

WELCOME TO ENGLISH 125-SECTION 53001 AND 53537
INSTRUCTOR: MS. LORI LEVINE (YOU CAN CALL ME LORI.)



This document contains my rules and expectations for this class. Look here first when you have questions. Then email me.

How to Pass This 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!

- Print out the weekly schedules and use them as check-off sheets.
- Check the announcements often.
- Complete your work on-time.
- Work ahead if possible, don't procrastinate.
- **READ ALL OF THE DIRECTIONS!** If you have problems reading, you probably won't do well in this class.
- Come and see me in my office to get help on your papers, or at the very least get a tutor.
- Take your work seriously, and most importantly
- **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 really MUST pass this class, take your work seriously NOW.

DO NOT come to me the last week of the semester asking what you can do to pass the class. Probably if you aren't passing the class at that point, you won't regardless of what you do.

I DO NOT assign extra credit, so don't ask.


Contact Information

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 in my office**: 638-3641 ext 3246.
2. You can come see me IN my office. It's on the Reedley College campus, Annex 6. My office hours are:
Monday and Wednesday and Friday from 12 to 12:50 pm
 During these hours, we can:
 - Talk about your essays
 - Talk about your other work
 - Talk about your grade
3. You can **email** me at lori.levine@reedleycollege.edu. If you do not hear back from me within 24 hours (unless it's the weekend), please email me again.
4. We can also talk on the phone or Skype. I have a video cam!

<p>Email Guidelines</p>	<p>Here are my email guidelines:</p> <ol style="list-style-type: none">1. Fill in the subject line with the course section and class number.2. Include a specific message in the message box. DO NOT just send an attachment.3. Proofread your emails.<ul style="list-style-type: none">• No IM or text message abbreviations.• Use proper grammar including proper punctuation and capitalization.• This is an English class. Use your best writing always. Sloppy emails that look like text messages or don't make sense will be replied to with "I'm confused. What do you need?"4. After you email me, look for a response! Often students email me and then never look back for my response which is a waste of my time.5. All email should be for school related matters only. Emails sent for other reasons could be viewed as a form of harassment, and appropriate action will be taken as necessary per school policy.6. I send emails to your school email address, so make sure you check it.7. School emails often get sent to your SPAM box. Check it often.
<p>Course Description</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—if you don't write the essays, you won't pass the class.</p>
<p>Course Goals</p>	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none">A. Write an essay of at least 1,000 words which includes 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○ supporting material and ideas that exhibit critical thinking○ 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 audienceB. 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.

Workload Expectations	This class requires a big time commitment. 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.
Announcements	<p>Check the announcements DAILY!</p> <p>The announcements are where I talk to you. On them, I will post:</p> <ol style="list-style-type: none"> 1. Weekly schedule UPDATES—I WILL change the schedule occasionally, but I always post a weekly schedule reminder, usually the Friday before the following week. 2. Information about assignments, 3. General feedback, 4. And much, much more. <p>PLEASE NOTE: It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc. These changes will be posted in the announcements.</p>
Supplies	<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>Rules for Writers</u>, seventh edition, by Diana Hacker and Nancy Sommers— Yes, you need to get this book. Every college student should have a good handbook.
Computer Skills	<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.
Computer Problems	No, I cannot help you with your computer. If you need help with your computer, call a computer technician. If you have problems with Blackboard, call the Blackboard help desk at 1-866-401-7784.
Blackboard Access Issues	<p>Wait and try again in a few minutes. If that doesn't work, do the following:</p> <ul style="list-style-type: none"> • Turn off your computer entirely. Let it sit for a minute or two. Then turn it on 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

	<p>browser's cache. Refreshing the page will sometimes clear it.</p> <ul style="list-style-type: none"> • 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. <p>Call 1-866-401-7784. This is the Bb help desk.</p>
Blackboard Outages	Occasionally, Bb does go down and is not accessible. If Bb goes down for an extended period of time (24 hours or more) then assignment due dates will be adjusted accordingly. An announcement will be posted with new due dates.
Attendance Policy	<p>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 will be dropped. If you decide that you no longer wish to participate in the class, then you are responsible for dropping yourself!</p> <p>Missing more than a week of school is unacceptable regardless of the reason.</p> <p>The last date to drop this class is Friday, January 27. After this a letter grade will be assigned.</p>
Class Grades	 <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, February 10.</p> <p>Grades can be viewed through the Bb grade feature. Go to the "My Grades" Tab.</p> <p>The grades for this class are weighted:</p> <ul style="list-style-type: none"> • Essays = 85% of the points. • Assignments (Discussion Boards, Journals, and other assignments)= 10% of the points. • Quizzes= 10% of the points. <p>Grade Scale A= 90-100% B=80-89% C=70-79% D=60-69% F=0-59%</p> <p style="text-align: center;">IT IS YOUR RESPONSIBILITY TO MONITOR YOUR GRADES!</p>
Essay Information	<ol style="list-style-type: none"> 1. Since this is a writing class, you will write <u>4 out-of-class essays</u> (the last one is the equivalent of 2 large essays and 1 shorter essay) and <u>1 in-class essay</u> 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> If you have not sufficiently edited your work or followed the directions, you will get a failing grade on your paper. 3. <u>MLA FORMAT:</u> All essays must be written in MLA format. There is a video on this as well as a handout in the "How-To" Videos Folder. You will also find information on this in your handbook, Rules for Writers, on pages 524-532. Essays not written in MLA format will lose up to 10 points. Information about MLA format will be posted in the "How-To" Videos

