

**SYLLABUS FOR ENGLISH 252—WRITING IMPROVEMENT**

**Fall 2011, Section 53188**

**Tuesday/Thursday 8:00am to 9:50am**

**CCI 202**

**CLASS INFORMATION**

**Instructor:** Mrs. Ruthanne Krause

**Contact Me By Email:**

Campus email: [ruthannekrause@reedleycollege.edu](mailto:ruthannekrause@reedleycollege.edu)

Preferred email: [rakrause07@gmail.com](mailto:rakrause07@gmail.com)

If you have a question or wish to speak with me, please email me at the gmail address above. I reserve that account for student communications only and check it several times per day. I will answer you promptly.

**Your Campus Email:**

It is essential that you activate your campus email account. I will communicate with you through that account regarding class assignments, changes, announcements, etc. You will be held responsible for activating this account and for knowing the information I send to you.

**Blackboard:**

Assignments, class documents, and announcements, and grades will be posted on Bb.

**COURSE DESCRIPTION**

Students will develop their writing skills by composing short essays (both in and out of class), while learning how to brainstorm, outline, draft, revise, and edit. In the process, they will work on developing paragraphs and correcting basic grammar errors. This course is a companion to ENGL 262 and prepares students for ENGL 125. Students must successfully complete written course work to receive credit. Placement for this course is designated by the college assessment process.

**COURSE OBJECTIVES AND OUTCOMES (our goals)**

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

- A. Write a paper of at least 500 words with an introduction, body of at least one paragraph, and a conclusion. This paper will include:
- a thesis statement
  - unified supporting details for each body paragraph which begins with a topic sentence
  - an evaluation and analysis of ideas at the appropriate course level

- complete sentences which include correct capitalization, spelling, use of homophones, etc.
  - an avoidance of major grammatical errors in verb tense issues, subject-verb agreement, pronoun agreement, fragments, fused sentences and comma splices
  - appropriate use of academic language and descriptive vocabulary
  - correct usage of MLA format
  - writing that is free from plagiarism
- B. With guidance, plan and revise an essay employing all stages of the writing process.
- C. Write an in-class paper with a beginning, middle, and end that communicates a clear idea.

### **REQUIRED TEXTS AND MATERIALS**

**Bring all of these things to every class!**

Brandon, Lee. *At a Glance: Essays*. Fifth Edition. Boston: Houghton Mifflin, 2009.  
Langan, John. *English Essentials: Short Version*. West Berlin: Townsend Press, 2010  
Essay packet. I will distribute these the first week of class.

**Highly Recommended:** A pocket dictionary (such as Merriam-Webster) or a computerized portable dictionary.

**Note:** I have placed copies of the textbooks on reserve at Reedley College's library for you to use should you have trouble getting the textbooks right away. That way you will have access to all assignments given in the class.

#### **Other Supplies Needed for Every Class:**

- a flash drive
- set of different colored highlighters
- plenty of three-ring lined paper
- some computer paper (in case we run out)
- pencils and blue or black ink pens
- a three-ring binder with tabs to keep all of your work for this class.
- two examination blue books (size 8 ½ x 11) for the midterm and final.
- **A positive attitude.**

### **GRADING**

English 252 is a **credit/no credit course**. This means that you will not receive a letter grade (A,B,C,D,F) for this class on your transcript. Rather, you will receive a CR (credit for a letter grade of A,B, or C) or NC (no credit for a letter grade of D or F). I will calculate your grades based on the following traditional grading scale, however, during the

semester. Often it's necessary to change or add an assignment. Obviously this will change the total number of points.:

**PASSING: A=90-100%; B=80-89%; C=70-79%; FAILING: D=60-69%; F=0-59%**

<b>Assignments &amp; Exams</b>	<b>Points</b>	<b>Apx. Due Date</b>
In-Class Essay #1	25	Week 2
Out of Class Essay #1	100	Week 4
In-Class Essay #2	25	Week 5
Out of Class Essay #2	100	Week 8
Grammar Midterm	25	Week 9 (10/11)
In-Class Essay Midterm	25	Week 9 (10/11 & 10/13)
Out of Class Essay #3	100	Week 12
In-Class Essay #4	25	Week 14
Out of Class Essay #4	100	Week 17
Grammar/Concept Final	50	Finals Week (12/8)
Homework	120	On going
Participation	30	On going
<b>Total Points</b>	<b>725 Points</b>	

Your current letter grade and total number of points, as well as points earned for each assignment, are kept current on Blackboard throughout the semester. Please check Blackboard regularly. I expect you to be aware of your grade and points to make sure they are correct. If you have questions about them, let me know immediately.

