Course Syllabus

Instructor Contact Information

Email: **rebecca.snyder@reedleycollege.edu** **(mailto:rebecca.snyder@reedleycollege.edu)**

Phone: 559-638-0300 x3273

Notes:

- My preference is that you email me through the Canvas Inbox. You may also use your campus email address.
- I am only available by phone during my official office hours. If I am with another person, I will not pick up the phone and you must leave a voicemail.
- Expect me to respond to emails and the Q&A Forum within 24 hours Monday through Friday. If you email over the weekend, I may not respond until the next Monday. f you have not heard back from me within that time frame, resend the email.
- If you do use the phone or campus email, please identify yourself by signing your emails and by stating your name on voicemails. Also, state the day and time of your class so that I can quickly find your records.
- Do not use your personal email address; your campus email is both more professional and less likely to get caught in the spam filter.

Office Hours

Office Location: HUM 61 (back side of the building)

Monday 10:00 a.m. – 11:00 a.m.

Tuesday by arrangement

Wednesday 10:00 a.m. – 11:00 a.m.

Thursday 9:00 a.m. - 10:00 a.m.

Friday by arrangement

Please review this helpful video on Office Hours:

Introducing FOH: Faculty Office Hours | Arizona State University

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Notes:

- Sometimes it is better to talk face to face in a setting where we can both look at your work together. While you might not be able to come to campus, I am available virtually via Zoom meetings during any of my office hours. Please email me if you would like a Zoom meeting and I will send the link. If these times do not work with your schedule, please let me know.
- I am frequently on campus beyond these hours and you are welcome to make an appointment or stop by at other times.
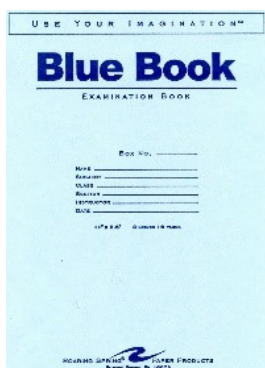
Required Materials
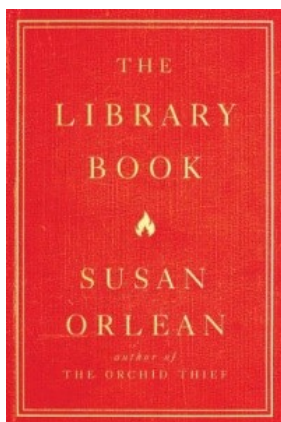
The Library Book by Susan Orlean ISBN-13: 978-1476740188
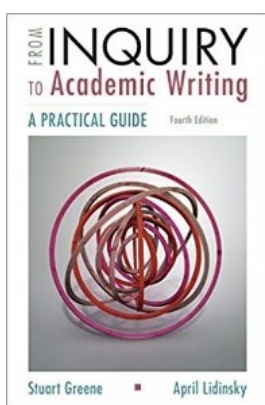
From Inquiry to Academic Writing: A Practical Guide ISBN: 9781319147198 (Note: Old editions are acceptable. The Practical Guide is cheaper than the full version; be careful not to buy the wrong one.)

2-3 large blue books (Note: These are testing materials available in the bookstore.)

Technical Requirements

You must utilize Microsoft Word (either the desktop version or the free Office 365 version provided by the college).

You should utilize the latest Adobe Reader and the latest version of Google Chrome to access course materials. I recommend having multiple browses (Chrome, Firefox, etc.). If you run into difficulty on one browser, the problem is often solved by changing browsers.

A note on accessing the course through your phone. I realize that you might sometimes access the course through your phone. If you do so, I recommend using the Canvas App rather than a browser. Also, know that some items will not work as well on your phone; be prepared to go to your desktop to review this material (do not skip it).

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Full Course Description

Catalogue Description

Students will read, analyze, and compose college-level prose, with emphasis on the expository; study writing as a process; explore different composing structures and strategies; edit and revise their own writing; and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. Students will write a minimum of 6,000 words in formal academic language. PREREQUISITES: English 132. (A, CSU-GE, UC, I) (C-ID ENGL 100)

Learning Outcomes

1. Write multiple essays of at least 1,500 words, including at least one research paper with documentation.
    1. Arrange and integrate ideas in a multiple body essay, complete with topic sentences, supporting data, and background, as necessary.

