

English 125: Spring 2018

College Writing Skills

Reedley
College

Professor Carey Karle

Section—ENGL-125-52769
Tuesday and Thursday
09:00AM - 10:50AM
Classroom Complex 1, Room 207

English 125: College Writing Skills

The purpose of this course is to assist you on your journey to becoming a better writer. Before you can become a better or stronger writer, you must believe that writing well is important and serves a purpose in your life. You have to be willing to constantly ask yourself, "What am I trying to say?" Then, you must challenge yourself to answer this question honestly and fully.

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.

We use Canvas as a supplement to our class. You can access our Canvas directly from the Reedley College Website (click on the "Canvas" link found under the "RC Online" link or through "Quick Links").

Student Learning Outcomes

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

1. Write multiple papers of at least 1200 words, which include 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. supporting material and ideas, which exhibit critical thinking
 - e. complete sentences which include a variety of sentence types (simple, compound, complex, and compound/complex sentences)
 - f. descriptive vocabulary that exhibits growth and sophisticated word choice
 - g. 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.
 - h. use of MLA guidelines to set up essays, correctly use in-text citations for at least one source, and complete a works cited page
 - i. writing that is free from plagiarism
 - j. 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.

Special points of interest:

- Students who utilize the RC Reading and Writing Center when taking English 125 have a higher pass rate than those who do not use the RC Reading and Writing Center.
- The RC Reading and Writing Center can be used online!
- Students who do not procrastinate and are well organized generally do better in college.

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Course Objectives

In the process of completing this course, students will:

1. learn about writing papers which include introductions, body paragraphs, and conclusions
2. learn to write with some sophistication
3. practice writing thesis statements
4. practice writing topic sentences
5. learn about using quotations and in-text citations that support the topic sentences and the thesis
6. practice developing supporting material that exhibits critical thinking
7. develop an understanding of what a complete sentence is and practice using a variety of sentence types (simple, compound, complex, and compound/complex sentences)
8. learn about common sentence errors, such as fragments, comma splices, sentence fuses
9. develop their usage of descriptive vocabulary that exhibits growth and sophisticated word choice
10. learn how to follow MLA guidelines when formatting papers and using quotations and a works cited page
11. learn about avoiding plagiarism
12. write papers in which they will use 3rd person point of view and practice addressing a specific audience
13. practice using all stages of the writing process as necessary and appropriate
14. practice writing in-class essays

The act of putting pen to paper encourages pause for thought, this in turn makes us think more deeply about life, which helps us regain our equilibrium."

—Norbet Platt

Lecture Content

All of the following will be included; the instructor will decide the order, and some topics may be studied simultaneously (for example, writing process, critical thinking, sentence and paragraph structure, and reference work will all be included in work on a short reference paper).

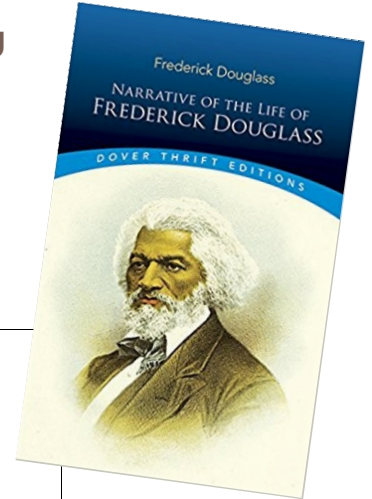
<p>A. Using the writing process:</p> <ol style="list-style-type: none"> 1. prewriting strategies 2. outlining 3. drafting 4. revising 5. editing 	<p>C. Thinking critically:</p> <ol style="list-style-type: none"> 1. analyze ideas 2. use supporting details to validate a thesis 	<p>E. Understanding purpose, audience, voice:</p> <ol style="list-style-type: none"> 1. awareness of audience 2. academic language use 3. third person point of view
<p>B. Writing a well-developed essay:</p> <ol style="list-style-type: none"> 1. introduction <ol style="list-style-type: none"> a. thesis statements 2. body paragraphs <ol style="list-style-type: none"> a. topic sentences b. supporting details c. transitions 3. concluding paragraphs 4. coherent development <ol style="list-style-type: none"> a. focus b. organization c. unification 	<p>D. Writing sentences:</p> <ol style="list-style-type: none"> 1. sentence variety <ol style="list-style-type: none"> a. simple sentences b. compound sentences c. complex sentences d. compound-complex sentences 2. crafting sentences <ol style="list-style-type: none"> a. using parallelism b. eliminating wordiness 3. avoiding and correcting sentence errors <ol style="list-style-type: none"> a. fragments b. run-ons (comma splices and sentence fuses) 4. punctuation 	<p>F. Using MLA guidelines:</p> <ol style="list-style-type: none"> 1. avoid plagiarism 2. set up an essay 3. cite direct quotations 4. write a works cited page

