**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 policies.**

|  |
| --- |
| **\*\*\*\*\*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!   * Come and see me in my office often to get help on your papers. * Come to class always and be prepared. * 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.  Do not come to me the last three weeks of the semester asking what you can do to pass the class. If you really must pass this class, you need to work hard from this point on. I DO NOT assign extra credit. |

|  |  |
| --- | --- |
| English 250: Writing Improvement  Schedule # 53864  SPRING 2011  Meets: MTWTHF from 11-11:50  Room CCI 202 | |
| Instructor | Lori Levine |
| Contacting Me | Office: A- Annex 6 (see attached map)Phone: 638-3641 ext. 3246 (Leave a message if I do not answer. Talk slowly and repeat your phone number twice.)Email: [lori.levine@reedleycollege.edu](mailto:lori.levine@reedleycollege.edu) (If I don’t email you back within 24 hours –except for the weekends—email me again.) |
| Office Hours | My office hours are: Tuesdays and Thursdays from noon to 1 p.m. and Friday from 10 to 11 a.m.During these hours, I am available to you and other students to discuss your work. I am also available at other times. If you can’t come to my office during these hours, let me know and I will be happy to meet you at another time. |
| Email Policy | 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 be proofread. Because this is an English class, I maintain strict standards for all written communication  * 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.  1. 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. 2. You must include a message in your email even if you are sending me a paper. If you do not include a message, I will not grade what ever you are sending me. |
| Campus Email | As of last semester, 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):  Step by step directions on how to activate your account: <http://www.scccd.edu/Modules/ShowDocument.aspx?documentid=1289>  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> |
| Blackboard | I will occasionally post documents on Bb. |
| **Attendance Policy** | You are in this class because you need to improve your writing skills, so it is important to attend class daily. When you miss class, you miss valuable information on how to write essays, information for which I will hold you responsible. Also, not attending class will affect your grade; if you are not in class, you will not be able to participate and complete daily assignments.   * If you miss any of the first week of class, you will be dropped. * You can miss up to 1 week before you run the risk of being dropped. * If you come to class more than 10 minutes late, you will be considered absent. (You should still come, however, so that you don’t miss valuable information/work.) * Three tardies (coming to class 0 to 10 minutes late) = one absence * I DO NOT excuse absences. An absence is an absence regardless of the reason why. It is your responsibility to find out what you missed and to turn in your work ahead of time. If you miss a week and I don’t hear from you, I will assume you are dropping the class. |
| English 250 Course Description | In this course, students will work on getting used to and comfortable with writing and discovering ways to express their ideas to others. Students will also develop an understanding of sentence and paragraph structure. They will begin to find and correct grammatical errors and get used to using computer word processors for writing. This course is a companion to reading course ENGL 260 and prepares students for ENGL 252. Students must satisfactorily complete written course work to receive credit. |
| **English 252 Course Outcomes (our goals)** | By the end of this course, you should be able to,   1. Write a paragraph with a beginning, middle, and an end that is a minimum of 250 words. This paragraph will include:    * a focused main idea    * unified details which support the main idea    * complete sentences    * the use of appropriate academic language    * correct usage of MLA format 2. Plan and revise both take home and timed writing assignments with guidance, employing all stages of the writing process as necessary. |
| **Required Texts/ Materials**  **Accreditation** | * Ready to Write by Karen Blanchard and Christine Root, third edition * English Essentials—Short Version by John Langan, Townsend Press. * A notebook for your notes and in-class work—You will use your note book to keep notes, to do freewrites, or any other in class work. Every day, you will pull out your notebook, date the next blank page, and use that notebook to take notes. * Four large bluebooks * A method to save copies of your work (I recommend a memory stick) * Handouts and a place to put them—you will have lots of handouts! * A positive attitude!   You must have these items by **the end of week 1**. There is a text book on hold in the Library for you to use. This book must stay in the library.  **If you do not have the materials listed above during every class period, you are not prepared. If you are not prepared, you will be kicked out of class and counted as absent.** |
