

English 252--Spring 2016

Meets from 11-11:50 Mondays, Tuesdays, Wednesdays, and Thursdays 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

CONTACT INFORMATION

Instructor: Lori Levine

Office: CCI 216

Phone: 638-0300 ext. 3246

Email: lori.levine@reedleycollege.edu (I try and return phone calls within 24 hours. If you were absent, please don't contact me about what you missed; instead, get in touch with another student. For quick questions, talk to me AFTER class or send me an email. For longer discussions, please get in touch to set up an appointment for a 15-minute office hour visit.

Please add my contact information to your phone.

OFFICE HOURS

Mondays and Wednesdays from 12 to 1 pm

Wednesdays at 9 am

Fridays I will have a virtual office hour from 10 to 11 am. 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 back from a blocked number.

EMAIL ETIQUETTE

When you email me (or any professor), please follow these basic rules of professional email etiquette:

- Identify yourself in your email by your full name and say what class you're in. Most professors teach four separate classes, with at least 30 students per class. We don't always know which class you're referring to when you ask a question.
- Put something in the subject line that sums up what your email is about.
- Use professional writing with proper punctuation and capitals at the beginning of each sentence.

CLASS TIME

We meet for 50 minutes four times a week. Class time will be dedicated to discussion, small group work, critical thinking activities, reading/writing practice, presentations, independent writing, and mini-lectures. We will use the whole class period. If for some reason, we finish early, we will use that time to work on reading and/or writing assignments.

COURSE READINGS

Some of the homework for this class involves reading. If you are struggling with a reading for whatever reason, first of all, recognize that this is normal. Don't panic. Take a break and come back to the reading later, if possible. Try to avoid distractions in your environment (yes, I mean your cell phone). Sadly, our attention spans have been compromised by our wonderful electronic devices. As you read more, reading will get easier. If you don't understand something in a reading, that's OK, as long as you have given it

your best effort. Bring any questions you have to class. Chances are, if a reading was difficult for you, others found it hard, too.

COURSE WRITINGS

Likewise, it's also important to note that this class involves a lot of writing. If you are struggling with the writing, you should recognize that that is normal too! College writing requires a lot of work. Give yourself time to work on your writing assignments so that you can take breaks and get help. Never feel embarrassed about getting help on a writing assignment. You are in this class to develop your writing skills. Like with the reading, bring questions to class. If you are having problems, others are probably having a difficult time too. Again, this is normal!

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. Class norms will be handed out to all students and a copy will be housed on Bb. We will look at these norms throughout the semester and change them as necessary.

DISRUPTIVE BEHAVIOR

Disruptive behavior in the classroom should not be a problem, but I do reserve the right to ask a student to leave class whose behavior is impeding the learning of other students or making it impossible for me to do my job effectively. Disruptive behavior includes but is not limited to outbursts, frequently interrupting students or the professor, habitual lateness, or consistent phone use during class. If I ask you to leave, you will be counted as absent.

ELECTRONIC DEVICES

I ask that you put away cell phones and laptops during class (unless I specifically state otherwise). I do reserve the right to ask students who cannot follow this request to leave. You will be counted as absent.

ATTENDANCE POLICY

It's important that you come to class every day and be on time. It's really disruptive when students walk into class even a minute late and even worse when students come in later and I have to give instructions more than once. Likewise, I will never give you permission to leave class early.

1. If you miss any of the first week of class, you might be dropped.
2. Class starts on the hour. At the beginning of every class, you will have a 1 minute assignment to be turned in by 1 minute after class starts. You can only do this assignment if you arrive on time. If you are late and miss this assignment, you will be counted as late, and also miss out on those **participation points** for that day.
3. Likewise, we will occasionally do another exercise at the end of class which will count for participation. Again, if you leave early you will lose these participation points, and I will mark that you left early.
4. **Being late/leaving early four times counts as one absence.**
5. **After 6 absences**, I reserve the right to drop students regardless of the reason for their absence.

REQUIRED BOOKS/ MATERIALS

1. The Smartest Kids in the World by Amanda Ripley. **DO NOT** rent it. Do not buy a Kindle version. Have it by the end of Week 2.
2. A notebook for notes, freewrites, and in-class work
3. A folder to keep handouts
4. Obviously, you need a pen or pencil.
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

This class is a graded class. If you want to take it credit/no credit, you must fill out the proper paperwork by **Sept. 9 and turn into admissions and records.**

Grades can be viewed through the Canvas grade feature. IT IS YOUR RESPONSIBILITY TO MONITOR YOUR GRADES!

The grades for this class are weighted. Please note that you must write all essays (Essay 1, 2, 3, 4, and the final reflection) in order to pass the class. Skipping one of these essays will result in a failing grade regardless of the grades on the other work you complete for this class. If you have an A, for instance, but you do not do the final reflection, then you will fail the class regardless of how everything else adds up.

Likewise, you cannot skip the smaller assignments. Many times, students have decided not to do the homework/ other class work, and they fail the class.

Percentages may change if necessary.

