

ENGLISH 1A— ONLINE: READING AND COMPOSITION

FALL 2014
SECTIONS 59385 AND 59386

INSTRUCTOR: PROFESSOR CAREY KARLE

phone: 555-638-3641 ext. 3421
E-mail: carey.karle@reedleycollege.edu
Office Hours—listed on page eight

Welcome to English 1A Online



MOVING THOUGHTS—
FROM PEN TO PAPER

The purpose of this course is to assist you on your journey to becoming a better academic reader and writer. However, in order for this class

and me to assist you in this adventure, you must believe that reading, thinking, and writing well are important and serve a purpose in your life. You have to be willing to put in the time and effort necessary for success.

Catalog Description for English 1A:

Students will read, analyze, and compose

college-level prose, with emphasis on the expository; study writing as a process; explore different composing structures and strategies; edit and revise their own writing; and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. Students will write a minimum of 6,000 words in formal academic language.

Special points of interest:

- ◆ Students who utilize the RC Writing Center when taking English 1A have a higher pass rate than those who do not use the RC Writing Center.
- ◆ The RC Writing Center can be used online!
- ◆ Students who do not procrastinate and are well organized generally do better in online classes.



Student Learning Outcomes

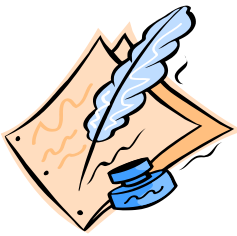
Upon completion of this course, students will be able to:

- A. Write a documented research paper of at least 1,500 words that includes:
- a sophisticated introduction, multiple body paragraphs, and conclusion
 - a clearly defined, arguable thesis sentence
 - supporting details that exhibit critical thinking and use credible secondary sources

- correct usage of MLA format, including a works cited page
 - sentences that exhibit a command of the complex/compound with minimal comma splices, sentence fuses, fragments, and mechanics
 - controlled and sophisticated word choice
 - writing in third person/universal
 - an avoidance of logical fallacies
 - demonstration of an awareness of purpose and audience
- B. Complete a timed essay independently in class
- C. Summarize and comprehend college level prose (will include a full reading)

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WRITING, WRITING, AND
MORE WRITING.

Research is
to see what
everybody
else has seen,
and to think
what nobody
else has
thought.

—Albert Szent-
Gyorgyi

Course Objectives

In the process of completing this course, students will:

- A. Write multiple essays of at least 1,500 words, including at least one research paper with documentation.
- Arrange and integrate ideas in a multiple body essay, complete with topic sentences, supporting data, and background, as necessary.
 - Indicate an arguable thesis.
 - Gather, analyze, and synthesize peer-reviewed sources and/or original research such as interview, survey, or observation.
 - Employ MLA formatting guidelines.
 - Reduce dependence on the instructor's guidance; students will ultimately independently and accurately recognize and self-correct errors in sentence construction, punctuation, and mechanics.
- B. Write an organized essay with thesis and adequate support independently within a class period.
- C. Read and understand college level prose, including:
- identifying the model, summarizing the thesis, and locating supporting information.
 - naming rhetorical devices such as irony and parallelism and translating metaphorical language, so as to determine an author's intent, both explicit and implicit.
 - answering questions from assigned reading differentiating between an author's intent and personal reaction.
 - describing, evaluating, and questioning the purpose, audience, organization, and style of assigned readings.

Required Texts and Supplies

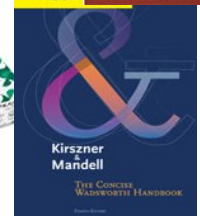
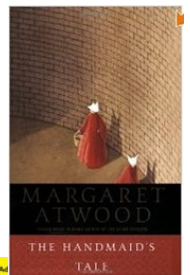
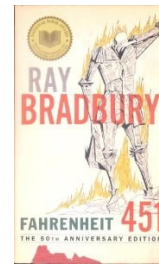
Bradbury, Ray. *Fahrenheit 451*. The 60th Anniversary Edition. New York: Simon & Schuster, 2013.

Atwood, Margaret. *The Handmaid's Tale*. New York. Anchor Books, 1998. ISBN: 978-0385490818

Kirszner, Laurie G. and Stephen R. Mandell. *The Concise*

Wadsworth handbook. 4th ed. Australia: Wadsworth Cengage Learning, 2014.

Ream of Paper. You need to print the syllabus, schedule, essay guidelines and more.