**Please note:** You must receive a "C" or better to pass this class.

### **CHANGES TO SYLLABUS/CALENDAR:**

There are times, for the benefit of the class, that I may need to make changes to the Calendar above or to the Course Syllabus. If this is the case, I will always notify you about the change. Missing class is not an excuse for being unaware of any of these changes.

### **DAILY ASSIGNMENTS/HOMEWORK:**

**Daily assignments** include grammar work, reading assignments, group activities, short quizzes, etc. I do not grade your homework assignments, but I will check them and you will receive full credit for having them completed and in class on time. If you were late, absent, or just didn't do an assignment on time, you still need to complete it for partial credit. In order to pass the class students must show they can do ALL of the work. You

have until midterm to complete assignments for partial credit that were due through weeks 1-9. You have until the final for assignments that were due through weeks 10-17.

## **ESSAYS:**

**In-Class essays** will be completed in class over two days. You will need a blue book for these essays. **Only one in-class essay may be made up. If you miss day 2 (or both days) of one essay, you may arrange a time to make it up. If you miss day 1 on any in-class essay, you will just have to do the best you can in completing the process in class on day 2.**

**Out-of-class essays** must be turned in on time to receive full credit. On time means it is typed, MLA style, in a folder, and ready to hand in at the beginning of class the day it is due. Do not expect to print it out in class after you arrive. Also, bring your essay to class on a flash drive, as you will submit it in class through Turnitin. The folder you turn in is to contain the following:

- Hard copy of final draft
- All brainstorming and outlines
- Rough drafts
- Reviewer sheets
- Blue book

Essays turned in after they are due will be docked one letter grade. No essays will be accepted after one week from the due date.

## **ESSAY REVISIONS:**

You are welcome to revise your out-of-class essays for a better grade. However, if you wish to revise an essay you **MUST** discuss it with me first. We will then sit down together and talk about what you need to do to improve it. I will not accept a revision if you haven't discussed it with me first.

When you turn in your revised essay, **staple the graded essay to the back of the rewritten essay.**

## **MLA FORMAT:**

Follow MLA formatting for all work you turn in.

- Font set for TIMES NEW ROMAN 12 with no bold, capitalized, or italicized fonts
- Double-space entire essay—no more, no less ANYWHERE

- One inch (1”) margins left and right, top and bottom.
- Insert page numbers into header in upper right hand corner.
- Student’s last name appears before the page number with a space between the name and page number.
- On page one only, in the top left hand corner, double spaced, the following appears:
  - Student’s name
  - Instructor’s name
  - Course
  - Due Date
- Center your title. Make sure you don’t use a bigger font than the rest of the paper; don’t put the title in quotes or bolded or italicized font. Make your title creative (not the name of the assignment).
- The first line of each paragraph is indented. Set tab for 0.5”.
- **Staple essay (and any other work) in top left corner**

### **MIDTERM AND FINAL:**

Your midterm and final exams will cover grammar and key writing concepts.

### **PARTICIPATION POINTS:**

Participation in class is mandatory. You will receive a total of 30 points at the beginning of the semester for participation. To keep all 30 points you must be present, be participating, and be on time. Also you must have homework prepared, keep your notebook current, and follow all class policies listed below regarding disruptiveness.

### **THREE TIPS FOR SUCCESS IN THIS CLASS (also attendance and tardiness policies):**

1. **BE PRESENT IN CLASS:** Participation in class is required. If you aren’t in class, you aren’t participating. Four or more absences during the semester will affect your participation grade because you haven’t been in class to participate. **Four (4) absences before the nine-week drop date will result in a drop** from this class. Also, students absent any time during the first week will be dropped. Schedule any doctor’s appointments or other appointments during a time the class is not in session.

