Other assignments and points may be added or subtracted throughout the semester, or assignment points may be changed. You can track your grades by going to the My Grades Tab.</p> <p>Points: A= 90-100% of the points (1128-1015 points); B=80-89% of the points 1014- 902 points); C=70-79% of the points (901-790 points); D=60-69% of the points (789-676 points); F=0-59% of the points (675-0 points).</p> <p>You will have several types of assignments, including essays, discussion boards/journals, quizzes, and other assignments. Below is a description of each. The essays are worth the majority of the points for class (about 75%). I have had students in the past, however, who have gotten Cs on papers but who have not taken the quizzes or don't do the discussion boards. These students have failed the class.</p> <p>Likewise, I have students who do well on the quizzes and discussion boards, but who get Ds on all of the major essays. Although it might appear that they will pass at some point in the semester, by the end, the Ds on the essays prevent the students from passing the class.</p> <p>Regardless of your other points, if you get Ds on the majority of the essay assignments, you will not pass the class.</p>
<p>What general information do I need to know about the essays that I will be writing in your class?</p>	<ol style="list-style-type: none"> 1. Since this is a writing class, you will write 3 out-of-class essays (the last one is the equivalent of 2 large essays and 1 shorter essay) and 1 in-class essay 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. 2. <u>SLOPPY WORK:</u> Should I discover while reading your essay that you have not sufficiently edited your work or followed the directions, you will get a failing grade on that paper. 3. <u>MLA FORMAT:</u> For all essays, you must follow MLA format. Please watch the MLA format video in the "How-To Videos" tab and see below for the rules. There is also more on this below. Essays not in MLA format will lose up to 10 points. 4. <u>WORD PROCESSING FORMATS:</u> The most common word processing format is Microsoft Word. If you use another word processing program, you will need to save your work in Rich Text Format (RTF). <i>Please do not use Microsoft Works, Word Pad, Pages, or any other program that does not allow for easy conversion.</i>

	<p>5. TURNING IN ESSAYS: All essays will be submitted to Turnitin (a link will be provided 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. CONFERENCES: Occasionally, I will hold mandatory face-to-face or telephone conferences to discuss your essays.</p> <p>7. LATE ESSAYS: Essay 2 and 3 can be turned in up to one week late. If you take advantage of my late policy, then you must contact me ahead of time. The last essay must be turned in on time if you want a grade for it.</p> <p>8. REVISING ESSAYS: I occasionally let students revise essays (except for the last essay). I will let you know if you will be able to revise an essay.</p> <p>9. RETURNED ESSAYS: After I have finished reading your paper, I will email to you with minimal comments. If you’d like more explanation, you may make an appointment to talk to me.</p>
<p>What types of essays will be writing?</p>	<p>In this class, you will learn how to write a basic thesis driven essay as well as learn how to integrate quotations and summaries. The goal of this class is to help you get ready for English 1A where you will be expected to write larger research papers.</p> <p>The first essay is a timed essay where you will talk about online courses. This essay will be based on your experiences. The second essay will also be based on your experience, but you will also be expected to integrate quotations or summaries from one of two essays we will read and discuss.</p> <p>For the third essay, you will also be expected to integrate two or more sources into your essay. This paper will be less about your personal experiences and more about what you have learned. You will actually investigate the ins-and-outs of doing research on the internet.</p> <p>The last essay will be an I-search paper. This multi-part essay will be completely research oriented. Part of the paper will be about the search itself. The other part will be about what you found during your search. There will also be a self reflection at the end.</p>
<p>What is MLA Format?</p>	<p>For all work you submit, you must follow MLA formatting:</p> <ul style="list-style-type: none"> — Essays must be typed in Times New Roman font size 12 with no bold, capitalized, or italicized fonts. — Essays must be double-spaced throughout. — You need to get rid of the extra space between your paragraphs if you are using Word 2007 or 2010. — Margins should be 1” on all sides of the paper and justified on the left. — On the top left hand side of the paper, you should include (in this order): <ul style="list-style-type: none"> ○ Your name ○ The class (with the section number)-- The teacher’s name ○ Submission date ○ Essay number (ie, Essay 1) — After the class information, put your title, centered, on the next line. Do not make the

	<p>title a bigger font than the rest of the paper; don't put the title in quotes, bolded or italicized font. Give your title a creative name (not the name of the assignment).</p> <p>— All pages (including the first) are numbered with the number in the upper-right corner, one half-inch from the top. The page number is preceded by your last name. This information needs to be formatted into the header.</p> <p>Watch a video on this in the "How-To" Video Folder.</p>
<p>What are discussion boards and journals and are there rules for using them?</p>	<p>The discussion board and the journals are where a lot of your work will take place. Here, you will discuss the class readings as well as your interaction with different texts. Everyone will be able to read and make comments on the discussion boards.</p> <p>The journals are a place where you will turn in work for several assignments. These are confidential, however, and are a place where you and I can talk privately. Throughout the semester, there are several assignments that will be turned into the Journal Tab.</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 or writing a journal I expect you to:</p> <ol style="list-style-type: none"> 1. Type it in a word document and then copy and paste it into the discussion board/ journal. This way, you will be able to use spell check and the word count function. 2. Take the time to think about what you are writing so that your comments are well-written and complete. 3. Write using paragraphs. Do not write a 500 word discussion board/ blog/ journal post that is one long paragraph. That makes it difficult to read. 4. Make sure your font size is big enough to read! 5. 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. 6. Remember that this is an academic environment 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. Inappropriate language is not acceptable. If this occurs, action will be taken as necessary per school policy. 7. 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"> a. The following is an example of what is not allowed: i really thing that this is a stupide essay bec i dont like it i really like the other essay better b. This is better: 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. 8. Remember that a portion of your grade is based upon the quantity, but more importantly, the <i>quality</i> of your discussion board participation.