| **Grades** | You must earn a “C” (70%) or better to pass this class. The class is graded Credit (CR) or No-Credit (NC). This means that you will not get a grade for this class. 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).  Grades will be posted on Blackboard. Please make sure you check your grade regularly. You will have the opportunity to revise out-of-class essays for more points.  Here are the points for this class. I reserve the right to change the assignments or points as I see fit. If necessary, I will add assignments or take away assignments.  540-600= A  480-539= B  420-479= C  360-419= D  0-365= F  The chart below gives an overview of the points for the semester. Points may be added ore deleted due to the needs of the students.   |  |  | | --- | --- | | **Assignments** | **Points** | | Paragraph Assignment | 50 points | | Essay 1 | 100 points | | Essay 2 | 100 points | | Grammar Midterm | 25 points | | Essay 3 | 100 points | | In-class Essay | 25 points | | Essay 4 | 100 points | | Grammar/Concepts Final | 50 points | | Participation | 50points | | **Total points** | **600 points** | |
| **Formal In-Class and Out-of-Class Essays** | During the semester you will write essays in class and out of class.   1. All final out-of-class essays must be typed and in MLA format (see below) 2. Essays must be turned in on time. If you are having problems, please talk to me ASAP. I do have a one week grace period for turning in out-of-class essays, but turning in an essay late will limit your time to revise it. 3. Essays must be turned in with all brainstorms and drafts, including a reviewer sheet if appropriate (see below). 4. Out-of-class essays will also be turned in through turnitin. Make sure you bring your essay on a flash drive the day it is due. You will also need a hard copy of your essay. 5. PLEASE BRING ALL OF YOUR WORK WITH YOU TO EVERY CLASS PERIOD. If you are not prepared to work on an essay, you might be asked to leave and will be counted absent for the day. Sometimes we will have unscheduled time to work on an essay. 6. If you turn in an assignment and it does not look like it has been proof-read, you will be marked down significantly. |
| **Requirements when Getting Help on Essays** | If you get help from anyone during the writing process, you must have them fill out the form at the end of this syllabus (make extra copies of the form as you will use it often throughout the semester) and attach it to the draft someone helped you on. All of your drafts, along with your brainstorms and any work we do in class, must be attached to your new essay.  If someone, including me, helps you, make sure you take notes regarding their comments. Don’t waste your time and theirs by not writing down their suggestions. |
| **Formal Essay Revisions/ Conferences** | You are encouraged to revise your essays for a better grade.  To get a better grade on an essay, however, you MUST come to my office and discuss your essay with me. We will talk about what you need to do to make it better. When you revise that essay, you will come back to my office with the new and the old draft(s) (the one I originally corrected plus any other drafts you worked on with a tutor/reviewer). I will read the new essay and decide if I should give you a grade change. This process might continue until the paper has improved enough for a sufficient grade change.  I will also prearrange times for you to come and meet with me. If I do so, then you are expected to show up. If you don’t, I will not accept any revisions on that essay. Your first grade will be your final grade!  If you cannot come to my office hours to discuss your paper, please let me know and we will meet at another time. If you have to miss a conference, CALL ME BEFORE THE CONFERENCE, and we can try to arrange an alternative time for you to meet with me. |
| **How Your Essays Should Look—MLA Format** | For all work you submit, follow MLA formatting (see Appendix B at the end of your syllabus.   * Essays must be typed in Times New Roman font size 12 with no bold, capitalized, or italicized fonts. * Essays must be double-spaced throughout. * Margins should be 1” on all sides of the paper and justified on the left. * All essays must be stapled in the upper left hand corner. * On the top left hand side of the paper, you should include (in this order):   + Your name   + The class (with the section number)-- The teacher’s name   + The Essay Number (ie: Essay 1)   + Submission date * After the class information, put your title, centered, on the next line. Make sure you don’t make the 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). * 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 in the header. * Turn in all work with your final draft (all brainstorming, outlines, and drafts, including the drafts others helped you with. Your final draft will come first, then the rubric, then other drafts in the order you worked on them.) * Staple an English 252 rubric to the back of the final draft of your essay. |
| **Participation Grade** | You will get points for participation during the semester. To get all 50 points, you need to be in class every day as well as do ALL of the homework. While I don’t grade the homework, I do mark off that you have completed it. You must also actively participate in class discussions. Failure to do any of the above will result in losing points in this category.  Occasionally, you will have quizzes during the semester to see if you understand the material. |
| **Sharing Essays and other work** | From time to time, I might share your essays/other work with the entire class, or you will be asked to share with each other. Please, don’t write about topics you don’t want anyone to know about. |
| **Midterm and Final** | Your midterm and final will cover grammar concepts and key writing concepts. The final will cover all material from the start of the semester to the end. |