Required Texts and Materials— Required Course Work—Grading

Douglass, Frederick. *Narrative of the Life of Frederick Douglass*. Dover Publications; Unabridged edition, 1995. ISBN-13: 978-0486284996.

Binder

Flash Drive



True ease in writing comes from art, not chance, as those who move easiest have learned to dance. — Alexander Pope



Course Work

Percentage

CLASS PARTICIPATION

Required

Class participation is defined as reading the class assignments; joining in the exchange of opinions in group and/or whole class discussion; starting appropriate new items for discussion; and, perhaps most important of all, asking questions.

QUIZZES

10%

The overall Quiz grade is averaged. **A missed quiz is equal to a zero, and no make-ups are allowed.**

DISCUSSION BOARDS, JOURNALS, ETC

05%

TIMED ESSAY EXAMS (2-3)

10%

ESSAYS (3)

75%

If you receive a failing grade (D or F) on an early assignment, you may be required to attend the Reading & Writing Center, Tutorial Center, and/or use the online Reading & Writing Center for a total of at least 5 hours.

I do not accept late work, nor do I allow for make up work. This means you need to be in class and do the work as assigned. The only exception for late work is for the first two essays.

The first two essays are accepted up to one week late. However, the grade on a late essay is dropped one full letter grade. This means if the essay earns an A, the grade will be dropped to a B.

This policy is ONLY for the first two essays. This policy does NOT pertain to timed Essay Exams.

GRADING SCALE

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



Check off assignments as they are completed. This will help you to stay organized.

Weekly and Semester Schedule

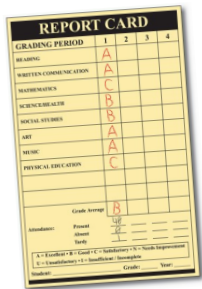
A semester schedule will be given out the first day of class. This schedule is an attempt to outline assignments and due dates. This schedule may change and it is your responsibility to keep it updated.

The semester schedule can also be found on Canvas—in case you lose yours!

Checking Grades

Grades are available on Canvas. If you ever notice a discrepancy or have a question about your grade, visit me during office hours. DO NOT wait until the end of the semester to discuss a grade from early in the semester!

Check your grade regularly.



CHECK YOUR GRADE REGULARLY THROUGHOUT THE SEMESTER

Do not email or ask me during the final two weeks of the semester for a grade check.

Do not email or ask me during the final two weeks asking what you need on the final essay in order to pass.

Grades are updated regularly—and the percentages are on page three of this syllabus.

Attendance

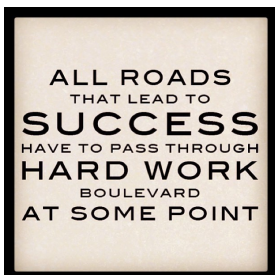
Roll is taken every day generally within the first five minutes of class. If a quiz is given or some other assignment is due, roll is taken from the collected work.

I do not distinguish between excused and unexcused absences. All appointments, interviews, meetings with counselors MUST be scheduled outside of class time. If you work, inform your employer of your class schedule. I consider an unprepared student as absent.

It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc.... This means that being absent is not an excuse for not knowing what is happening in class. Always come to class prepared—even after an absence.

- ⇒ If you are absent the first day of the semester, you will be dropped.
- ⇒ If you attend the first class of the semester but are absent the second class—and you do not contact me prior to class—you will be dropped.
- ⇒ If you have four absences by the end of the third week, you will be dropped from the course at my discretion.