	<p>Folder.</p> <ol style="list-style-type: none"> 4. WORD PROCESSING FORMATS: Save your documents as a .doc, .docx, or .rtf. I cannot read formats turned in in other formats. 5. TURNING IN ESSAYS: All essays will be submitted to Turnitin (a link will be provided for each assignment). You CANNOT bring essays to me, nor can you email them to me. Information about turning in essays through Turnitin is in the “How-To” Videos Folder 6. CONFERENCES: Occasionally, I will hold mandatory face-to-face or telephone conferences to discuss your essays. 7. LATE ESSAYS: Essays 1-3 can be turned in up to 1 week late with prior arrangements. Essay 4—The I-Search essay—cannot be turned in late. 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. 9. RETURNED ESSAYS: After I have finished reading your paper, I will email it to you with minimal comments. If you’d like more explanation, you may make an appointment to talk to me. If you do not receive your essay back, but you did turn it in, you will have up to one week to contact me before that grade stays a permanent zero.
<p>More Essay Information</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>Here is a brief explanation of the essays you will write. Assignment sheets with specific instructions will be added to the Bb site. Each essay will include secondary sources.</p> <ul style="list-style-type: none"> • For the first essay, you will reflect on why or why not an online class is the best option for you. • In the second essay, you will write about college pressures. • The third essay will look at online resources. You will have both an in-class and an out-of-class essay for this assignment. • The last essay will be an I-Search paper which is a type of research paper. <p>Again, specific directions will be posted for each assignment.</p>
<p>Discussion Board and Journals</p>	<p>The discussion board and the journals are where you will write about readings or turn in specific assignments. The discussion boards are public, and in them you usually “discuss” topics. The journals are private, which only you and I can see.</p> <p>As you are writing in the discussion boards and journals, keep these rules in mind:</p> <ol style="list-style-type: none"> 1. Type them in a word document and then copy and paste them into the discussion board or journal. 2. Use spell check and proof read your entries. 3. Include a word count in parenthesis at the end of each discussion board post when asked to do so (there is a word count feature in Microsoft Word). 4. Take the time to think about what you are writing so that your comments are well-written and complete. 5. Write using paragraphs. Do not write a 500 word discussion board/ journal post that is one long paragraph. That makes it difficult to read. 6. Make sure your font size is big enough to read! 7. 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. 8. 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.

	<p>Your words should also be spelled correctly and your sentences punctuated correctly. Inappropriate language is not acceptable.</p> <p>9. 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!</p> <p>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</p> <p>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.</p> <p>10. 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>
<p>Quizzes</p>	<p>Quizzes will be taken on various writing and grammar concepts. All of the quizzes are found in the “Quiz Material and Quizzes” folder and most of them are pre-loaded and ready to take. Here are some quiz tips:</p> <ul style="list-style-type: none"> • Don’t wait until the last day to take a quiz. • Print out all quiz material, and then • Review the material and take notes before you attempt the quizzes. • Review your answers and make sure your answers are edited and grammatically correct when necessary. Points will be deducted for grammatically incorrect answers. • After you take a quiz, review your answers and the correct answers. Some quizzes are self-corrected; other quizzes I have to correct. I try to correct those quizzes as soon as possible. When I get them corrected, I will let you know. • Apply what you have learned in the quizzes to your essays.
<p>Other Assignments</p>	<p>Occasionally, you will be assigned other work that does not fall into one of the categories above.</p>
<p>Late Assignment Policy</p>	<p>Not really. You will not get points for late discussion board responses, journals, quizzes, or other assignments.</p> <p>Essays 1-3 can be turned in up to 1 week late with prior approval. The last essay MUST be turned in on time.</p>
<p>Plagiarism</p>	<p>Plagiarism is bad, bad, bad and will not be tolerated. 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. .</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. You might fail the class, and I might report you to the VP of Student Services.</p>

Accommodations for Students with Disabilities	<p>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.</p>
Important Dates	<p>January 9 (M) Spring 2012 instruction begins January 16 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed) January 20 (F) Last day to drop a full-term class for a refund for Spring 2012 January 27 (F) Last day to register for a full-term fall class for Spring 2012 January 27 (F) Last day to drop a full-term class to avoid a "W" for Spring 2012 February 10 (F) Last day to change a class to/from a Pass/No-Pass grading basis February 17 (F) Lincoln Day observed (no classes held, campus closed) February 20 (M) Washington Day observed (no classes held, campus closed) March 9 (F) Last day to drop a full-term class (letter grades assigned after this date) April 2-6 (M-Th) Spring Recess (no classes, campus open, classes reconvene April 9) April 7 (F) Good Friday (no classes, campus closed) May 14-18 (M-F) Spring 2012 final exams week May 17 (Th) Fall 2012 registration begins for new, transfer, and returning students May 18 (F) End of spring semester/commencement</p>

Syllabus Contract**Email Assignment:**

Now that you have printed and read this syllabus, **READ AND THINK ABOUT THE CONTRACT BELOW. THEN, copy and paste the complete contract below—everything from “Dear Ms. Levine” to the signature line—into the journal labeled “Syllabus Contract.”** The journal is due **WEDNESDAY JANUARY 11 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 Ms. Levine’s 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, journal posts, other written assignments, and essays 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 Ms. Levine is 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 will also print out announcements when necessary.

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 Ms. Levine available to talk to me about my class assignments. I can make an appointment to see Ms. Levine during her office hours or another prearranged time. If I can’t make it to Ms. Levine’s office, I know that I can talk to her on the phone or ask her to meet me in Fresno.

Sign—Type your signature here: _____