<p>What types of quizzes will I be taking?</p>	<p>Quizzes will be taken on various writing and grammar concepts. All of the quizzes are found in the “Quizzes” folder and most of them are pre-loaded and ready to take. Although there is a due date, do 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!!! Try to reopen the quiz. If you can’t, e-mail me right away and I will open it as soon as I can. Doing so, however, will delete the work you already completed. If you wait until the last day to take the quiz, I might not be able to reopen it for you.</p> <p>After a quiz has been graded, you can open it through the <i>My Grade</i> feature. Go to <i>My Grades</i> in the menu bar and click on your grade in the class. Then go to the quiz and click on the grade for that quiz. The quiz will open and you can check your answers, the correct answers, and occasional feedback. If there is an exclamation mark (!) that means that I have not graded part of the quiz.</p> <p>While some of the quizzes are multiple choice, many of them require you to type answers. Make sure your answers are grammatically correct and free of typos. If you have typos or if your answers are not grammatically correct, you will not get full credit. Occasionally, you will get no credit. You have plenty of time to do the quizzes, so take them seriously.</p> <p>Also, make sure you apply what you learn in the quizzes to your writing. For instance, after the quiz on run-on sentences, you should make sure that you have none in your essay.</p> <p>While you can open and close quizzes as many times as you’d like until the due date, I will only grade the first attempt.</p>
<p>Are there other assignments?</p>	<p>Occasionally, you will be assigned other work that does not fall into one of the categories above.</p>
<p>Do you accept late work other than late essays?</p>	<p>Not really. You will not get points for late Discussion Board Responses/ Journals. 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.</p>
<p>What should I do if you don’t turn back an essay or another assignment to me?</p>	<p>Some students (not many, but some) try to manipulate the system by claiming to have turned in work which they did not do. This means, as much as I might like to, I can’t take everyone’s word at face value. Yet, we know mistakes happen. So, here is the procedure for appealing a “missing” assignment.</p> <p>I will post an announcement when all the grades are recorded for a particular assignment (except for some quizzes since they are mostly automatically scored). After this announcement, you will have one week to appeal a missing assignment, contact me by email, and resubmit your assignment.</p> <p>If I do not hear from you in one week, I will assume the assignment did not come in on</p>

	time and you will receive a zero grade. It is your responsibility to monitor Blackboard daily for announcements. While I do try and email all of the announcements to you, you are still responsible for anything posted on Bb even if it has not been emailed to you.
Do you give extra credit?	I don't give extra credit. If you want to pass the class, do the work.
What is plagiarism and what will happen if I plagiarize?	<p>Plagiarism is bad, bad, bad and 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. Copying someone else's Discussion Board counts as plagiarism. 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. I might also report you to the VP of Student Services or fail you from the class.</p> <p>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.</p>
Are there any accommodations if I have a disability?	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.
What else do I need to know about the class?	<ol style="list-style-type: none"> 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. 2. 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. 3. Because this is an online class, and 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.

	<p>Appropriate action will be taken as necessary per school policy.</p> <p>4. Should you discover that you are unable to regularly attend class (online) 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 and you will be dropped.</p>
Important Dates	<p>August 15 (M) Start of Fall semester August 15 - October 14 (M-F) Short-Term classes, first nine weeks 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) October 17 - December 16 (M-F) Short-Term classes, second nine weeks 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 December 16 (F) End of Fall semester</p>
<p>Frequently Asked Questions That Have Not Already Been Addressed!</p>	
<p>I can't access Blackboard. What do I do?</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"> • 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. • Check the URL for the site and be sure you are entering it correctly. The URL you should use is http://blackboard.reedleycollege.edu . • 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. • Hit the refresh button. Sometimes a "page not found" screen gets stuck in the browser's cache. Refreshing the page will sometimes clear it. • 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. • Call 1-866-401-7784. This is the Bb help desk. 	
<p>What is the little exclamation in the grade book on the Bb site?</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>	

I have a question mark or a lock in my grade book. What does this mean?

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 do the assignment.

Can't I just bring in my paper in person or leave it with the receptionist at school?

No. This is an online class and everything is done electronically.

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.

Email Assignment:

Now that you have read and printed or saved this syllabus, READ AND THINK ABOUT THE CONTRACT BELOW. THEN, copy and paste the contract into the journal labeled "Syllabus Contract." The journal is due WEDNESDAY 17 AUGUST BY MIDNIGHT If you fail to post the complete letter below, you will be locked out of the class.

Dear Ms. Levine,

I have read your syllabus. I understand your policies and will follow them. I acknowledge that the syllabus is a resource that I should access if I have questions about the class.

I will SPECIFICALLY be sure that my emails, discussion board posts, and blog posts are written in proper standardized American English. I will not use text message, IM, or other abbreviations. I will properly capitalize words and punctuate sentences. I will also make sure that my essays are well edited and follow MLA format.

I understand that you are not a computer technician, and if my computer breaks, or if I have problems with Blackboard, I will contact the appropriate people.

I know I am responsible for all information written in the announcements as well as emails. I will check the announcements daily and read any new ones promptly and thoroughly.

I acknowledge that my grade is MY responsibility. Failure to do the work is my choice and I am responsible for the consequences.

Lastly, I know that you are available to talk to me about my class assignments. I can make an appointment to see you during your office hours or another prearranged time. If I can't make it to your office, I know that I can talk to you on the phone or ask you to meet me in Fresno.

Sign—Type your signature here: _____