Participation	15%
Essay 1: —	15%
Essay 2: —	20%
Essay 3:	20%
Essay 4: —	20%
Final Reflection—	10%

Grade Scale

A= 90-100% B=80-89% C=70-79% D=60-69% F=0-59%

ESSAYS

1. You will be reading and writing A LOT during the whole semester. Sometimes, you will be revising an essay and also working on a new essay at the same time. The more you practice writing, the better you will become at it!
2. All out-of-class essays must be typed and in **MLA format**. **I will give you a handout for you to follow.**
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 10%. Please see me if you are having a hard time writing your essay.
4. You will turn in a hard copy of all out-of-class essays with all brainstorms and drafts.
5. You will also submit a version through turnitin. There will be a link on Canvas.
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.

LATE WORK & MAKE-UP WORK

Homework or work done in class cannot be turned in late or made-up.

If you are going to be absent, then you can email me your homework **BEFORE** class., **BUT YOU CAN ONLY DO THIS ONE TIME.** Otherwise, I will not accept late work.

As I said above, however, I occasionally give a 1 week grace period on essays with points deducted.

CONFERENCES

Throughout the semester, I will hold mandatory conferences during which we will talk about your essay. 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; however, if more than one or two students want to reschedule, then I will not be able to accommodate everyone and you will lose 10% off of your final grade.

REVISION GUIDELINES

You will have the chance to revise the first few essays that we write out of class; you will not be able to revise in-class essays. Please see me before doing your revision so I can confirm your deadline and make sure you're on the right track. Revisions **are due three weeks** after you received your essay back. When you are finished with a revision, you will bring it back to my office and we will review it together. Occasionally, I will ask you to work on your essay more. At that point, we will come up with a new due date for you to bring back your revision to me. Make sure you bring all copies of your essay whenever you come to my office with a revision.

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.

TIPS ON 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!

- Come and see me in my office often to get help on your papers.
- Come to class always and be prepared.
- 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.

Do not come to me the last three weeks of the semester asking what you can do to pass the class. If you really must pass this class, you need to work hard from this point on.

I DO NOT assign extra credit.

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.

COURSE DESCRIPTION PRE CATALOGUE

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 (a reading course) and will prepare you for ENGL 125 (the next writing course). You must successfully complete written course work to receive credit. Placement for this course is designated by the college assessment process.

COURSE OUTCOMES AND COURSE OBJECTIVES

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

1. Write essays of at least 900 words with an introduction, multiple body paragraphs, and a conclusion. These papers will include:
 1. a thesis statement
 2. unified supporting details for each body paragraph which begin with a topic sentence
 3. an evaluation and analysis of ideas at the appropriate course level
 4. complete sentences which includes correct capitalization, spelling, use of homophones, etc.
 5. an avoidance of major grammatical errors including verb tense issues, subject-verb agreement, pronoun agreement problems, fragments, fused sentences and comma splices
 6. appropriate use of academic language and descriptive vocabulary
 7. correct usage of MLA format
 8. writing that is free from plagiarism
2. Plan and revise with guidance, employing all stages of the writing process when necessary.
3. Write an in-class paper with a beginning, middle, and end that communicates a clear idea.

Objectives:

In the process of completing this course, students will:

1. Write short papers with an introduction that includes a thesis statement, multiple body paragraphs with topic sentences, and a conclusion.
2. Write specific examples to support ideas within each body paragraph.
3. Make essays unified.

4. Use transitions appropriately within the essay.
5. Practice using the writing process when composing essays.
6. Develop an understanding of basic writing conventions, including parts of sentences, usage, spelling, vocabulary, etc.
7. Identify parts of speech and correct basic sentence errors, including fragments, fused sentences, and comma splices.
8. Evaluate and analyze ideas at a rudimentary level.
9. Select the appropriate audience, paying attention to word choice and using descriptive vocabulary while avoiding slang and instant messaging abbreviations.

IMPORTANT DATES

August 15 (M) Start of Fall 2016 semester

August 15 - October 14 (M-F) Short-term classes, first nine weeks

August 26 (F) Last day to drop a Fall 2016 full-term class for full refund

September 2 (F) Last day to register for a Fall 2016 full-term class in person

September 2 (F) Last day to drop a Fall 2016 full-term class to avoid a "W" in person

September 5 (M) Last day to drop a Fall 2016 full-term class to avoid a "W" on WebAdvisor

September 5 (M) Labor Day Holiday (no classes held, campus closed)

September 9 (F) Last day to change a Fall 2016 class to/from Pass/No-Pass grading basis

October 14 (F) Last Day to drop a full-term class (letter grades assigned after this date)

October 17 - December 16 (M-F) Short-Term classes, second nine weeks

November 11 (F) Veterans Day (no classes held, campus open)

November 24-25 (Th-F) Thanksgiving holiday (no classes held, campus closed) December 12-16 (M-F)

Fall 2016 final exams week

December 16 (F) End of Fall 2016 semester

The final for this class is Wednesday, Dec. 14 from 11 to 12:50.