Attending every class is important. It does not guarantee a passing grade; however, it is definitely a step on the road to success!



Student Conduct

You are expected to behave in a manner that is respectful to others and conducive to learning. You are expected to interact with each other respectfully and to work cooperatively and constructively in group and partner activities and assignments.

You will get out of this class as much as you put in to it. My job is to help you gain a stronger appreciation for writing. I truly care about your success and will do whatever I can to help you. However, the final responsibility is yours.



Think about the education of others as well as your own

Accommodations for 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 Disability Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

Plagiarism and Cheating

If it is discovered that you have cheated or plagiarized on an assignment—at any point during the semester—you will receive a zero on that assignment and perhaps a failing grade in the class. Additionally, a plagiarism report will be filed with the administration. *Plagiarism of the final essay for the semester will result in a failing grade in the class.*

Plagiarism means to pass off the work of others as your own. Plagiarism is dishonest and represents an attempt to obtain the benefits of a college degree without doing the work.



For more information about plagiarism and cheating, refer to the Fall 2017 Class Schedule (Campus Policies).

Bottom line: Do not copy someone else's words or ideas without giving him/her credit. Do not use another student's paper as your own. Do not use a paper you wrote from another class in this class. Do not use a paper you wrote for this class in a previous semester. Do not have another person write the paper for you. All of these are forms of cheating. You will receive a zero on the assignment (whether it is something plagiarized on your papers or on the discussion board) and a report will be filed with the administration for their review. Please be advised that you will submit your final drafts of your papers though Turnitin.com (through links on Canvas), so if you do plagiarize, you will be caught.

I know one thing--that a certain amount of pride always goes along with a teaspoonful of brains, and that this pride protects a man from deliberately stealing other people's ideas. That is what a teaspoonful of brains will do for a man--and admirers had often told me I had nearly a basketful--though they were rather reserved as to the size of the basket.

- Mark Twain

"Unconscious Plagiarism" speech, 1879



What you need to know.

“You might not write well every day, but you can always edit a bad page. You can't edit a blank page.”

— *Jodi Picoult*



Know your computer!

Computer Skills—Desirable

Skills Needed:

- ⇒ Know basics of word processing (saving files, using spell check, using grammar check, moving text, using the help function, etc.)
- ⇒ Know how to access and navigate the Internet (use a browser, utilize search engines, save and or print from the Internet)
- ⇒ Know how to send e-mail and attachments

Hardware Needed:

- ⇒ Pentium (PC) or Mac equivalent
- ⇒ Home Internet access is desirable. You can use the computers on campus, but they are not always available. You need to know when each lab is open and available for drop-in use. Also, know if your local library has computers available with Internet access.
- ⇒ *If your home computer crashes, is in need of repair, or you lose Internet access, you must find an alternative way to complete the required work on time for this class. This means, of course, that you need to constantly back up the work from your hard drive to a flash drive or other source. This also means avoiding completing assignments at the last minute.*

Software Needed:

- ⇒ The most common word processing format is Microsoft Word. If you use another word processing program, you will need to learn to save your work in Rich Text Format (RTF).
- ⇒ *Do not use Microsoft Works or any other program that does not allow for easy conversion.*
- ⇒ ***Using WordPad is unacceptable.*** *If you have WordPad, you must plan to visit a local library—public or school—to convert your work before sending it for review or as the final product.*
- ⇒ *If you use Pages, you will need to learn to save in Rich Text Format as well. **cannot read Pages documents.***
- ⇒ Adobe Reader. This can be downloaded for free. Essays may be returned to you in PDF form. Most handouts will be uploaded to Canvas as PDFs.

Email—Important!

