

English 125 Section 51444

College Writing Skills

Spring 2016

Times and Locations	Tuesdays and Thursdays HUM 62 8:00 – 9:50
Contact Information	<p>rebecca.snyder@reedleycollege.edu 559-638-3000 x3273</p> <p>Contact notes: This is an English class and I expect your best writing always. If your email is sloppy and looks like a text message, I will send it back to you asking you to revise it. Be SURE to sign your emails. You must use the email address provided by Reedley College or your email will be deleted as spam. You must leave your name and number when leaving a phone message because we do not have caller ID.</p>
Office Hours	<p>Office: HUM 61 (back side of the building)</p> <p>Monday: 10-11 Tuesday: 10-11 Wednesday: 10-11 Thursday: 10-11 Friday: 9-10</p> <p>These hours are subject to change. Check Blackboard for updates.</p>
Required Text	<p><i>The Hunger for Memory</i> by Richard Rodriguez <i>The Immortal Life of Henrietta Lacks</i> by Rebecca Skloot</p> <p>Memory stick</p> <p>Most of the other materials, including the required readings, are posted on Blackboard. It is MANDATORY that you be able to access and print the materials from Blackboard. There are computer labs on campus if you do not have access at home.</p> <p>Bring your materials to class every day.</p>

Course Description	<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.</p>
Course Outcomes	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Write multiple papers of at least 1200 words, which include an introduction, multiple body paragraphs, and conclusion of <ol style="list-style-type: none"> a. some sophistication. This essay will include: b. a clearly defined thesis statement c. unified supporting paragraphs, which begin with topic sentences d. quotations that support the topic sentences and the thesis e. supporting material and ideas which exhibit critical thinking f. complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentence) g. descriptive vocabulary that exhibits growth and sophisticated word choice h. 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. i. use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page j. writing that is free from plagiarism k. demonstrated awareness of how to write from the 3rd person point of view for a specific audience 2. Plan and revise independently, employing all stages of the writing process as necessary and appropriate. 3. Complete a multi-paragraph in-class essay with a thesis and support.
Attendance	<p>There are no excused absences. If you are absent or tardy, it is your responsibility to find out what you have missed before returning to class. You must email me or come by my office to get missed work. Information covered in class will not be posted on Blackboard. If you miss any classes during the first week, you will be dropped. If you miss 3 days before the end of add/drop, you can be dropped.</p>

Schedule	The class schedule, including reading assignments and due dates, is posted on Blackboard. We will review procedures for logging into Blackboard during the first week of class. After that, it is your responsibility to visit Blackboard to check the schedule. The schedule is subject to update.
Grading	<p>You MUST complete all the essays, including the in-class essays, in order to pass the class.</p> <p><u>Grading Criteria:</u> Essays: 70% In Class Essays 10% Reading Responses 10% Exercises and Exams 10%</p> <p><u>Grading Scale:</u> A 90-100% B 80-89% C 70-79% D 60-69% F 0-59%</p>
Class participation	Participation is mandatory. Come to class prepared and ready to participate.
Blackboard/Formats	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 (.dco or .docx) or rich text format (.rtf). DO NOT submit work directly from Google Docs. Work needs to be downloaded into a word processing software and reformatted before submission if you use google docs. DO NOT submit work from Pages.
Late Work	<p>If you cannot attend class, get your work to me before the due date (by email or by handing it in at the administration desk).</p> <p>You will have ONE chance to hand in late work. It must be submitted within one week of the original due date. You can also arrange to make up in-class essays or tests within one week of the original due date. No work can be submitted after the day of the final, so you cannot use your one late assignment for the work due on the day of the final.</p>