| **Course Rules for Success** | 1. Be prepared for class. Bring your books, papers you are working on, notes, handouts, Flash drives, pens, pencils, etc. 2. No talking to your neighbors while someone else is talking, including me. 3. No cell phones. All cell phones must be turned off upon entering class. They must be placed in your pocket or in your book bag. Do not answer a cell phone during class. Do not look at your cell phone during class. Do not go outside to talk on your cell phone during class. If you leave your cell phone on your desk, play with your cell phone, answer your cell phone, or talk on it, you may be asked to leave for the day. The same rules apply to pagers. 4. Class time is for doing what I assign and not what someone else assigns. It’s not a time to check your e-mail or do any other internet work. If you are not on task, I will ask you to leave class. If you finish your work early, let me know! Also be prepared. I already wrote above that you need to bring your writing assignment work with you every day. If you do not have it, and that is what we are working on, I will ask you to leave and you will be marked absent. 5. If you come to class late, come in and sit down quietly. Do not ask your neighbor what we are doing. Do not come up to me to find out what we are doing or to explain why you are late. Wait until a break or until after class to find out what is going on.   j0196542[1] The first time you don’t follow the rules, or are disruptive in anyway, **you will receive a verbal warning from me. The second time (and any time thereafter), you will be dismissed from the class with an absence**. I will also file a report with the Vice President of Students.  Just so you are clear, disruptive behavior includes (but is not limited to) talking, passing notes, arguing, eating food in a loud and disruptive manner, sleeping during class, working on other 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 the materials needed for class, or having your head on your desk. |
| **Other Tips and such** | 1. Keep a copy of all your work until the end of the semester. 2. Maintain an “I can” attitude – Positive people tend to have positive outcomes (and the opposite is true too). 3. Always be prepared for class. 4. Showing up is not enough: It’s true that being present helps you to learn, but if you do not do the assignments, you will not pass. 5. Turning work in is not enough: just doing the assignment does not warrant a passing grade. You need to be doing passing work to pass the class. Makes sense, right? 6. If you stop coming to the class, be sure to drop. It is your responsibility to do so, not mine. Forgetting to do so could earn you an “F” or “NC” as a final semester grade. Let me know if you are going to drop so that I don’t worry about you. |
| **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.  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.  Please be careful with getting help on an assignment from people other than me. Often times, we get help from well-meaning friends, family members, or even tutors who rewrite your sentences for you, correcting all of the grammar, making the essay their work and not your work. When this happens, I cannot accurately access the work that you can do, and you will get a zero on an assignment. I need to see YOUR WORK. |
| **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 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.  During the semester, you will take 4 in-class essays, a midterm, and a final. If you are signed up with DSPS and if one of your accommodations is extra time on a test, you need to arrange that through DSPS ahead of time. DSPS will give you a form for me to fill out. You need to bring me that form a few days before the in-class essay so that I can return it to DSPS with the test. Please, do not put it in my mailbox as I do not check my mailbox regularly. |
| **Important Dates** | January 10 (M) Spring 2011 instruction begins  January 10 - March 11 (M-F) Spring 2011 short-term classes, first nine weeks  February 11 (T) Last day to change a spring class to/from a Pass/No-Pass grading basis  January 17 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed)  January 21 (F) Last day to drop a full-term class for a refund for Spring 2011  January 28 (F) Last day to register for a full-term fall class for Spring 2011  January 28 (F) Last day to drop a fall full-term class to avoid a “W” for Spring 2011  February 18 (F) Lincoln Day (no classes held, campus closed)  February 21 (M) Washington Day observed (no classes held, campus closed)  March 11 (F) Last day to drop a full-term class (letter grades assigned after this date)  March 11 (F) Summer/Fall 2011 Registration begins for continuing students  March 14 - May 20 (M-F) Spring 2011 short-term classes, second nine weeks  April 11 (M) Summer 2011 Registration begins for new, transfer and returning students  April 18-22 (M-F) Spring Recess (classes reconvene April 25)  May 12 (Th) Fall 2011 Registration begins for new, transfer and returning students  May 16-20 (M-F) Spring 2011 final exams week  May 20 (F) End of spring semester/Commencement |
| Changes to the Syllabus/Calendar | I reserve the right to make changes as necessary for the benefit of the class to change policies on the syllabus or dates on the calendar. Missing class or not checking Blackboard is not an excuse for not being aware of any changes that are made to the calendar or the syllabus. Your weekly calendar and assignments can be found in the “Assignments” tab on our Blackboard site. |

