**English 1A 56345** 

**Reading and Composition**

**FALL 2015**

**Elaine G. Stamper**

**Mondays/Wednesdays 12:00-1:50 AG 1**

You are responsible for all the information contained in this syllabus. Please be sure to bring it with you to all class meetings this semester.

**Contact information:**

**e-mail address**: *elaine.stamper@reedleycollege.edu**.* Please write **“English 1A/MW”** in the subject line of all e-mails to me.

**Office:** *Faculty Annex 4* (second office on the right); near the Administration Building

**Campus Phone**: *(559) 638-3641 ext. 3472*

**Office Hours**:

**Mon: 4:00-4:30 in CCI-207; Tues: 3:00-5:00 in my office; Wed: 5:30-6:00 in SOC 35; Fri: 10:00-11:00** (or as indicated on BlackBoard) in my office.

* I will notify you in advance if, on some Fridays, I need to change the time or to have a “virtual office hour” (during which I can be reached by either e-mail or by phone).
* *I am also available other days/times by appointment. Please e-mail or call me to make arrangements.*
* Please note: You are never bothering me if you call me, e-mail me, or stop by my office. If it’s outside of office hours, it’s possible that I won’t have time to talk to you, but I will be happy to make arrangements to do so at another time.
* Please don’t ask me when my office hours are; they’re posted here and on Bb for you.

**Required Texts and Materials:**

* Ripley, Amanda. *The Smartest Kids in the World: And How They Got That Way.* New York: Simon & Schuster, 2014 (or 2013 hardcover edition). Please note the following:
	+ You will need this book no later than the 9th week of the semester. Please get it sooner rather than later.
	+ There are some copies of this book for sale in the bookstore. You can also buy the book online. You can order the paperback or hard copy (or Kindle or Nook) through Amazon or Barnes & Noble.
	+ If you’re more of an auditory learner, you might also be interested in the audio book available from *Audible.com*. You are still required to have a physical copy of the book.
* Hacker, Diana, and Nancy Sommers. *A Pocket Style Manual.* 7th ed. Boston, MA: Bedford/St. Martins, 2014.
* Assigned articles that will be posted on Blackboard; you are responsible for making copies of these articles and bringing them to class.
* Binder for organizing class notes and returned assignments. Please keep all assignments until final grades of semester.
* Three large Blue Books for first drafts of essays (available in the bookstore for approximately 40 cents each)
* Sticky notes such as Post-Its for taking notes in *Smartest Kids*
* A USB flash drive to save the work you do
* Stapler (please don’t ask if I have one for you to borrow)

**Course Description**

English lA (Critical Reading and Writing) is a course designed to aid students in the reading, analyzing, and composing of college-level prose. The emphasis will be on studying writing as a process; exploring different composing structures and strategies; editing and revising one's own writing; and conducting research (gathering, organizing, evaluating, integrating, and documenting information) that will culminate in a research paper with an annotated bibliography.

**Writing Assignments**

Four essays (two of which you will revise for a grade), one research paper with revisions, one formal annotated bibliography with revisions, and various short writing assignments that may be done in class or assigned for homework.

* Revision of essays is also important because writing is a discovery process; we may not even really know what we want to say until after we have actually written it. One of my goals for this class is to help you understand that writing is never truly “finished”—as someone once said, a piece of writing is only abandoned because time for revision runs out. Therefore, you will not only do multiple drafts of the research paper, but you will do revisions for the essays.

**Essays**

* You will write three separate essays, based on assigned, out-of-class readings, during the first three weeks of class. I will write one suggestion on the draft you turn in. You will not receive an official grade for these first drafts, but you will get points for completion. You will then choose one of those three essays to revise (a minimum of three drafts is required). The revision will be based on class discussions, in-class conferences, office visits with me, and/or advice from the Writing Center. You will receive a letter grade for the essay you have chosen to revise.
* The fourth essay will be based on *The Smartest Kids in the World and How They Got that Way* (full-length book to be read out-of-class in the last part of the semester). You will write a minimum of three drafts.
* For all essays: the first and second drafts must be turned in with the final draft, and the final draft must be submitted to turnitin.com, in order for you to receive full credit.
* No late work is accepted.

