English 252 Section # 56355: Writing Improvement

Meets Monday, Tuesday, Wednesday, and Thursday from 11-11:50 in CCI 202

## “Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending” – Anonymous

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| Instructor | Lori Levine |
| Contact Information | Office: CCI 216Phone: 638-3641 ext. 3246Email: [lori.levine@reedleycollege.edu](mailto:lori.levine@reedleycollege.edu)Please add my contact information to your phone. |
| Office Hours | My office hours are:Tuesdays and Thursdays from 1:30-2:30Wednesdays from 10-10:50Fridays I will have a virtual office hour. I will not be on campus, but we can talk over the phone. You can email me your phone number and I will call you from a blocked number.My office hours might change during the semester. Also, you are welcome to schedule an alternative time to talk to me.During these hours, I can:Talk about your essaysTalk about your other workTalk about your grade |
| **Course Description** | In this course, you will develop your writing skills by composing short essays (both in and out of class), while learning how to brainstorm, outline, draft, revise, and edit. In the process, you will work on developing paragraphs and correcting basic grammar errors. This course is a companion to ENGL 262 and will prepare you for ENGL 125. You must successfully complete written course work to receive credit. Placement for this course is designated by the college assessment process.  See Course Learning Outcomes at the end of the syllabus. |
| **Theme** | During this semester, we will explore the idea of motivation and what makes people do what they do. |
| **Classroom Norms** | As a class, we will create a list of classroom norms to help make our space a productive atmosphere for learning and discussion. You will be expected to follow these norms during the semester. Overall, however I do expect people to be respectful, and I will not tolerate disruptive or disrespectful behavior. Cell phones or other electronic devices are not allowed during class time unless you have permission from me to use them. Students not respecting this policy, our class norms, or are disrespectful in any way will be asked to leave. |
| **Attendance Policy** | It’s important that you come to class regularly. Major concepts are explained in class and daily work will be done in class that you will not be able to make-up.   1. If you miss any of the first week of class, you might be dropped. You need to show that you are committed to this class. 2. Class starts on the hour. That means that you need to be in your seats with your materials out. Coming to class late or leaving early is not acceptable. 3. **You get 4 free absences** 4. I reserve the right to drop students on the 5th absence from class. |
| **Required Books/ materials** | 1. The Other Wes Moore: One Name, Two Fates by Wes Moore. 2. A notebook for notes, freewrites, and in-class work—every day, you will pull out your notebook, date the next blank page, and use that notebook to take notes. This notebook needs to be for our class only! Throughout the semester, I will check your notebooks. 3. Obviously, you need a pen or pencil. 4. Paper to print out handouts. During the semester, we will read various texts, many of which you will need to print yourself outside of class. 5. A memory stick- to save your essays on. 6. A **stapler**. All papers must be stapled!   **You need the materials right away.**  **If you do not have the materials listed above during every class period, you are not prepared. If you are not prepared, you may be kicked out of class and counted as absent.** |
| **Grades** | You must earn a “C” (70%) or better to pass this class. The class is graded Credit (CR) or No-Credit (NC). This means that you will not get a grade for this class. Rather, you will receive a CR (credit for a letter grade of A,B, or C) or NC (no credit for a letter grade of D or F).  Your grade is broken into two categories:  Essays= 90% of the grade  Participation, which includes homework and other in class work=10% of the grade. |
| **Essays** | **ESSAYS**   1. We will write many essays this semester. Some will be completed in class, but most will be done out of class. 2. All out-of-class essays must be typed and in MLA format 3. Essays must be turned in on time. Occasionally, if there is an issue, I might grant you a week’s extension, but you might be deducted points. Please see me if you are having a hard time writing your essay. 4. Out-of-class essays must be turned in with all brainstorms and drafts. 5. Out-of-class essays will also be turned in through turnitin. 6. PLEASE BRING ALL OF YOUR WORK WITH YOU TO EVERY CLASS PERIOD. If you are not prepared to work on an essay, you might be asked to leave and will be counted as absent for the day. Sometimes we will have unscheduled time to work on an essay, so be prepared. |
| **Participation which includes homework and in-class work** | This category is pretty self-explanatory. We will be doing a lot of work in class, and you will have a lot homework. If you do not do your work on time or are not in class to turn it in or to participate, you will not get points for your work.  **THERE ARE NO EXCEPTIONS TO THIS RULE SO DO NOT ASK.** Even if you did your homework but left it at home, I cannot give you points for it. |
| **Conferences** | Throughout the semester, I will hold mandatory conferences during which we will talk about your essays. If you miss a conference, you will lose 10% off of the essay we are supposed to discuss. If you MUST miss a conference, you should call me, and I can try to reschedule it. If I cannot reschedule it, then you will still lose 10% off of your essay. |
| **Revision Guidelines** | You are encouraged to revise your out-of-class essays for a better grade. We will review my revision guidelines when the time comes. Occasionally essay revisions will be mandatory. |
| **Sharing Essays** | From time to time, I might share your essays/other work with the entire class, or you will be asked to share with each other. |
| **Cheating/**  **Plagiarism** | **Cheating** is the act of taking an examination or performing a graded task in a fraudulent or deceptive way 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 the contributors to work done in collaboration, or submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved. Having another student write your essay or taking pieces from another student’s essay also counts as plagiarism. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties.  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 also run the risk of failing the class. I will also turn in a plagiarism report. |
| **Academic Accommodations** | 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.** |
| **Information about the Writing Center** | The Writing Center is located in HUM 58. You may enroll in English 272, a ½ unit course designed to help you on any writing assignment from any class. You can also take advantage of their walk-in tutoring. I highly recommend that students use the writing center and sign up for the ½ unit course. |
| **Important Dates** | * **August 17 (M) Start of Fall 2015 semester** * August 17 - October 16 (M-F) Short-term classes, first nine weeks * August 28 (F) Last day to drop a Fall 2015 full-term class for full refund * **September 4 (F) Last day to register for a Fall 2015 full-term class in person** * September 4 (F) Last day to drop a Fall 2015 full-term class to avoid a “W” in person * **September 7 (M) Last day to drop a Fall 2015 full-term class to avoid a “W” on WebAdvisor** * **September 7 (M) Labor Day Holiday (no classes held, campus closed)** * September 18 (F) Last day to change a Fall 2015 class to/from Pass/No-Pass grading basis * **October 16 (F) Last Day to drop a full-term class (letter grades assigned after this date)** * October 19 - December 18 (M-F) Short-Term classes, second nine weeks * **November 11 (W) Veterans Day (no classes held, campus open)** * **November 26-27 (Th-F) Thanksgiving holiday (no classes held, campus closed)** * December 14-18 (M-f) Fall 2015 final exams week * December 18 (F) End of Fall 2015 semester * **Final: Monday, Dec. 14 from 11-12:50** |
| **Course Objectives** | **Course Objectives/Learning Outcomes:**  **Upon completion of this course, students will be able to:**   1. Write a paper of at least 500 words with an introduction, body of at least one paragraph, and a conclusion. This paper will include:    * a thesis statement    * unified supporting details for each body paragraph which begin with a topic sentence    * an evaluation and analysis of ideas at the appropriate course level    * complete sentences which includes correct capitalization, spelling, use of homophones, etc.    * an avoidance of major grammatical errors including verb tense issues, subject-verb agreement, pronoun agreement problems, fragments, fused sentences and comma splices    * appropriate use of academic language and descriptive vocabulary    * correct usage of MLA format    * writing that is free from plagiarism 2. Plan and revise with guidance, employing all stages of the writing process when necessary.   Write an in-class paper with a beginning, middle, and end that communicates a clear idea. |