**ENGLISH 3—Fall 2020 Online**

**Instructor: Deanna M. Garabedian, MA**

* Email: deanna.garabedian@reedleycollege.edu
* Virtual Office Hours: T,W,TH (10:15-12 noon)
* If you cannot meet through Zoom during my regular virtual office hours, email me so that we can schedule a Zoom time that works for you.

**SYLLABUS:** This entire syllabus is tentative--contents are subject to change at any time in order to create a positive learning environment.

**REQUIRED TEXTS:**

***Everything's An Argument*** (Lunsford, Ruszkiewicz, and Walters) 8th ed.

***There, There* by Tommy Orange**

**COURSE DESCRIPTION:**

**You will compose college level prose:** Welcome to English 3. Per the Reedley College Catalog description, in this course, you will read, analyze, and compose college-level prose, with an emphasis on argumentation. This course is designed to develop your critical thinking, reading, and writing skills beyond the level achieved in English 1A. Moreover, this course will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of non-fiction. You will write a minimum of 6,000 words in formal academic language.

**Throughout the semester, we will repeatedly discuss the importance of revision and reading carefully. Classroom participation is an integral part of this class. Each of you will undoubtedly become an important part of this class as you share your own perspective and unique experiences.**

**You will conduct research:** In this class, you will conduct research by gathering, organizing, evaluating, integrating, documenting information.

**You will revise repeatedly:** Careful reading and revision are integral activities in this class.

**LEARNING OUTCOMES:** Upon successful completion of this course, you will be able to synthesize rhetorical analyses, arguments, and research papers that include the following:

* college level prose with sophisticated introductions, multiple body paragraphs, and conclusions
* clearly defined, arguable thesis statements
* supporting details that exhibit critical thinking and use credible secondary sources
* correct usage of MLA format, including a works cited page
* complex and compound sentences that exhibit minimal comma splices, sentence fuses, and fragments
* controlled and sophisticated word choice
* an understanding of academic voice--third person and present tense
* an avoidance of logical fallacies
* an awareness of purpose and audience
* appropriate and purposeful use of quotations with correct in-text citations
* annotated bibliographies of multiple sources
* an avoidance of intentional and unintentional plagiarism

**COURSE POLICIES:**

**Your regular and online participation in class is essential:** Discussion board and online group opportunities are integral parts of this class. Each of you will undoubtedly become an important part of this class as you share your own perspective and unique experiences.

**You are expected to check email and Canvas daily:** In order to do your best and complete this course successfully, you are expected to check your email and Canvas daily for announcements, postings, and assignments information. Furthermore, you are expected to attend class each day, actively participate, and submit assignments on time.

**Communication:** At ANY TIME, you may email me directly deanna.garabedian@reedleycollege.edu or send me a message through Canvas if you have any questions. My goal is to respond to you within 24 hours maximum. If I have not responded, PLEASE do not hesitate to email me again with a gentle reminder. **I will be offline throughout the weekends, so if you have a pressing matter, make certain to reach out with enough time that enables me to respond to you by Friday @ 6pm**.

* If family or work obligations conflict with the T,W,TH virtual office hours, please let me know, and we can schedule another time to Zoom.
* Again, you can reach me by directly emailing me or by sending me a message through Canvas.
* DO NOT contact me through an individual Canvas assignment.

**Attendance and Drop Policy:** Each week, I will assign numerous tasks—for example, there will be quizzes, paragraph posts, and discussions—that will require your timely and active responses and feedback. You will be required to engage regularly and weekly.

* **NO SHOW DROP**: If you do not check in and post a response to our initial Announcements post by Day 5 of class (8/14/20), you will be dropped from the course. Your attendance and participation at the very beginning of the semester are crucial to your progress in this class. Please note that I will be assigning the first major reading assignment during Week 1.
* **INSTRUCTOR DROP**: Following the first week of class, you must work to complete all assignments. After 4 zeros, you will be dropped (this constitutes approximately 2 weeks of class) from this course.

**Late Work Policy:** Consider the Magic Three Policy—I will accept up to three assignments late. Life happens. HOWEVER, please note the very specific parameters.

