

WELCOME TO ENGLISH 125-74907**WRITING IMPROVEMENT****Summer 2014 (4 units)**

Instructor	Ms. Stacy Ross
Class Time and Location	MW 8 am - 10:50 am HUM 62 TTH 8 am - 10:50 am PHY 75
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Office Hours	As arranged

Course Prerequisites

English 252 or Placement by the college assessment process.

Course Description

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.

Blackboard will be supplemental to this class. This means that each student must have an e-mail address and access to a computer. Quizzes, assignments, and other course documents as well as grades will be housed on Blackboard.

Course Outcomes and Objectives:

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

- A. Write an essay of at least 750 words which includes an introduction, multiple body paragraphs, and conclusion of some sophistication. This essay will include:
 - a. a clearly defined thesis statement
 - b. unified supporting paragraphs, which begin with topic sentences
 - c. quotations that support the topic sentences and the thesis
 - d. complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentence)
 - e. descriptive vocabulary that exhibits growth and sophisticated word choice
 - f. 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.
 - g. use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page
 - h. writing that is free from plagiarism
 - i. 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.

Objectives: In the process of completing this course, students will:

- A. learn about writing papers which include introductions, body paragraphs, and conclusions
- B. learn to write with some sophistication
- C. practice writing thesis statements
- D. practice writing topic sentences

- E. learn about using quotations and in-text citations that support the topic sentences and the thesis
- F. practice developing supporting material that exhibits critical thinking
- G. develop an understanding of what a complete sentence is and practice using a variety of sentence types (simple, compound, complex, and compound/complex sentence)
- H. learn about common sentence errors, such as fragments, comma splices, sentence fuses
- I. develop their usage of descriptive vocabulary that exhibits growth and sophisticated word choice
- J. learn how to follow MLA guidelines when formatting papers and using quotations and a works cited page
- K. learn about avoiding plagiarism
- L. write papers in which they will use 3rd person point of view and practice addressing a specific audience
- M. practice using all stages of the writing process as necessary and appropriate
- N. practice writing in-class essays

Required Course Materials:

- ◆ *Patterns for College Writing: A Rhetorical Reader*
- ◆ *Pocket Oxford American Dictionary And Thesaurus* (3rd edition).
- ◆ Spiral Bound index/notecards
- ◆ A folder to keep ALL drafts of your work.
- ◆ A USB memory stick or other reliable way to save ALL of your work.

Course Requirements:

Attendance: Attendance is required. Attendance is taken within the first 5 minutes every class meeting and you must stay for the entire period. I do not distinguish between excused and unexcused absences so please schedule your work and other appointments around our class time and do not bother to bring me a doctor's note. If you have a conflict and must miss class, you **MUST** contact me **BEFORE** you miss class--not after. Absence will not serve as an excuse for late work; it is your responsibility to turn in your assignments on time regardless. Assignments will always be updated and posted on Blackboard; it is your responsibility to check it regularly. Do not be late! **Two tardies will be counted as one absence.**

Class Participation: Participation is mandatory. Class participation includes being present in class and taking part in discussion, whether that is answering questions, asking questions, or participating in conversation. It requires you to have the class assignments read before coming to class.

Blackboard: You will be required to submit work to Blackboard both in and out of class. Know your user ID and password. I will accept files in the following formats: Word documents (*.doc or *.docx) or rich text format (*.rtf). The Blackboard help desk will be able to help you with Blackboard issues; the help desk number is 1-866-401-7784.

Essays: You will write three formal essays. Essays may be read both in a workshop by your classmates and by the instructor. Late essays will not be accepted. **SAVE ALL DRAFTS.**

Revision and Revision Plans: If you have received an essay grade you are not happy with, you may revise. In order to revise, you must meet with a tutor in the Writing Center or Tutorial Center to work on your revision and obtain a signature from that tutor. You cannot revise the final essay.

Late Work: Absolutely NO late work will be accepted.

Homework: Homework is due at the beginning of class on dates indicated by the schedule and as assigned in class. If you cannot attend class, get your work to me before the due date. Your work must reflect college level effort or it will not receive credit.

