

WELCOME TO ENGLISH 125-SECTION 57901

INSTRUCTOR: MS. LORI LEVINE



This document contains my rules and expectations for this class. Look here first when you have questions and then email me if you can't find the answers here.

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 announcements and email daily.
- 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.


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: My office hours are: Monday, 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!
5. I also have a Yahoo Instant messenger account. I am lorimich2011. I try to get on it a couple of hours a day so we can chat at that moment. If I'm not on, email me. When you request to be my friend, please tell me who you are and which section you are in.

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| <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 number. Remember I have two sections and need to know which one you are in so I can help you faster.2. Include a specific message in the message box. DO NOT just send an attachment.3. Sign your emails!4. Proofread your emails.<ul style="list-style-type: none">• No IM or text message abbreviations.• Use proper grammar including proper punctuation and capitalization.5. 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.6. 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.7. I send emails to your school email address, so make sure you check it daily.8. School emails often get sent to your SPAM box. Check it daily too. |
| <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. |

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| Workload Expectations | This class requires a big time commitment. A face-to-face 125 class meets for almost 3 hours and 40 minutes a week . On top of that, for every unit you take, you are expected to do 2 hours of outside homework. This is a 4 unit class . You will probably spend between 10 and 12 hours a week working on this class! Sometimes it might be less; sometimes more. 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 will 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. Printed copies of 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—I believe that every writer should have a good handbook. I recommend this one and it is the one I will refer to from time to time. Often, I will have you look up and study information on your own. If you already have another handbook, please email me the title. It will probably suffice. Also, you should know that a lot of grammar information can be found online, but I still suggest you have a handbook. <ul style="list-style-type: none">  To buy this book online, go to www.reedleycollege.edu/index.aspx?page=255 and click on the link. 3. Occasionally, I'll ask you to visit a website. While you can't print these out, you are expected to visit them and read the information on them. |
| Attendance Policy | <p>You do need to make your presence known every week.</p> <p>You MUST complete the first week's assignments. If you don't, you will be dropped from the class.</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> |

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| | <p>The last date to drop this class is Friday, August 31. After this a letter grade will be assigned.</p> |
| <p>Class Grades</p> |  <p>This class is a graded class. If you want to take it credit/no credit, you must fill out the proper paperwork in admissions and records or on web advisor by Friday, Jan. 28.</p> <p>Grades can be viewed through the Bb grade feature. Go to the “My Grades” Tab. The grades for this class are weighted:</p> <ul style="list-style-type: none">• Essays = 85% of the points.• Other Assignments (Discussion Boards, Journals, Quizzes, and other assignments)= 15% 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> |
| <p>Essay Information</p> | <ol style="list-style-type: none">1. Since this is a writing class, you will write <u>6 out-of-class essays</u> and <u>1 in-class essay</u> (the in-class essay will lead to essay 3). If you decide not to turn in any of these writing assignments you will not pass the class. For each essay, you will go through several steps before you write it, and you will have plenty of opportunity to get help.2. <u>SLOPPY WORK/ NOT FOLLOWING DIRECTIONS:</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> This is a special format used by the English profession. It tells you how to format your essay, what font to use, how wide to make your margins, etc. 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 percent from the final grade. Information about MLA format will be posted in the “How-To” Videos Tab.4. <u>WORD PROCESSING FORMATS:</u> Save your documents as a .doc, .docx, or .rtf. I cannot read essays turned in in other formats.5. <u>TURNING IN ESSAYS:</u> 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 Tab.6. <u>CONFERENCES:</u> Occasionally, I will hold mandatory face-to-face or telephone conferences to discuss your essays.7. <u>LATE ESSAYS:</u> Essays 1-3 can be turned in up to 1 week late with prior arrangements. The final 3 essays are a part of a project and cannot be turned in late.8. <u>REVISING ESSAYS:</u> You will be able to revise 1 of the first three essays if you got below a 75%. In order to revise your essay, you must contact me within a week of when I return it. We will set up a time to speak. After we talk, you will have one week to revise it and email it to me. To get a better grade, you will need to significantly improve your essay.9. <u>RETURNED ESSAYS:</u> 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 |

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| | <p>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> <p>10. SHARING WORK: At my discretion, sentences and/or paragraphs may be taken from essays or other assignments and shared with the class to help illustrate grammar concepts, writing concepts, MLA guidelines, and more.</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. This will allow you to:<ol style="list-style-type: none">a. Use spell check and proof read your entries.2. 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).3. Take the time to think about what you are writing so that your comments are well-written and complete.4. Write using paragraphs. Do not write a 500 word discussion board/ journal post that is one long paragraph. That makes it difficult to read.5. Make sure your font size is big enough to read!6. 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.7. 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. Your words should also be spelled correctly and your sentences punctuated correctly. Inappropriate language is not acceptable.8. 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 betterb. 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.9. 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>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.• 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. |

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| | <p>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.</p> <ul style="list-style-type: none"> • Apply what you have learned in the quizzes to your essays. |
| Other Assignments | Occasionally, you will be assigned other work that does not fall into one of the categories above. |
| Late Assignment Policy | <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 project, which is also your last 3 essays) MUST be turned in on time.</p> |
| Plagiarism | <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.</p> <p>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> |
| Computer Skills | <p>Skills Needed:</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>Hardware Needed</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 |

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| | <p>service provider.</p> <ul style="list-style-type: none"> • 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. <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. |
| Accommodations for Students with Disabilities | 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. |
| Important Dates | <ul style="list-style-type: none"> • Semester Starts Monday, January 7 • Martin Luther King, Jr. Day observed Monday, January 21 (no classes held, campus closed) • January 25 (F) Last day to add a full-term fall class for Spring 2013 • January 25 (F) Last day to drop a full-term class to avoid a “W” (in person) for Spring 2013 • January 27 (Su) Last day to drop a full-term class to avoid a “W” (on WebAdvisor) for Spring 2013 • January 28 (F) Last day to change a class to/from a Pass/No-Pass grading basis • February 15 (F) Lincoln Day observed (no classes held, campus closed) • February 18 (M) Washington Day observed (no classes held, campus closed) • March 8 (F) Last day to drop a full-term class (in person) (letter grades assigned after this date) • March 10 (Su) Last day to drop a full-term class (on WebAdvisor - must not have any holds) (letter grades assigned after this date) • March 25-29 (M-F) Spring Recess (no classes, campus open, classes reconvene April 1) • March 29 (F) Spring holiday observed (no classes, campus closed) • May 13-17 (M-F) Spring 2013 final exams week |