## “Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending” – Anonymous

## NewMap2010phones.tif

**Reviewer Comment Sheet**— Good tutoring practice includes **NOT** writing on the student’s essay but rather letting the student take notes or make changes on the essay him/herself. While it is tempting to correct sentence errors, this does not always help the student. Instead, point out the errors, correct one or two problems, and then let the student correct the rest. You can guide them, but the work should be theirs.

As a reviewer, you can also point out places where the student needs to add detail or take out information. You can point out places where the essay doesn’t make sense or where their ideas are unorganized. You can help the student with their thesis statement or topic sentences, but remember that this is the student’s paper. It is not your paper, and the student should do the majority of the work.

Student’s Name: Essay Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer’s Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer’s relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer please put a check next to all of the items you helped the student with. Please be accurate.

During this session, I worked with the student on:

|  |  |
| --- | --- |
| \_\_\_understanding the assignment  \_\_\_brainstorming/prewriting  \_\_\_focusing ideas  \_\_\_developing ideas with clear, specific,   relevant details  \_\_\_adding information/details  \_\_\_working on coherency/unity of ideas | \_\_\_taking out information  \_\_\_topic sentences  \_\_\_transitions  \_\_\_thesis statement  \_\_\_grammar  \_\_\_MLA format  \_\_\_other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

What questions do you have for your instructor?

Other Comments:

## Fill this out and bring it back on Tuesday.

## Write out your class schedule below, including the instructor. Also include your work schedule in the schedule below and any other activities that occur on a weekly basis such as practice of some type, athletic events, etc.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Before 8 a.m. |  |  |  |  |  |  |  |
| 8:00 am |  |  |  |  |  |  |  |
| 9:00 am |  |  |  |  |  |  |  |
| 10:00 am |  |  |  |  |  |  |  |
| 11:00 am |  |  |  |  |  |  |  |
| 12 Noon |  |  |  |  |  |  |  |
| 1 pm |  |  |  |  |  |  |  |
| 2 pm |  |  |  |  |  |  |  |
| 3 pm |  |  |  |  |  |  |  |
| 4 pm |  |  |  |  |  |  |  |
| 5 pm |  |  |  |  |  |  |  |
| 6 pm |  |  |  |  |  |  |  |
| 7 pm |  |  |  |  |  |  |  |
| 8 pm |  |  |  |  |  |  |  |
| After 9 pm |  |  |  |  |  |  |  |

## Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## For how many semesters have you been a student at Reedley College? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## When did you complete high school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Is this your first time taking English 252? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## If you have taken it before, please tell me when and with whom. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Were you enrolled in our ESL program before taking this class? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## If you were enrolled in the ESL program, what was the highest class that you successfully completed?