Computer Requirements



WHAT YOU
NEED TO
KNOW

Skills Needed:

- ◆ Know basics of word processing (saving files, using spell check, using grammar check, moving text, using the help function, etc.)

- ◆ Know how to access and navigate the Internet (use a browser, utilize search engines, save and or print from the Internet)
- ◆ Know how to send e-mail and attachments

Hardware Needed:

- ◆ Pentium (PC) or Mac equivalent
- ◆ Home Internet access is

desirable. You can use the computers on campus, but they are not always available. You need to know when each lab is open and available for drop-in use. Also, know if your local library has computers available with Internet access.

Computer Requirements Continued

- ◆ If your home computer crashes, is in need of repair, or you lose Internet access, you must find an alternative way to complete the required work on time for this class. This means, of course, that you need to constantly back up the work from your hard drive to a flash drive or other source. This also means avoiding completing assignments at the last minute.
- Software Needed:**
 - ◆ The most common word processing format is Microsoft Word. If you use another word processing program, you will need to learn to save your work in Rich Text Format (RTF).
 - ◆ Guidelines for how to save in RTF are found under the **Technical How To link** on Blackboard.
 - ◆ Do not use Microsoft Works or any other program that does not allow for easy conversion.
 - ◆ **Using WordPad is unacceptable.** If you have WordPad, you must plan to visit a local library—public or school—to convert your work AND review the work before sending it for review or as the final product.
 - ◆ If you use Pages, you will need to learn to save in Rich Text Format as well. **I cannot read pages documents.**
 - ◆ Adobe Reader. This can be downloaded for free. All essays will be returned to you in PDF form. Most handouts will also be uploaded as PDFs.



KNOW YOUR
COMPUTER!

E-Mail

- ◆ **An e-mail address is essential.** The college uses college email accounts (your last name underscore your seven digit ID@my.scccd.edu). You must use your college account for this and any Reedley College class. You can set your scccd.com email to forward to another email account. Information about school email can be found on the home page of the college website and on the login page for Blackboard.
- ◆ **I use e-mail to communicate with the class as a whole, with groups, and with individuals.** Whether you have Internet and e-mail access at home or on campus, you should plan on checking your e-mail at least every other day—once a day is preferred. DO NOT use your cell phone as the primary means of checking/reading email. Phone screens are too small; therefore, you are not easily able to view the “whole picture” when reading email. Additionally, many phone programs do not allow for spell check on email messages, so refrain from using your phone as a primary means of communication with me.
- ◆ **When you send an email, you must be specific in the message and always sign your name.** Your email address does not necessarily identify who you are unless you are using your scccd account. *I do not read or respond to email if I do not know the sender.*
- ◆ **In the subject line, include the class and section number.** I teach four classes and generally at least two are online classes. In order to respond quickly, I need to match you to the correct class—which means you need to add the section number as well (i.e., English 1A-59385)
- ◆ **In addition, remember, when you email me, your instructor—your English instructor—you are not text messaging or emailing a friend.** You need to run spell check and think about the way you are writing, for example, do not use lower case i’s when using the first person pronoun “I”.
- ◆ **After sending an email, look for a response!** This might sound like common sense, but I am always surprised by students who send an email with an “urgent question” or an important question about an essay or grade, to which I reply in a timely manner with a question or further information, and it takes three or four days for a response from that student.
- ◆ **One more note about email—do not send email out of anger or frustration.** Do not send an email immediately after seeing a grade if the grade was not what you expected. If you have a question about a grade or comments made on an essay, take some time to think carefully about what you want to ask.



EMAIL
USE IT!
USE IT WISELY!

Writing is
thinking
on paper.

- William
Zinsser

Easy
writing
makes hard
reading.

- Ernest
Hemingway

READING AND COMPOSITION

Required Course Work

	Required	Grading Scale
Class Participation	10%	90-100% = A
Quizzes	10%	80- 89% = B
Discussion Boards, Journals, Etc.	10%	70- 79% = C
Timed Essays	10%	60- 69% = D
Annotated Works Cited	40%	0- 59% = F
Essays and Final Annotated Works Cited	20%	
Inquiry / Research Synthesis Paper		

IMPORTANT: You must write a passing (C or better) final annotated works cited AND a passing (C or better) Inquiry/Research Synthesis Paper in order to pass the class!

Class participation is defined as reading the class assignments; joining in the exchange of opinions in group and/or whole class discussion; starting appropriate new items for discussion; and, perhaps most important of all, asking questions.