2. Indicate an arguable thesis.
3. Gather, analyze, and synthesize peer-reviewed sources and/or original research such as interview, survey, or observation.
4. Employ MLA formatting guidelines.
5. Reduce dependence on the instructor's guidance; students will ultimately independently and accurately recognize and self-correct errors in sentence construction, punctuation, and mechanics.
6. Craft increasingly mature and cogent writing while choosing the appropriate tone and academic voice.
7. Practice sound choices in identifying and avoiding logical fallacies.
8. Employ appropriate use of third person universal.
9. Identify appropriate audiences for their compositions.
10. Employ quotations, discriminating among sources for accuracy and validity.
11. Employ MLA formatting guidelines for Work Cited Page and in-text citations.
12. Develop an annotated bibliography from sources for a research paper.
13. Recognize the appropriate use of sources, while avoiding intentional and unintentional plagiarism.

2. Write an organized essay(s) with thesis and adequate support independently within a class period.
3. Read and understand college level prose, including:
   1. Identifying the model, summarizing the thesis, and locating supporting information.
   2. Naming rhetorical devices such as irony and parallelism and translating metaphorical language, so as to determine an author's intent, both explicit and implicit.
   3. Answering questions from assigned reading, differentiating between an author's intent and personal reaction
   4. Describing, evaluating, and questioning the purpose, audience, organization, and style of assigned readings

Course Policies

Schedule

The class schedule, including reading assignments and due dates for assignments, is posted on Canvas. It is subject to update, as necessary. Make sure you are reviewing the schedule, not just the To Do List in Canvas. I often give opportunities to resubmit and I often give reading assignments that will not show up in the Canvas To Do List.

Homework

Homework is due before class on the dates indicated by the schedule and as assigned in class. Homework due to Canvas must be submitted before you come to class; if you have difficulty submitting, let me know.

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.

English Department Student Error Statement

Your instructors at Reedley College want you to be successful in your classes and therefore request you use 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 their MLA handbook or online at the PurdueOWL website DAYS BEFORE their paper is due.

Late Work

If you cannot attend class, get your work to me before the due date. Most work needs to be submitted on Canvas, but in the rare cases where I am asking you to hand-submit paper, you may send it by email or by handing it in at the administration desk.

Understand that handing in work late makes you less likely to be successful in this course. However, if you find yourself in a circumstance where you need to submit work late, you may utilize the Late Work Bank. You have 5 days you can utilize as you see fit. For example, you may hand in one paper 5 days late or you may hand in one paper 2 days late and another 3 days late. And so on. My advice is to use these days wisely; do not squander them early in the semester or use them to procrastinate on challenging work.

The Late Work Bank is not available on assignments that are time-sensitive like peer review workshops.

While you are not graded on attendance, participation is mandatory. Come to class prepared and ready to work.

Submit Late Work in the **Late Bank**

Attendance and Add/Drop

If you are absent or tardy, it is your responsibility to find out what you have missed before returning to class. Information covered in class will not be posted on Canvas. You may email me or come by my office to get missed work. If you miss any classes during the first week, you will be dropped. If you are absent 3 days before the end of add/drop, you can be dropped. Therefore be sure to communicate regarding excessive absences (more than 2). Because you are not graded on attendance, it is not necessary to excuse absences, but again, communicate with me regarding what you have missed so that you absences do not impact your performance in the class.

If you do choose to drop, it is your responsibility to complete all paperwork with Admissions and Records.

Diversity and Disability

Disabled Students Programs and Services (DSPS)

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.

Nondiscrimination Statement

Reedley College and all its centers comply with all Federal and state rules and regulations and does not discriminate on the basis or race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Reedley College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.

Disruptive Behavior

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.

Plagiarism and Cheating

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. Your class work will be submitted to Turnitin, which assists in evaluating the originality of the work.

College Policies

Here are the college policies on academic dishonesty, cheating, and plagiarism:

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 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 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 contributors to work done in collaboration, submitting duplicated 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. For more information, contact the Vice President of Student Services' Office or the Vice President of Instruction's Office.

Support

The campus has many resources to support you on your academic journey. I am highlighting a couple below that will help you be successful in this class.

Reading and Writing Center

The Reading and Writing Center is located in HUM 62. You can go there to use the computers and to get help with your writing. I strongly encourage you to enroll in small group tutoring. It will help keep you on track and make you more confident in your work.