2. **BE ON TIME:** Three late arrivals or early departures count as one absence and a loss of participation points. Why?
  - a. Late arrival means you won't be able to participate in group activities that are already under way.
  - b. You will miss important information.
  - c. You disrupt class by being late or leaving early.
  
3. **BE READY TO PARTICIPATE:** Attendance in college is more than just filling a seat. Since we'll do a lot of writing, discussion, and workshop activities every day, your participation means this:
  - a. Bring ALL materials for English 252 to class EVERY SESSION; that is, all of your work in progress, the binder containing all of your work, textbooks, dictionary, note paper, copy paper, flash drive, pens or pencils, markers.  
**Then**
  - b. When we are discussing, **discuss!**
  - c. When we are writing, **write!**
  - d. When I am lecturing, **take notes!**
  - e. Do the assignments with thought and accuracy. If you have questions about any assignment, email me immediately. It is crucial that you understand the material in all assignments.

### **ABOUT YOUR 3-RING BINDER:**

Place this syllabus in the front of your binder for quick reference. Use your three-ring binder to store ALL of your work—papers you are working on, class notes, daily work and assignments, handouts, reading journal, etc. Organize it by date into sections with tabs. I will check on this periodically throughout the semester.

### **CHEATING/PLAGIARISM:**

**Bottom line:** Do not copy someone else's words or use their ideas without giving them credit. Do not use another student's paper as your own. Do not use a paper you wrote from another class in this class. Do not have another person write your paper for you. All of these are forms of cheating. You will receive a zero on the assignment, possibly fail the class, and a report will be filed with the administration for their review.

### **CLASS POLICIES AND EXPECTATIONS:**

1. **Set up your SCCCD email account** and check it daily, as I communicate with you frequently through this account.

2. **Turn off cell phones and pagers** and put them away, out of sight. This includes during lab time.
3. **No talking to your neighbors** while someone else is talking, including me.
4. **Disruptive behavior** during class will not be tolerated for the sake of our learning environment. **Disruptive behavior** can include, but is not limited to, the following:
  - talking
  - passing notes
  - negative attitude
  - eating food in a loud, disruptive manner
  - sleeping during class
  - working on assignments other than the one being covered in class at the time
  - receiving cell phone calls during class
  - text messaging during class
  - having your cell phone on your desk
  - not having materials needed for class
  - showing up for class unprepared
  - having your head on the desk
  - showing disrespect or rudeness toward a classmate or the instructor

**The first time a student is disruptive in any way, he or she will receive a verbal warning from me. The second time (and any time thereafter), the student will be dismissed from the class with an absence, and I will file a report with the Vice President of Students.**

### **OTHER TIPS FOR SUCCESS IN THIS CLASS:**

1. At times we will cover controversial topics, including race, sexuality, gender, and different cultures. Keep an open mind when faced with new ideas, some of which might make you feel uncomfortable. When such is the case, I expect you to treat your classmates respectfully, whatever their viewpoint, never lowering yourselves to using a mocking, harassing, or belittling tone of voice.
2. During our lab time, I expect you to work quietly on assigned work. If you finish the assignment early, you may work on rewriting an essay or completing homework for the next assignment.
3. Should you experience a change in circumstances—such as work schedule change, illness, family emergencies, etc.—notify me as soon as possible.
4. Often, I will share student papers with the entire class (I will do so without telling who the author is), or you will be asked to share your work with each other. Please do not write about topics you don't want others to know about.

5. Important dates:

- a. **August 15 (M) Fall 2011 instruction begins**
- b. **September 2 (F) Last day to drop a class to avoid "W" on transcript**
- c. **September 5 (M) Labor Day (no classes held, campus closed)**
- d. **October 14 (F) Last day to drop a class (letter grade assigned after this date)**
- e. **November 11 (F) Veterans Day (no classes held, campus closed)**
- f. **November 24-25 (Th-F) Thanksgiving holiday (no classes held, campus closed)**
- g. **December 12-16 (M-F) Final exam week**
- h. **Our final will be given on Thursday, December 8<sup>th</sup> at 8am.**

**CONTACT ME:**

During the semester if you have questions or just plain feel lost, contact me immediately, preferably at my Gmail address. Again, it is [rakrause07@gmail.com](mailto:rakrause07@gmail.com). I will get back to you as soon as I possibly can. **And remember, there are NO stupid questions!**