When figuring your final Quiz grade, I will drop the two lowest grades and average the remaining scores. **A missed quiz is equal to a zero, and no make-ups are allowed.**

I do not accept late work, nor do I allow for make up work. This means you need to be online and do the work as assigned.

Checking Grades

I use a program called Micro-grade to record grades.

I try to upload grades every Friday beginning the third week of the semester.

When I upload grades, the program (Chariot - WebGrade) will send an email that will include the link along with a user name and password so you can check your grade. The user name and password for checking grades are separate from your Blackboard login. Check your grade regularly.

Even though I use a grading program outside of Blackboard, you will need to utilize the grade book on Blackboard to review graded quizzes. When you open the grade book on Blackboard you might see exclamation points, question marks, or a lock symbol.

The exclamation point simply means that your quiz went through properly and is waiting to be graded. Some quizzes are automatically graded as they are multiple choice. If they are not, I will have to go in and grade the quizzes myself. This might take a week or so. After I grade them, you will be able to open them through the grade book function and review the quiz. The correct answers will be available at that time.

If you see a question mark or lock symbol, this means that for some reason your quiz or exam did not go through properly. This usually results from either you opening multiple pages (such as PowerPoint presentations), dropping off line, having a power failure, exiting the program before you have finished the quiz or exam, or hitting the

enter button instead of clicking on the submit button on the bottom of the page. If this happens, email me immediately to clear the lock. I check email several times a day and can usually clear a quiz within 24 hours or less. HOWEVER, if you wait until the day a quiz is due, I may not be able to clear the quiz AND I cannot give you extra time to complete the assignment.

Updated grades are only available after I've uploaded grades. Weekly announcements will inform you as to when grades have been uploaded.

CHECK YOUR GRADE REGULARLY THROUGHOUT THE SEMESTER



Research is formalized curiosity. It is poking and prying with a purpose.
—Zora Neale Hurston

If we knew what it was we were doing, it would not be called research, would it?
—Albert Einstein

Do not email me during the final three weeks of the semester for a grade check. Do not email during the final three weeks asking what you need on the final essay in order to pass. Grades are uploaded regularly—and the percentages are above.



Weekly and Semester Schedule

For the weekly schedule refer to the announcements page on Blackboard.

All assignments for the semester can also be viewed through the semester schedule. Click on the Syllabus link on Blackboard and find the "Tentative Semester Schedule." Here you will find reading assignments, discussion

board due dates, essay due dates, and more.

Each week's assignments will be emailed to you by Friday evening (for the following week) and will also be posted on the announcements page of Blackboard. **The weekly email always contains the most updated/accurate information.**

Print the weekly email every week. Read through the information carefully. Check off assignments as they are completed.



CHECK OFF ASSIGNMENTS AS THEY ARE COMPLETED. THIS WILL HELP YOU TO STAY ORGANIZED.

Plagiarism and Cheating

If it is discovered that you have cheated or plagiarized on an assignment—at any point during the semester—you will receive a zero on that assignment and perhaps a failing grade in the class. Additionally, a plagiarism report will be filed with the administration. *Plagiarism of the final essay for the semester will result in a failing grade in the class.*

Plagiarism means to pass off the work of others as your own. Plagiarism is dishonest and represents an attempt to obtain the benefits of a college degree without doing the work.

For more information about plagiarism and cheating, refer to the Fall 2014 Class Schedule (Campus Policies). There is also additional information about plagiarism on Black-

board: click on the **Assignments link** and then open the *Writing-Reading Well and Effectively* folder.



Additional information located on page seven.

Attendance Policy

Your online contact will be monitored through the Blackboard discussion board, essays, miscellaneous assignments, and e-mail. **You need to make your presence known every week.**

Failure to post to the discussion board for two weeks (excluding weekends) and/or complete assignments, without contact with me, will mean that you are no longer participating in the class, which

means you may be dropped from the class.

If you do not complete all of the assignments for week one and two, you will be dropped from the class.



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 Disability Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

"The greatest part of a writer's time is spent in reading, in order to write; a man will turn over half a library to make one book."