The Reading and Writing Center Hours are:

Monday-Thursday 8:00 a.m. – 4:00 p.m.

Friday 8:00 a.m. – 12:00 p.m.

If you receive a failing grade (D or F) on a written assignment during the first unit, you will be encouraged to attend the Reading & Writing Center, Tutorial Center, and/or online tutoring for a total of at least 10 hours.

Smartthinking

Smarthinking is an online tutorial service available through our Canvas site. I encourage you to utilize this as you draft your essays.

Grading

Mandatory Assignments

You must complete all the major assignments, including the essays, annotated bibliography, and in-class essays, in order to pass the class.

You must write at least one passing research paper and at least one passing annotated bibliography in order to pass the class. This requirement will be noted in the gradebook.

Grade Weights

Essays: 60%

Annotated Bibliographies: 20%

Formal Writing: 10%

In Class Essays: 5%

Exercises and Exams: 5%

Note: In the gradebook, you will see a category titled "Housekeeping and Information" that will have a weight of 0%. Assignments in this category are for record-keeping purposes. Three important items in this category are:

- Passing Research Paper: Yes / No
- Passing Annotated Bibliography: Yes / No
- Late Bank: Number of Days Remaining

Exercises and Exams 5%
In Class Essays 5%
Formal Writing 10%
Annotated Bibliography 20%
Essays 60%
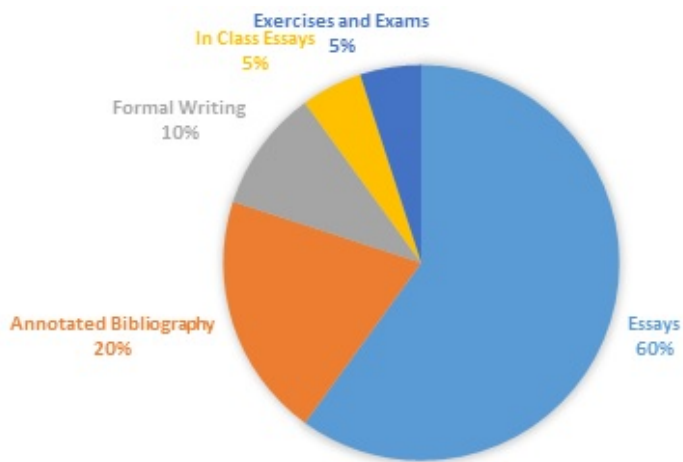
Grading Scale

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 0-59%

Course Summary:

Date	Details	
Thu Aug 22, 2019	**Golden Lines Exercise** (https://scccd.instructure.com/courses/43489/assignments/942836)	due by 12:01pm
Thu Sep 5, 2019	**Introduction and Thesis** (https://scccd.instructure.com/courses/43489/assignments/942839)	due by 11:59pm
Tue Nov 5, 2019	**Essay 2 Punctuation Exercise** (https://scccd.instructure.com/courses/43489/assignments/942826)	due by 11:59pm
Thu Jan 16, 2020	**Introductions** (https://scccd.instructure.com/courses/43489/assignments/942810)	due by 10am
Fri Jan 17, 2020	**Introductions** (https://scccd.instructure.com/courses/43489/assignments/942810) (2 students)	due by 11:59pm

