English 252: Writing Improvement

Schedule # 53041

Spring 2012

Meets: MTWTH from 10:00-10:50 am

Room: CCI 202

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| 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! * 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.** |

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

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| Instructor | Lori Levine |
| Contact Information  | Office: A- Annex 6 Phone: 638-3641 ext. 3246 Email: lori.levine@reedleycollege.edu  |
| Office Hours  | Come to my office hours. My office hours are: Monday, Wednesday, and Friday from 12 to 12:50 pmDuring these hours, I can: Talk about your essaysTalk about your other workTalk about your grade  |
| Email Policy  | 1. Proofread your email. Do your best to:
	1. Write out all words and spell them correctly
	2. Capitalize and punctuate your words correctly
	3. Sign your emails

This is an English class and I expect your best writing always.  |
| Posting on Blackboard | I will occasionally post documents on Bb.  |
| **Attendance Policy**  | **I DO NOT excuse absences. You might be sick, in the hospital, or taking care of a sick relative, but your absence will still not be excused.** * If you miss any of the first week of class, you will be dropped.
* You can miss up to 1 week (4 days non-consecutively) before you run the risk of being dropped in the first 9 weeks
* After 4 absences, you will lose 5 points off of your participation grade for every new absence.
* If you come to class more than 5 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 5 minutes late) = one absence
* It is your responsibility to find out what you missed and to turn in your work ahead of time.
* If you leave class early, you will be counted as absent.
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| Course Description | In this course, you will develop your 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, you will work on developing paragraphs and correcting basic grammar errors. This course is a companion to ENGL 262 and will prepare you for ENGL 125. You must successfully complete written course work to receive credit. Placement for this course is designated by the college assessment process.  |
| **Class Goals** | By the end of this course, you should be able to, 1. Write a paper of at least 750 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 begin 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 including verb tense issues, subject-verb agreement, pronoun agreement problems, 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
2. Plan and revise with guidance, employing all stages of the writing process when necessary.
3. Write an in-class paper with a beginning, middle, and end that communicates a clear idea.
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| **Required Text Books** | * Rules for Writers by Diana Hacker --**You need this by Week 3.**
* Bluebooks—**You need 4 by the beginning of Week 2.**
* A notebook for your vocabulary lists, notes, and in-class work—You will use your notebook 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. Throughout the semester, I will check your notebooks. –**You need this by Day 2 of the semester.**
* Handouts and a place to put them—you will have lots of handouts!
* A memory stick—**You need this by Week 2.**
* A positive attitude!

**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 Micrograde. I will give you grade updates every few weeks. Here is an estimation of the points and the weeks assignments are due. Assignments, assignment points, due dates, etc are likely to change. This is just a rough estimation. 725-649-= A 648-577= B 576-504-= C 503-432= D431-0= F

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| **Assignments** | **Total Points** | **Your Points** | **Approximate** **Due Dates** |
| In-Class 1 | 10 points |  | Week 2 |
| Out of Class 1 | 100 points |  | Week 4 |
| In-Class 2 | 10 points |  | Week 6 |
| Out-of-Class 2 | 130 points |  | Week 8 |
| In-class 3 | 10 points |  | Week 10 |
| Out-of-class 3 | 150 points |  | Week 12 |
| In-class 4 | 10 points |  | Week 14 |
| Out-of-Class 4 | 150 points |  | Week 16 |
| Final Essay Reflection | 100 points |  | Finals Week |
| Grammar/Concepts Final | 20 points |  | Finals Week |
| Participation including vocab/journals/notebook | 35 points |  | On Going with periodical check-offs  |
| **Total points** | **725 points** |  |  |
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| **In-Class Essays**  | During the semester you will write essays in-class essays that will then be turned into out-of-class essays. **IN-CLASS ESSAYS**1. The in-class essays will be completed over two or three days. We will prep for the essay day 1 and 2, and then you will write the essay day 3. **You can make up only 1 in-class essay. If you miss the prep work for an in-class essay, however, you will not be able to make that up.**
2. After you write your in-class essay, you will have a **mandatory conference** with me to discuss that essay so that you can revise it and turn it into an out-of-class essay. If you miss this conference, you will receive a zero on your in-class essay.
3. Please contact me if you will be late to your conference. Occasionally, I will let you reschedule it if an emergency arises, but YOU MUST call me before your conference.
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| **Out-of-Class Essays** | **OUT-OF-CLASS ESSAYS**1. All out-of-class essays must be typed and in MLA format (see below)
2. Out-of-class 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. Out-of-class essays must be turned in with all brainstorms and drafts, including a reviewer sheet if appropriate (see below). You also must turn in the blue book with your essay.
4. Out-of-class essays will also be turned in through turnitin.
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.
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| **Late Work** | I do not accept late homework, etc. Occasionally, I will let you turn in an essay up to one week late, but any other work must be turned in on time.  |
| **Revision Form—Getting Help**  | If you get help from anyone during the writing process, you must have them fill out the form at the end of this syllabus each time you get help, and attach it to the draft someone helped you on. Make extra copies of the form as you will use it often throughout the semester. 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.  |
| **Revision Guidelines** | You are encouraged to revise your out-of-class 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 and the reviewer sheets). 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.  |
| **Vocabulary Journal/ Notebook** | You will keep a vocabulary journal. Every week, beginning week 2, you will find 5 to 10 vocabulary words that you don’t know. You will also keep a notebook of notes that you take in class.  |
| **Participation Grade**  | You will get points for participation during the semester. To get all of the points, you need to be in class every day as well as do ALL of the homework, your vocab journal and your notebook. 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**  | 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.  |
| **Final Exam**  | Your final will cover grammar concepts and key writing concepts. The final will cover all material from the start of the semester to the end. **Your final is Monday, May 14 at 10 am** |
| **Course Rules** | 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 and must be put into your pocket or in your book bag—no exceptions. Because ALL cell phones will be turned off, I don’t need to tell you that if you take a phone call, you will be asked to leave class for the day. If you have kids in day care, give your day care provider the school number and your schedule, and the operator will call the classroom.
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!
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. If you are continually late, we will need to figure out why and how to fix the situation.
6. We are in college and you can get up and use the restroom without asking. Our class is only 50 minutes, though, so you should try to use the restroom before coming to class. If you do have to go, wait until I have stopped lecturing. If you have a bladder issue that requires you to leave class every day to use the restroom, then you need to get an accommodation form from DSPS or you will be counted as absent.

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 Rules** | 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.
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| **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 essay, 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 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 weekMay 17 (Th) Fall 2012 registration begins for new, transfer, and returning studentsMay 18 (F) End of spring semester/commencementYour final will be Wednesday, May 18 from 10 to 11:50 am |

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**REVIEWER SHEET**

**RULES**

* **This sheet is to be filled out for EACH DRAFT that you have someone help you with.**
* **Attach the draft you received help with, including all comments or other written work.**
* **If you worked on a computer, print out the draft that you worked with and attach it to this form, and mark any changes you made because of the help you got.**
* **Every time you work on a new draft of an essay, you should attach one of these sheets to that new draft. If you work, for instance, on the same essay 5 times, you should have 5 different comment sheets.**
* **If you or someone else writes on your essay, make sure you turn in that draft.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:

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| \_\_\_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?