

WELCOME TO ENGLISH 125

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.
- **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	<p>During the semester, please feel free to contact me if you have any questions. Here are the different ways how:</p> <ol style="list-style-type: none"> 1. You can call me in my office: 638-3641 ext 3246. You can come see me IN my office. It's on the Reedley College campus, Annex 6. My office hours are: Mondays from 1 to 2 pm, Wednesdays from 1-2 pm, and Thursdays from 9 to 9:45 pm. On Friday, I have a virtual office hour from 10 to 11 am. I will not be in my office. If you email me your phone number, I will call you back. If you want to discuss an essay at that time, you will have to email me your essay, and then we will talk about it over the phone. 2. During these hours, we can: <ul style="list-style-type: none"> • 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.
Email Guidelines	<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. I have two sections and

	<p>need to know which one you are in so I can help you faster.</p> <ol style="list-style-type: none"> 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 daily. 7. School emails often get sent to your SPAM box. Check it daily too.
Course Description	<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>
Course Goals	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> A. Write an essay 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 audience B. 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	<p>This class requires a big time commitment. A face-to-face 125 class meets for almost 3 hours</p>

Expectations	<p>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.</p>
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. 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>This book is SUGGESTED as a reference, but not necessary:</u> <u>Rules for Writers</u>, seventh edition, by Diana Hacker and Nancy Sommers—I believe that every writer should have a good handbook. . Occasionally, I will ask you to look up grammar information and study it. You can look up the information in a handbook or online. I also have links to grammar sites in the quiz folders.  <p>To buy this book online, go to www.reedleycollege.edu/index.aspx?page=255 and click on the link.</p>
Attendance Policy	<p>You NEED to make your presence known every week.</p> <p>You MUST complete the first TWO 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> <p>Missing more than a week of school is unacceptable regardless of the reason.</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 by Thursday, Feb. 13.</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, Group Work, 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 BE WRITING 6 ESSAYS during the semester. 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. SLOPPY WORK: If you have not sufficiently edited your work or followed the directions, you will get a failing grade on your paper. 3. MLA FORMAT: 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 points. Information about MLA format will be posted in the “How-To” Videos Tab. 4. WORD PROCESSING FORMATS: Save your documents as a .doc, .docx, or .rtf. I cannot read essays submitted 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 Tab. 6. CONFERENCES: Occasionally, I will hold mandatory face-to-face or telephone conferences to discuss your essays. 7. LATE ESSAYS: I have a 1 week grace period for the out-of-class essays except for the final essay. You cannot do the timed essay late either. 8. REVISING ESSAYS: You will be able to revise the first three out-of-class essays if you get below 70%. After I return an essay, you will have 1 week to contact me about revising that essay. We will talk about it. Then you will have another week to revise it. To get a better grade, you will need to significantly improve your essay. I run revisions through turnitin. If it looks like too much of the essay is the same, I won't grade it. 9. 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>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 for each essay.</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. This will be a comparison/contrast essay. • The timed essay based on an internet evaluation assignment. • The third essay will be about problems with doing research online. It will be an expansion of the timed essay. • The fourth essay will be a research paper about social networking. • The fifth essay will be a reflection on your progress as a writer and student in this class. This is basically the final for the class. It's the last chance for you to show me that you can write a well-organized, cohesive, detailed essay.
<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 (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. Your words should also be spelled correctly and your sentences punctuated correctly. Inappropriate language is not acceptable. 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! <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 better 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. 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>Quizzes</p>	<p>Quizzes will be taken on various writing and grammar concepts. All of the quizzes and study</p>

	<p>material are found in the “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. 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.
Group Work	<p>This semester, you will occasionally be working in groups. You will be doing one or two group discussion boards based on readings. Then you will see several assignments labeled “Group Work.” In these, you will be evaluating parts of essays, thesis statements, etc. You will work on these during specific weeks with your groups. At the end, I will post notes with my thoughts.</p>
Other Assignments	<p>Occasionally, you will be assigned other work that does not fall into one of the categories above.</p>
Weekly Check-In	<p>Through week 13, you will check-in with me in your private Journal space. At the end of the semester, you will get extra homework points for these journals.</p> <p>These journals are a place where you can tell me how you are feeling about the class, where you can write about what you don’t understand, if you are feeling overwhelmed, if you are feeling good about your progress.</p> <p>While these journals are your place to communicate with me about the class on a weekly basis, they are not a place to complain about the amount of work or the types of assignments I am giving you. They are a place to talk about you.</p> <p>I will try and respond back as often as possible. Even if I don’t respond, please know that I am reading them.</p> <p>If you have an issue and you NEED a response, please email me at lori.levine@reedleycollege.edu.</p>
Late Assignment Policy	<p>You will not get points for late discussion board responses, journals, quizzes, or other assignments.</p> <p>I do have a late policy for essays. See above in “Essay Information.”</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. Copying someone else’s Discussion Board counts as plagiarism. Copying someone else’s essay or parts</p>

	<p>of his/her essay is also 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><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 a good internet connection at home.
Computer Problems	<p>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.</p>
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 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	<p>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.</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	January 13: School starts January 20 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed) January 24 (F) Last day to request an Enrollment Fee Refund January 31 (F) Last day to add a full-term class for Spring 2014 January 31 (F) Last day to drop a full-term class to avoid a "W" (in person) for Spring 2014 January 31 (F) Last day to drop a full-term class to avoid a "W" (on WebAdvisor) for Spring 2014 February 13 (Th) Last day to change a class to/from a Pass/No-Pass grading basis February 14 (F) Lincoln Day observed (no classes held, campus closed) February 17 (M) Washington Day observed (no classes held, campus closed) March 14 (F) Last day to drop a full-term class (in person) (letter grades assigned after this date) March 17 - May 23 (M-F) Spring 2014 short-term classes, second nine weeks April 14-17 (M-Th) Spring Recess (no classes, campus open, classes reconvene April 21) April 18 (F) Spring Holiday observed (no classes, campus closed, classes reconvene April 21) May 19-23 (M-F) Spring 2014 final exams week May 23 (F) End of spring semester/commencement
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