Proofread! Please be sure to proofread your work before you turn it in. This means check it for spelling, punctuation, correct grammar, complete sentences, etc.

Grading¹:

Assignments	Point Value
Writing Assignment_1	100
Writing Assignment_2	150
Writing Assignment_3	200
Writing Assignment_4	300
Timed Writings	50
Final (In Class, Timed Writing)	50
Homework	150
Total Points	1,000

<p>A = 90%</p> <p>B = 80%</p> <p>C = 70%</p> <p>D = 60%</p> <p>F = 50%</p>
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- * I do not grade on a curve. Your earned points are converted into an overall percentage which will determine your grade. You will be able to check your grades throughout the semester.
- * I do not GIVE grades, you EARN grades. Your time and effort as well as my time and effort would be greatly diminished if it were any other way. You are responsible for your own success!! Embrace it!
- * Our goal is increased knowledge and mastery of effective writing, *not grades*. Therefore, some assignments will not receive points but are still required for completion.
- * Class participation includes being present in class and taking part in discussion, whether that is answering questions, asking questions, or participating in conversation. It requires you to have the class assignments read before coming to class.

- ◆ Format for every paper:
 - Typed
 - Times New Roman font size 12
 - Double Spaced
 - Put your name, date, class, and assignment title in the upper left-hand corner of your paper.
 - Always give your papers an interesting title.
 - All papers must be revised and typed in accordance with MLA guidelines.
 - Word Processing Format: The most common word processing format is Microsoft Word. If you use another word processing program, you will need to find out how to save your work in Rich Text Format (RTF). Guidelines for how to save in RTF are found under the Course Documents tab of the classroom Blackboard. *Please do not use Microsoft Works or any other program that does not allow for easy conversion.*

FINAL
Thursday July 31, 2014
8:00-10:50am
Please plan accordingly! There will be no accommodations made for travel or other scheduling issues.

¹ Subject to change.
 Reedley College 2014

A Quick Note on Email and Blackboard Etiquette

Emails and Blackboard are for educated thought, discussion and communication. They are not the appropriate venue for comments in the style of text message, nor is it appropriate to write in verbal slang as if you are emailing a friend. Please remember that this is an English writing course so you should use proper punctuation and grammar when sending an email or posting on Blackboard. Thank you!

Campus Policies:

Cheating and Plagiarism: Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely. 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 contributors to work done in collaboration, submitting duplicated 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. For more information, contact the Vice President of Student Services' Office or the Vice President of Instruction's Office.

Nondiscrimination Statement: Reedley College and the North Centers comply with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Reedley College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.

If you have a verified need for an academic accommodation or materials in alternate media, 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 DSP.

Disruptive Behavior and Sexual Harassment: Reedley College is committed to the principle that instructors and students must treat each other with courtesy and respect, and it will take action to enforce college policies regarding behavior that violates this principle. These policies are set forth in the student code of conduct at Reedley College. (RC Catalog 49) If you need a brochure, please ask.

Final Thoughts

- ◆ Please realize that your instructor passionately loves literature and try your darndest to share her enthusiasm.
- ◆ Please return the respect that I have for each of you, back to each other as well as to me.
- ◆ Please believe that writing well (and accurately) is difficult for most of us but it is a learned skill that can be practiced and nurtured until it becomes easier and more effective. Believe in your ability!!
- ◆ ASK FOR HELP!!!
- ◆ Turn your cell phones and pagers to silent and keep them out-of-sight. Yes—this means that even text messaging is hereby outlawed in class. If I see your phone in use during class, you will be asked to leave class.
- ◆ Do not be late to class
- ◆ No eating in class—we are sharing a learning environment with other students and they shouldn’t have to sit in or smell our mess.
- ◆ It is your responsibility to officially withdraw from this class should you choose to not attend. If you fail to do so, you will receive an “F.”

Important Dates

23 June 2014	Start of Summer Semester
<i>4 July 2014</i>	<i>Independence Day (no classes held, campus closed)</i>
31 July 2014	FINAL