Homework	<p>Homework is due at the beginning of class on the dates indicated by the schedule and as assigned in class.</p> <p>Your work must reflect college level effort or it will not receive credit. In other words, do not expect partial credit for work that does not answer the prompt or fails to meet the requirements of the assignments. For example, do not hand in one page of a four page assignment expecting to get partial credit.</p>
Adding or dropping	<p>It is your responsibility to complete all add/drop paperwork. I reserve the right to drop a student from the course at various points throughout the semester.</p>
DSPS	<p>If you have a verified need for an academic accommodation or materials in alternate media, please provide me with your accommodation sheet as soon as possible. I will work with the DSPS office to make sure that your needs are accommodated.</p>
Disruptive	<p>Disrespectful or disruptive behavior will not be tolerated. Anyone who engages in such behavior will be reported to the college for disruptive behavior. Students who disrupt the learning environment may be dropped.</p>
Cell phones	<p>Turn off or airplane mode your cell phones (not vibrate). Cell phones and text messaging are major distractions and hinder not only your ability to concentrate but the ability of those around you to concentrate. If you use your cell phone in class, I will ask you to leave the classroom. Continued use of the cell phone will cause you to be referred to the Office of Instruction for Disruptive Behavior.</p>

<p>Plagiarism and Cheating</p>	<p>Students caught plagiarizing or cheating will receive a zero on the assignment and may be reported to the college for academic dishonesty. If you plagiarize on an essay assignment, you will not be allowed to revise for a better grade.</p> <p>Your class work will be submitted to Turnitin, which assists in evaluating the originality of the work.</p> <p>Here are the college policies on academic dishonest, cheating, and plagiarism:</p> <p>Academic Dishonesty: 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.</p> <p>Cheating: 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.</p> <p>Plagiarism: 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. 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.</p>
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<p>Non-Discrimination Statement</p>	<p>Non-Discrimination Statement The State Center Community College District does not discriminate nor harass on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints at Reedley College may be directed to: Vice President of Student Services and Title IX Officer/Section 504/ADA Coordinator, in the Student Services Building, (559) 638-3641, ext. 3217. The Vice President of Student Services' office is located in the Reedley College Student Services Building at 995 N. Reed Ave., Reedley, CA 93654. At the Clovis Community College Center, inquiries may be directed to: Vice President of Instruction and Student Services and TX Officer/Section 504/ADA Coordinator at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869. The Vice President's office is located at the Clovis Community College Center at 10309 N. Willow Ave., Fresno, CA 93730. The college recognizes its obligation to provide overall program accessibility throughout Reedley College for handicapped persons. Contact the Reedley College Section 504 and ADA Coordinator, in the Student Services Building, at (559) 638-3641, ext. 3217 or the Clovis Community College Center Section 504 and ADA Coordinator at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons. The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs. Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.</p>
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Important Dates	<ul style="list-style-type: none"> ▪ January 11 (M) Spring 2016 instruction begins ▪ January 11 - March 11 (M-F) Spring 2016 short-term classes, first nine weeks ▪ January 18 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed) ▪ January 22 (F) Last day to request an Enrollment Fee Refund ▪ January 29 (F) Last day to add a full-term class for Spring 2016 ▪ January 29 (F) Last day to drop a full-term class to avoid a "W" (in person) for Spring 2016 ▪ January 31 (SU) Last day to drop a full-term class to avoid a "W" (on WebAdvisor) for Spring 2016 ▪ February 5 (F) Last day to change a class to/from a Pass/No-Pass grading basis ▪ February 12 (F) Lincoln Day observed (no classes held, campus closed) ▪ February 15 (M) Washington Day observed (no classes held, campus closed) ▪ March 11 (F) Last day to drop a full-term class (in person) (letter grades assigned after this date) ▪ March 14 - May 20 (M-F) Spring 2016 short-term classes, second nine weeks ▪ March 21-24 (M-Th) Spring Recess (no classes, campus open) ▪ March 25 (F) Deadline to file Intent to Graduate via WebAdvisor ▪ March 25 (F) Spring Holiday observed (no classes, campus closed, classes reconvene March 28) ▪ May 16-20 (M-F) Spring 2016 final exams week ▪ May 20 (F) End of spring semester/commencement
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