— Samuel Johnson,
The Life of Samuel Johnson

Paper Policy

- ⇒ All papers must be revised and typed in accordance with MLA guidelines. All work leading to your final paper must be kept—for example, all prewriting, rough drafts, peer responses, and any other work produced. **There are no exceptions to this policy.**
- ⇒ **Papers that do not follow MLA guidelines (as demonstrated on Blackboard in the “Technical How To” folder —click on the “Writing Units” tab) will be docked 5%, which is ½ of a letter grade. This will increase to 10% for the final essay.**
- ⇒ Word Processing Formats: The most common word processing format is Microsoft Word. If you use another word processing program, you will need to learn to save your work in Rich Text Format (RTF). Guidelines for how to save in RTF are found under the **“Technical How To” link** on Blackboard. *Do not use Microsoft Works or any other program that does not allow for easy conversion. Using WordPad is unacceptable. If you have Pages, you must learn to convert files to so they can be submitted to TURNITIN and read by others.*
- ⇒ If an essay is due and you cannot access Blackboard, probably Blackboard is down. Don’t stress—wait a little bit and try again. When this happens, watch for email messages from me. Of course, if an essay is due and the Blackboard is down, I will not hold you to the original due date. I will email and post to Blackboard (once it is up again) the revised deadline.
- ⇒ Guidelines for turning in essays through Blackboard can be found on Blackboard under the **“Technical How To” link**. All essays will be turned in through TURNITIN through links on Blackboard. *TURNITIN is a website that detects plagiarism.* This means that if you copy and or copy/paste writing from a website, another published source, or from a previous student of mine, without properly citing the source or sources, the plagiarism will be detected. You will be “caught.”
- ⇒ Should I discover while reading your essay that you have not run spell check or sufficiently proofread and edited your work, I will discontinue reading and return the essay to you. You will then have until the following week to revise the paper (the return date will be clearly marked for you). The highest grade such a “returned” paper can receive is a “C”.
- ⇒ You will be required to share some of your essays in progress for peer review. We will have at least one type of Writer’s Workshop for each essay. All students are required to post a rough draft or outline (as directed) for each Writer’s Workshop (with minimum writing completed as announced in weekly emails). The Writer’s Workshop will take place on the discussion board in a forum set up specifically for each essay.
- ⇒ We will be doing various types of writing assignments this semester—and each essay will be based on a reading. Before beginning an essay, a discussion will be completed. The discussion boards receive a grade separate from the essay.
- ⇒ With all our writing assignments, process will be focused upon as well as final product.
- ⇒ *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.*
- ⇒ *Graded papers are returned to you via email generally within two weeks after their due date. It is expected that you open, print, and read all returned essays. They contain comments about the essay and about writing to help you grow and improve as a writer.*
- ⇒ If something happens to your computer and/or Internet and an essay (or other assignment) is due, **email me, of course, using another computer or your phone.** Do not wait until everything is back up before contacting me. Moreover, you need to back up your work on a moveable storage device. Public libraries have computers with Internet access—work can be completed in places and on computers other than those we have at home!

ATTENTION:

Failure to turn in the first essay will result in being dropped from the class.

It is not possible to pass this class unless all essays are completed.



Turning in Essays—and Originality Score Assignment

Essays—Getting the Work Done on Time and Turned In

I will not accept late papers unless you have contacted me at least forty-eight hours prior to the due date and I approve your request (which I have done rarely).

To submit the final draft of your essays, follow these steps:

1. Name the final draft of your essay with your last name, then your first, the essay number, then the section number. Save your final draft as an .docx, .doc, or .rtf file only. An example of a correctly named file would be: **Smith.Jill.Essay-1.50637.docx**
2. Log into our Blackboard class, and go into that essay's folder. Find the Turnitin.com symbol (usually the last item in the folder), and hit the "View/Complete" link.
3. The computer will walk you through the steps from that point forward (or view video on Blackboard—click on Writing Units and open the Technical How To folder).
4. Once you have turned in your paper, you will need to find out what your Turnitin.com originality score is AND WHY you earned the score. To access your score, go back to that essay's folder and, once again, hit the "View/Complete" link to view your originality score. Click on the score to download a .pdf file that details which of your work is possibly not your own wording. Here is a link to a video that gives a step-by-step guide to how to find and understand your own originality report: <http://www.youtube.com/watch?v=oq52OAEj1oM&feature=related>

By 10:00 PM the day following an essay due date, you must to send me an email informing me of **your originality report score** (given as a percentage, i.e. what percent of your paper was not original work) as well as a few sentences (two or three) explaining **why you received that originality score**.

To give you an idea of what I am looking for in your email, here's an example:

According to Turnitin.com, 19 % of my paper is not my own words because I used and cited a few quotations from *The Handmaid's Tale* and used quotations from two articles in my paper to support my argument. These passages are all surrounded with quotation marks and properly cited with parenthetical citations. I provided a works cited page, so that the reader can see from where I got my information.