**Research paper and an annotated bibliography**:

* The research paper (RP) will be an argumentative topic of your choice (with some restrictions, which we will go over in class). The paper will be 8-10 pages in length with 10 documented sources. It is essential that you attend the classes related to the research paper as they will prepare you in how to write the paper through lecture, exercises, instructor feedback, and peer review. The final grade will be determined in part by completion of the following steps: submission of two topics for instructor approval; draft of outline and working bibliography; revision of outline and working bibliography; two peer reviews; first, second, and third drafts with works cited page and internal documentation of sources. The final grade for the research paper takes into account completion of all of the steps. **The final draft of the research paper may not be submitted late. You are required to hand in a hard copy of all three drafts and to submit an electronic copy to turnitin.com by the respective deadlines.**
* You will write at least two drafts of an annotated bibliography (AB) for the full research paper. The first draft is worth 5%; the revised draft will be worth 10% of your final grade. In order to pass the full research paper, you must have submitted a passing AB. No late submission of the final AB is allowed.

**Class Policies and Procedures**

**ATTENDANCE:**

* In accordance with district policy, **students who miss four classes in the first nine weeks of the course will be dropped from the class**.
* If you attend the first day of class but miss one or more classes in the first two weeks, I will drop you unless you have contacted me prior to or immediately after missing the class with a reasonable excuse.
* Regular attendance is essential. Students who are absent have difficulty understanding the assignments and often do not turn things in. Even though I don’t give you a grade for attendance, you are “shooting yourself in the foot” if you are absent more than two times during the semester: students who do not attend all or most of the classes generally fail.
* Please let me know—by phone or e-mail—if you are going to be absent and, if possible, why. This does not excuse the absence. It is merely good etiquette.
* **Make this class a priority**: Make sure you have a dependable ride to class. Don’t schedule doctor, dentist, or counseling appointments for class time. Make sure your employer knows your school schedule, and do not miss class because of work.
* Students who do not attend the first class meeting will be dropped unless they have contacted me before the first class with an acceptable reason for why they must miss the first day. Students who add or choose to drop the class are responsible for completing the process through Web Advisor.
* If you are more than 10 minutes late or leave class more than 10 minutes early, I will mark you as tardy. Two tardies equal one absence. Please write your name on the board if you arrive late or leave early.

**PARTICIPATION:** I firmly believe that students learn not only from the instructor but also from each other. So, be prepared to interact in pairs and groups with other students in the class. You can only be an active, prepared participant if you attend class regularly and on time, contribute in a meaningful, useful way to discussions, and do the assigned work both in and out of class.

* If you have not done the necessary work in order to participate, I consider this a disruption to the class and will ask you to leave. You will be marked absent.
* You must come to class with the required materials, annotate all readings, and take notes during class. You are also *required* to meet with me in my office at least once during the semester to discuss a writing assignment.
* Please note that if you do the minimum amount of work, the best grade that you can get for participation is the minimum—that is, a C-. If you want a higher participation grade, do MORE than simply what is required.

**QUIZZES, HOMEWORK, and Short Writing Assignments:** Quizzes, homework, and short writing assignments may be unannounced. **None of these can be submitted late or made up.**

**SUBMITTING PAPERS AND REVISIONS**: **All** essays and the research paper must be typed in Times New Roman, 12 point, and double-spaced on 8 1/2 by 11-inch paper. In the upper left-hand corner, put your name, class (English 1A/MW), instructor’s name (Ms. Stamper), type of assignment, draft number, and date (example: 10 October 2015). Title your paper and center it above your text. See handout for sample and guidelines. **Submit all drafts, last to first,** with each assignment. **I reserve the right to refuse any paper that is not typed, is not submitted in the proper format, is not submitted promptly at the beginning of class, or does not include pre-writing and the proper number of drafts. Re-submission of the paper will be required and will result in a penalty for late work.**

* **Although I will generally require you to submit assignments to turnitin.com, you must also turn in hard copies. Submission to turnitin.com alone is not sufficient. The hard copy alone is not sufficient.**

**LATE WORK:** All assignments are due in class (or else in my e-mail in-box, the box outside my office, or in my regular mailbox via the Administration Office; be sure to get it time-stamped) by the start of class timeon the day they are due.