Date	Details	
Tue Jan 21, 2020	📝 **Reading Response 1: Literacy Reflection** (https://scccd.instructure.com/courses/43489/assignments/942846)	due by 10am
Tue Jan 28, 2020	📝 **Reading Response 2: Responding to a Quotation** (https://scccd.instructure.com/courses/43489/assignments/942847)	due by 10am
Thu Feb 6, 2020	📝 **Unit 1 Thesis Exercise** (https://scccd.instructure.com/courses/43489/assignments/942809)	due by 10am
Tue Feb 11, 2020	📝 **Essay 1 Draft 1** (https://scccd.instructure.com/courses/43489/assignments/942817)	due by 10am
Thu Feb 13, 2020	📝 **Essay 1 Draft 2** (https://scccd.instructure.com/courses/43489/assignments/942818)	due by 10am
Tue Feb 18, 2020	📝 **Essay 1 Draft 3** (https://scccd.instructure.com/courses/43489/assignments/942819)	due by 10am
Thu Feb 20, 2020	📝 **Essay 1** (https://scccd.instructure.com/courses/43489/assignments/942816)	due by 11:50am
	📝 **In Class Essay 1** (https://scccd.instructure.com/courses/43489/assignments/942837)	due by 11:50am
Tue Mar 3, 2020	📝 **Reading Response 3 Summary** (https://scccd.instructure.com/courses/43489/assignments/942848)	due by 10am
Tue Mar 10, 2020	📝 **Reading Response 4** (https://scccd.instructure.com/courses/43489/assignments/942849)	due by 10am
Thu Mar 12, 2020	📝 **Library Observation** (https://scccd.instructure.com/courses/43489/assignments/942841)	due by 10am
Tue Mar 17, 2020	📝 **Annotated Bibliography 1 Draft** (https://scccd.instructure.com/courses/43489/assignments/942812)	due by 10am
Thu Mar 19, 2020	📝 **Annotated Bibliography 1** (https://scccd.instructure.com/courses/43489/assignments/942811)	due by 10am
Fri Mar 20, 2020	📝 **Essay 1 Revision Plan** (https://scccd.instructure.com/courses/43489/assignments/942821)	due by 11:59pm
Tue Mar 24, 2020	📝 **Essay 2 Draft 1** (https://scccd.instructure.com/courses/43489/assignments/942823)	due by 10am

Date	Details	
Thu Mar 26, 2020	📝 **Essay 2 Draft 2** (https://scccd.instructure.com/courses/43489/assignments/942824)	due by 10am
Tue Mar 31, 2020	📝 **Essay 2 Draft 3** (https://scccd.instructure.com/courses/43489/assignments/942825)	due by 10am
Thu Apr 2, 2020	📝 **Essay 2** (https://scccd.instructure.com/courses/43489/assignments/942822)	due by 10am
	📝 **In Class Essay 2** (https://scccd.instructure.com/courses/43489/assignments/942838)	due by 11:50am
Thu Apr 23, 2020	📝 **Paper Proposal** (https://scccd.instructure.com/courses/43489/assignments/942842)	due by 10am
Tue Apr 28, 2020	📝 **Annotated Bibliography Draft** (https://scccd.instructure.com/courses/43489/assignments/942814)	due by 10am
Thu Apr 30, 2020	📝 **Annotated Bibliography 2** (https://scccd.instructure.com/courses/43489/assignments/942813)	due by 10am
Tue May 5, 2020	📝 **Essay 3 Draft 1** (https://scccd.instructure.com/courses/43489/assignments/942830)	due by 10am
Thu May 7, 2020	📝 **Essay 3 Draft 2** (https://scccd.instructure.com/courses/43489/assignments/942831)	due by 10am
Tue May 12, 2020	📝 **Essay 3 Draft 3** (https://scccd.instructure.com/courses/43489/assignments/942832)	due by 10am
Tue May 19, 2020	📝 **Essay 2 Revision Plan** (https://scccd.instructure.com/courses/43489/assignments/942828)	due by 10am
	📝 **Essay 1 Revision** (https://scccd.instructure.com/courses/43489/assignments/942820)	due by 11:50am
	📝 **Essay 2 Revision** (https://scccd.instructure.com/courses/43489/assignments/942827)	due by 11:50am
	📝 **Essay 3** (https://scccd.instructure.com/courses/43489/assignments/942829)	due by 11:50am
	📝 **Final Feedback** (https://scccd.instructure.com/courses/43489/assignments/942834)	due by 11:50am

Date	Details

📝 **Extra Credit** [(https://scccd.instructure.com/courses/43489/assignments/942833)](https://scccd.instructure.com/courses/43489/assignments/942833)

📝 **Final Letter Grade** [(https://scccd.instructure.com/courses/43489/assignments/942835)](https://scccd.instructure.com/courses/43489/assignments/942835)

📝 **Late Bank** [(https://scccd.instructure.com/courses/43489/assignments/942840)](https://scccd.instructure.com/courses/43489/assignments/942840)

📝 **Passing Annotated Bibliography** [(https://scccd.instructure.com/courses/43489/assignments/942843)](https://scccd.instructure.com/courses/43489/assignments/942843)

📝 **Passing Research Paper** [(https://scccd.instructure.com/courses/43489/assignments/942844)](https://scccd.instructure.com/courses/43489/assignments/942844)