- ⇒ **An e-mail address is essential.** Every Reedley College student has a Reedley College email account. You must use your college account for this and any Reedley College class. You can set your sccd.com email to forward to another email account. Information about school email can be found on the home page of the college website.
- ⇒ **I use e-mail to communicate with the class as a whole, with groups, and with individuals.** Whether you have Internet and e-mail access at home or on campus, you should plan on checking your e-mail at least every other day—once a day is preferred. DO NOT use your cell phone as the primary means of checking/reading email. Phone screens are too small; therefore, you are not easily able to view the “whole picture” when reading email. Additionally, many phone programs do not allow for spell check on email messages, so refrain from using your phone as a primary means of communication with me.
- ⇒ **When you send an email, you must be specific in the message and always sign your name.** Your email address does not necessarily identify who you are unless you are using your sccd account. *I do not read or respond to email if I do not know the sender.*
- ⇒ **In the subject line, include the class and section number.** This semester I am teaching three classes, one of which is an online classes. In order to respond quickly, I need to match you to the correct class—which means you need let me know which class (English 125).
- ⇒ **In addition, remember, when you email me, your instructor—your English instructor—you are not text messaging or emailing a friend.** You need to run spell check and think about the way you are writing, for example, do not use lower case i’s when using the first person pronoun “I”.
- ⇒ **After sending an email, look for a response!** This might sound like common sense, but I am always surprised by students who send an email with an “urgent question” or an important question about an essay or grade, to which I reply in a timely manner with a question or request for further information, and it takes three or four days for a response from that student.
- ⇒ **One more note about email—do not send email out of anger or frustration.** Do not send an email immediately after seeing a grade if the grade was not what you expected. If you have a question about a grade or comments made on an essay, take some time to think carefully about what you want to ask.



**EMAIL
Use It
wisely!**

“10 Steps to Becoming a Better Writer”

Write.
Write more.
Write even more.
Write even more than that.
Write when you don’t want to.
Write when you do.
Write when you have something to say.
Write when you don’t.
Write every day.
Keep writing.”

— Brian Clark

Paper Policy

ATTENTION: Failure to turn in the first essay will result in being dropped from the class. It is not possible to pass this class unless all essays are completed.

- ⇒ All papers must be revised and typed in accordance with MLA guidelines. All work leading to your final paper must be kept—for example, all prewriting, rough drafts, peer responses, and any other work produced. **There are no exceptions to this policy.**
- ⇒ Word Processing Formats: The most common word processing format is Microsoft Word. If you use another word processing program, you will need to learn to save your work in Rich Text Format (RTF). *Do not use Microsoft Works or any other program that does not allow for easy conversion. Using WordPad is unacceptable. If you have Pages, you must learn to convert files to so they can be submitted to TURNITIN and read by others. I do not accept Pages, Google Docs or PDF files!*
- ⇒ If an essay is due and you cannot access Canvas, probably Canvas is down. Don't stress—wait a little bit and try again. When this happens, watch for email messages from me. Of course, if an essay is due and the Canvas is down, I will not hold you to the original due date. I will email and post to Canvas (once it is up again) the revised deadline.
- ⇒ All essays will be turned in through TURNITIN through links on Canvas. *TURNITIN is a website that detects plagiarism.* This means that if you copy and or copy/paste writing from a website, another published source, or from a previous student of mine, without properly citing the source or sources, the plagiarism will be detected. You will be caught.
- ⇒ Should I discover while reading your essay that you have not run spell check or sufficiently proofread and edited your work, I will discontinue reading and return the essay to you. You will then have until the following week to revise the paper (the return date will be clearly marked for you). The highest grade such a returned paper can receive is a "C".
- ⇒ You will be required to share some of your essays in progress for peer review. We will have at least one type of Writer's Workshop for each essay. All students are required to post a rough draft or outline (as directed) for each Writer's Workshop (with minimum writing completed as announced in class or through email). The Writer's Workshop will take place on the discussion board in a forum set up specifically for each essay.
- ⇒ We will be doing various types of writing assignments this semester—and each essay will be based on a reading. Before beginning an essay, a discussion will be completed. Some discussion will also be completed in groups outside of class.
- ⇒ With all our writing assignments, process will be focused upon as well as final product.
- ⇒ *At my discretion, sentences and/or paragraphs may be taken from essays or other assignments and shared with the class to help illustrate grammar concepts, writing concepts, MLA guidelines, and more.*
- ⇒ *Graded papers are returned to you through Canvas's Gradebook as a PDF or in class, generally within one week after their due date. It is expected that you open, print, and read all returned essays. They contain comments about the essay and about writing to help you grow and improve as a writer.*
- ⇒ If something happens to your computer and/or Internet and an essay (or other assignment) is due, **email me, of course, using another computer or your phone.** Do not wait until everything is back up before contacting me. Moreover, you need to back up your work on a moveable storage device. Public libraries have computers with Internet access—work can be completed in places and on computers other than those we have at home!