* **Any assignment that comes in more than 10 minutes after the start of class will be considered late. Please do not ask me if you can print an out-of-class assignment on the classroom printer.**
* **Typed writing assignments must be submitted to turnitin.com by the deadline or else they receive a zero.**
* **All work must be turned in on time in order to receive credit.**
* **Please note** that it is virtually impossible to pass the course if you miss even one of the major writing assignments. In most cases, a zero on any major writing assignment will be impossible to recover from.

**OUTSIDE READING:** You will read *The Smartest Kids in the World* on your own time. There will be class discussions, group work, and quizzes on the pages assigned. You will be writing an essay on the book and must have a physical copy of the book.

**ACADEMIC DISHONESTY:** Any student caught cheating, copying, or plagiarizing others’ work will be subject to academic sanctions, including but not limited to receiving an ‘F’ on the assignment or in the course. If you are in any doubt as to what plagiarism is, check with me. We will discuss this further in class. (Note: I use turnitin.com.)

* You are encouraged to get help on your writing from me, a WC or Tutorial Center tutor, and your classmates in this class. You should not get help at all from anyone else—including your parents, siblings, romantic partners, distant relatives, former teachers, distant relatives of former teachers, romantic partners of distant relatives of former teachers, etc.

**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 talk to me as soon as possible. Contact Disabled Student Programs and Services (DSP&S) at (559) 638-0332 or visit their website for more information:* [*http://www.reedleycollege.edu/services/dsp/LD.htm*](http://www.reedleycollege.edu/services/dsp/LD.htm)*.*

**Some Important Points:**

* You must use the **school e-mail account** and check it on a regular basis. There are computers available at various computer labs (including the library) on campus. If you don’t know how to set up or use e-mail, please get help from me, a tutorial center, or a lab. There is also a video tutorial on Web Advisor.
	+ Please contact me by e-mail (elaine.stamper@reedleycollege.edu) if you have any problems or questions about anything**. Please write “ENGL 1A/MW” in the subject line.** I check my e-mail regularly and will get back to you promptly. If you have not heard back from me in 24 hours, please check to make sure that I received your e-mail.
* I use Blackboard, and **you are responsible for the information posted there**. If I am unable to attend class, I will post it as an announcement on Blackboard and send the announcement as an e-mail. There will also be an official sign on the classroom door. On Blackboard, you can get an extra copy of the syllabus and calendar or most other handouts, find out if there was any homework on the day you missed class, and check your grade. If you need help with Blackboard, see me or a computer lab assistant in the library.
* Please keep flash drive copies of all work submitted to me and a file of all work returned to you. I am very careful with your work, but I sometimes make mistakes. Protect yourself by keeping everything until the course is finished and your **final grade** has been recorded.
* Nothing annoys me like rudeness; that means cell phone use (texting, checking for texts or calls, phones going off), repeated tardiness, people talking when I or someone else is talking, and students “packing up” before I have ended the class. So, turn off your phones and put them away before class, come to class on time, be considerate when others are talking, and wait for me to finish class before you start closing books and putting things away. **If you do not abide by these or other rules of common courtesy, I will ask you to leave the classroom and this will be counted as an absence.**
	+ **If I see or hear a cell phone, I will ask you to leave. It’s disruptive and rude for you to be having a conversation with someone else—and, let’s face it, that’s what texting is—in the middle of my class. I do not give verbal warnings—consider this to be your warning.**
	+ **You reap what you sow**: you will get out of this class just as much as you put in--and I don’t mean just your grade. My job is to help you to become better writers and to prepare you to write for other classes. I really care about my students and will do whatever I can to help you. But, the final responsibility is yours.

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| **Assignment** | **% OF FINAL GRADE** | **POSSIBLE POINTS** |
| Completion of first drafts of E1, E2, and E3 | 3% | 30 |
| Final revision of E1, E2, or E3 (submit all drafts) | 20% | 200 |
| E4 (3 drafts required) | 20% | 200 |
| 1st draft Annotated Bibliography (for RP) | 5% | 50 |
| Final draft Annotated Bibliography (for RP) | 10% | 100 |
| RP #1 and RP #2 | 2% | 20 |
| Research Paper (3 drafts required) | 25% | 250 |
| Participation (5%) + quizzes and homework (5% combined) |  10% | 100 |
| Final Exam |  5% | 50 |
| **TOTAL** | **100%** | **1000 points** |