Once I finish grading your paper, I will reply to your email concerning your originality score with the graded paper as an attachment.

If I do not receive an email from your regarding your originality score, I will not grade/return your essay.

Cheating/Plagiarism

Bottom line: Do not copy someone else's words or ideas without giving him/her 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 use a paper you wrote for this class in a previous semester. Do not have another person write the paper for you. All of these are forms of cheating. You will receive a zero on the assignment (whether it is something plagiarized on your papers or on the discussion board) and a report will be filed with the administration for their review. Please be advised that you will submit your final drafts of your papers in Turnitin.com, so if you do plagiarize your papers, you will be caught.

* This assignment was borrowed and adapted from Mrs. E. Berg's spring 2013 English 1A syllabus.

*I know one thing--
that a certain
amount of pride
always goes along
with a teaspoonful
of brains, and that
this pride protects
a man from
deliberately
stealing other
people's ideas. That
is what a
teaspoonful of
brains will do for a
man--and admirers
had often told me I
had nearly a
basketful--though
they were rather
reserved as to the
size of the basket.*

- Mark Twain
"Unconscious
Plagiarism" speech,
1879

**English 1A– ONLINE:
Reading and Composition**

FALL 2014
SECTIONS 59385 AND 59386

phone: 555-638-3641 ext. 3421

E-mail:
carey.karle@reedleycollege.edu

Office: A-Annex, Room 4

Office Hours:

Monday 10:00-12:00
Wednesday 10:00-11:00
Friday– Virtual Office Hour through
Email 8:00- 9:00

Additional Office Hours by mutual
appointment.

*"The end depends
upon the beginning"
– The Emperors
Club*

There are no
mandatory
meetings for this
class; however,
you are
encouraged to
visit me during
my office hours!



Essential Information

- ◆ When this class is taught face-to-face, students meet with an instructor/class for FOUR unit hours. The average amount of homework for a unit hour is two-three hours. This means that the time needed for this class is about TWELVE to SIXTEEN (12-16) hours per week. It is important to understand the time commitment necessary to be successful in this or any online class. In addition, this course is still controlled by the eighteen week semester confines of the college. This necessitates deadlines for essays and other assignments. While online classes do offer flexibility, there are limitations. Students can not complete work in any order and at any time during the eighteen weeks. Assignments, skills, and knowledge are expected to build on one another. Final grades are due the Monday after final exams; therefore, deadlines for assignments during the semester must be respected.
- ◆ It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc... This means you should check the Blackboard announcements on a weekly basis and your e-mail daily (or at least every other day).
- ◆ It is your responsibility to officially withdraw from this and/or any course. Failure to do so may result in an "F" grade being awarded.
- ◆ Because this is an online class, and we are using Blackboard, a class e-mail list is generated. This e-mail list is to be used for school related messaging only. Any other use of the e-mail list can result in your being dropped from the course. Continued sending of unsolicited e-mail could be viewed as a form of harassment. Appropriate action will be taken as necessary per school policy.
- ◆ Rules for Netiquette apply in all emails, journals, discussion boards, etc. To review rules, copy and paste this link: <http://www.albion.com/bookNetiquette/0963702513p32.html>

Helpful Hints

- ◆ Keep a copy of each of your papers. This protects you if I should happen to lose one of your papers. You should save your work on your hard drive and back up your work to a USB or other storage device.
- ◆ Keep track of your work. You should save all of your work until the end of the semester so you can double check your final recorded grade. Of course, check your grade regularly throughout the semester.
- ◆ Should you discover that you are unable to regularly attend class (online) for whatever reason, it is imperative that you discuss this with me as soon as possible. Telling me of work schedule changes, illness, family emergencies, etc. after missing several days/weeks is unacceptable.

Important Dates

August 22	(F)	Last day to drop a full-term class for a full refund
August 29	(F)	Last day to register for a full-term Fall 2014 class in person
August 29	(F)	Last day to drop a Fall 2014 full-term class to avoid a "W" in person
August 31	(Su)	Last day to drop a full-term class to avoid a "W" on WebAdvisor
September 1	(M)	Labor Day holiday (no classes held, campus closed)
September 12	(F)	Last day to change a Fall 2014 class to or from a Pass/No-Pass grading basis
October 10	(F)	Last day to drop a full-term class (letter grades assigned after this date)
November 11	(T)	Veterans' Day observed (no classes held, campus is open)
November 27-28	(Th-F)	Thanksgiving holiday (no classes held, campus closed)
December 8-12	(M-F)	Fall 2014 final exams week