Essential Information

- ⇒ This class is taught face-to-face, so we meet in class for FOUR unit hours. The average amount of homework for a unit hour is two-three hours. This means that the time needed for this class outside of the scheduled four hours is eight to twelve (8-12) hours per week. It is important to understand the time commitment necessary to be successful in this or any class.
- ⇒ If you carry a cell phone, you **MUST** set the phone on vibrate or turn the phone off during class. **AND** you **MUST** put the phone in your book bag, purse, or pocket. You do not need to look at your phone during class.
- ⇒ It is your responsibility to stay informed concerning any changes of assignment due dates, readings, etc.... This means you must pay attention to any announcements made in class and check Canvas.
- ⇒ It is your responsibility to officially withdraw from this and/or any course. Failure to do so may result in an "F" grade being awarded.



Things do not happen. Things are made to happen.

— John F. Kennedy

Helpful Hints

- ⇒ Keep a copy of each of your papers. This protects you if I should happen to lose one of your papers. You should save your work on your hard drive and back up your work to a USB or other storage device.
- ⇒ Keep track of your work. You should save all of your work until the end of the semester, so you can double check your final recorded grade. Of course, check your grade regularly throughout the semester.
- ⇒ Should you discover that you are unable to regularly attend class for whatever reason, it is imperative that you discuss this with me as soon as possible. Telling me of work schedule changes, illness, family emergencies, etc. after missing several days/weeks is unacceptable.

PERSONAL
RESPONSIBILITY
IN
DELIVERING
EXCELLENCE

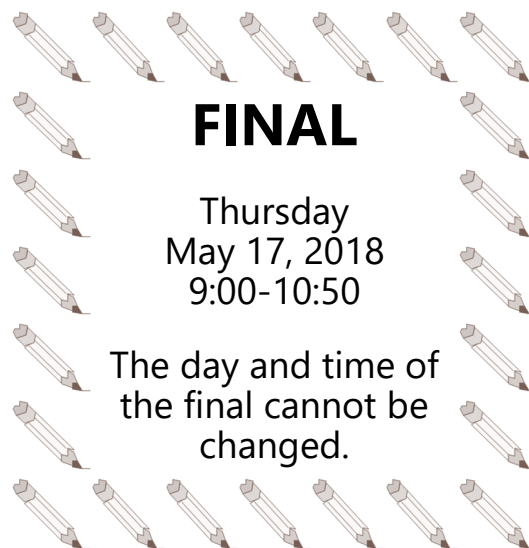
Professor Carey Karle
 phone: 555-638-0300 ext. 3421
 E-mail: carey.karle@reedleycollege.edu

Office and Office Hours

Office: CC1—214

Office Hours:

Monday 10:00-11:00
 Tuesday 11:00-12:00
 Friday- Virtual Office Hour via Email 10:00-11:00
 Additional Office Hours by mutual appointment.



FINAL

Thursday
 May 17, 2018
 9:00-10:50

The day and time of
 the final cannot be
 changed.

***“The end depends upon
 the beginning” – The
 Emperors Club***

Important Dates

January 8	M	Start of Spring 2018 semester
January 15	M	Martin Luther King, Jr. Day observed (no classes held, campus closed)
January 19	F	Last day to drop a Spring 2018 full-term class for full refund
January 26	F	Last day to register for a Spring 2018 full-term class in person
January 26	F	Last day to drop a Spring 2018 full-term class to avoid a “W” in person
January 28	SU	Last day to drop a Spring 2018 full-term class to avoid a “W” on WebAdvisor
February 16	F	Lincoln Day observance (no classes held, campus closed)
February 19	M	Washington Day observance (no classes held, campus closed)
March 9	F	Last Day to drop a full-term class (letter grades assigned after this date)
March 26 - 29	M-Th	Spring recess (no classes held, campus open)
March 30	F	Good Friday observance (no classes held, campus closed) (classes reconvene April 2)
May 14-18	M-F	Spring 2018 final exams week
May 18	F	End of Spring 2018 semester/commencement