* You may submit **2 general** assignments (quizzes and discussion board assignments, for example) late and **1 essay** assignment late provided that you reach out either ON THE DUE DATE or WITHIN 24 HOURS of the due date.
* Beyond the Magic Three and beyond the 24-hour grace period, late assignments will earn a zero.
* NOTE! It is imperative that you ALWAYS submit rough drafts as I will provide feedback whether you earn the points or not. This feedback is paramount to your opportunity to earn the best grade possible for your essays, which constitute 70% of your total grade.

**Document and Submission Policy:** Please submit documents either through Office 365 or MS Word. No google assignments, please!

**Academic Honesty:** I expect each of you to complete your own work. The official Reedley College policies apply to this class, as well. “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.”

**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.

**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.

**Plagiarism in This Course:** Work submitted in this class must be your original creation. Plagiarism is the act of using another person’s words OR IDEAS as your own with no citation for his/her work. Cheating includes having anyone else complete your work for you or turning in a paper you have written for another class. Plagiarism will result in a grade of 0 (an F) for the assignment and possible disciplinary action with the Vice President of Student Affairs. Academic dishonesty is a cause for discipline under Board Policy 5410(c). BEWARE: If you choose to plagiarize, I will know. Students have tried and have been reported. You are better than plagiarism. Students that I never suspected have been chief offenders. When you plagiarize, you do not offend me. Instead, you offend yourself and waste the time of others. Please think seriously before you take this dishonest and useless approach. **Please respect yourself, feel confident in your abilities, and reach out of you need help!**

**Needs for Academic Accommodations:** If you have any pressing issues or accommodations that you need to discuss, please do not hesitate to email me right away! If you have a documented disability and wish to discuss specific academic accommodations, please do not hesitate to discuss this with me as soon as possible. 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.

**Coursework:** All assignments in this class must adhere to proper MLA format. You are expected to complete the following assignments:

* **3 research oriented papers** (5-6 pages)
* **various homework assignments** worth various point totals (discussion board, group response, peer review, rough drafts, reading responses)
* **quizzes**
* **annotated bibliographies**
* **timed final exam**

**English Department Student Error Statement:**

Your instructors at Reedley College want you to be successful in your classes and therefore request you submit your best work. Successful students in reading and writing classes make sure that they carefully address the prompt, proofread their writing, and follow MLA guidelines.

Please note that an instructor may choose to read only the first page or less of an assignment and return it to you with little or no feedback if the paper demonstrates lack of attention to correctness. This paper is also likely to receive a failing grade.

Successful students do the following:

* Follow their instructor’s instructions and pay close attention to the rubric requirements
* Seek assistance from the Reading and Writing Center, Tutorial Center, or Smarthinking
* Ask their instructor for guidance during his/her office hours
* Look for answers in an MLA handbook or online at the PurdueOWL website (https://owl.english.purdue.edu/owl/) DAYS BEFORE their paper is due

**Rough Drafts and Peer Review**: Please read my comments AND your peers’ comments and then revise accordingly. When you submit a rough draft, please expect to revise. If I have made comments on your draft for revision, and I see no change on your final draft, this lack of effort will be reflected in your final grade on the appointed assignment.

**Essays**: Essays must be submitted in proper MLA format. You must submit ALL essays for the possibility of earning a passing grade. Most likely, when students choose NOT to hand in an essay, their final grades result in an F or a D, at best.

**Essay Revisions:** Usually you may revise Essays #1 and #2 if you have submitted a rough draft and if you have earned a 70% and below. Just because you submit a revision does not mean that you will earn a grade change. Revisions must be substantial and reflect passing qualities outlined in the rubric. Moreover, revisions must reflect an effort to develop your former drafts. I always provide a substantial amount of feedback within your assignment. If your revisions convey that you have not read and considered the feedback, then your initial grade for the specific assignment will remain unchanged.

**Grading Policy:**

**A=90-100%;** **B=80-89%;** **C=70-79%;** **D=60-69%;** **F=59% and below**

**Instructor Contact:** Academia is a professional environment. Please make certain that all correspondence is professional without any text language emails. Thank you.

**Writing Help:** Please be sure to go to the Reedley College Academic Support Center course shell in Canvas and enroll in the “course” so that you can have access to online tutoring throughout the semester.

**Trouble with Web Access:** If you are having trouble accessing any of the material in this course or anything related, please reach out and email me immediately deanna.garabedian@reedleycolege.edu. I want to help you, and I do not want you to lose any valuable time!