English 1A: College Reading and Composition

Summer 2021

Popular Culture and the World Around Us

Instructor: Prof. Huertaz

Email: [Jacqueline.huertaz@reedleycollege.edu](mailto:Jacqueline.huertaz@reedleycollege.edu)

100% Online with online scheduled meetings (TTH 8am-11)

English 205 CRN: 54988

2 Units Pass/No Pass

Transfer to CSU and UC

Office Hours: MW 10am-11am (Canvas inbox or schedule a zoom meeting)

Class time: M-TH with online scheduled meetings (TTH 8am-11)

Welcome to English 1A

Dear English 1 scholars,

I am excited to teach and learn with you this summer. I look forward to getting to know you and creating a community of supportive and engaged readers and writers. I hope you’re ready and if you’re not that’s okay too...we’ll take things one step at a time.

Intro to me:

Name: Jacqueline (Jackie) Huertaz

A little about me: I teach English at multiple colleges, in addition to teaching at Reedley College, I also teach at College of the Sequoias, and Porterville College. My background in education ranges from teaching (at a younger age) after-school programs, and as a substitute teacher for Visalia Unified School District. I got a BA in English Studies and an MFA at Fresno State University (GO BULLDOGS!) I’ve been teaching college for 5 years. I’m a writer at heart and a little bit published. I love reading memoirs and poetry and am a fan of Sci-fiction, spooky tales, and zombie apocalypse shows (The Walking Dead). I spend my free time with my family and pet cats (Little Grey and Midnight), go on nature walks, cook new recipes, and read and write when I have time. I’m looking forward to a productive and great semester with you all. Please email me (using Canvas) if you have any questions at all. 😊

Prof. H

Important info about our online class:

This class is an online class with online scheduled meetings (TTH 8am-11).

In order to stay enrolled in this class you must complete the syllabus contract and the ice breaker activity on the first day of instruction. These activities count as attendance and it is how I will know that you are active and participating in class. Students that do not complete these assignments will be dropped from this course. No exceptions.

So my job as your instructor is to teach you English—not to teach you how to learn Canvas. Of course, I am here to guide you, and have included guides, and resources for all your technology problems but please call Canvas or helpdesk first, for technology related problems. They are tech savvy and can help you troubleshoot the problem. If you’re having difficulty submitting a document through Canvas, don’t panic, just email your document using your Reedley email. I will always include a Canvas guide in a new tool or assignment.

 Be prepared to spend a vast amount of time completing assignments, responding to discussion forums, creating projects with groups, and working on your critical thinking skills. Since this is an online course you will need to prepare and orient yourself to Canvas in order to effectively post assignments. Please take the time to read through my syllabus carefully and closely. Be sure to take notes regarding late work, attendance polices, and how to communicate with me. In addition, be sure to read through the course overview and course objectives. Moreover, you can sign-up for additional assistance with the writing center online. After you have successfully read through my syllabus you will required to take the syllabus quiz and submit as an assignment. Lastly, the quiz serves as a contract acknowledging

1. Course Objectives
2. Upon completion of this course, students will be able to:
3. Practice finding and evaluating sources for their credibility.
4. Further practice the writing process in support of students writing essays in English 1A.
5. Revise essay drafts to improve, focus, and strengthen ideas.
6. Further utilize appropriate pre and post reading strategies to analyze patterns of organization within a variety of texts.
7. Further demonstrate awareness of rhetorical situations: audience, purpose, and voice.
8. Improve in writing grammatically correct sentences that adhere to conventions of written English.
9. Proofread and edit essays for clarity and use of academic language.

What is this class about?

This course will be taught in conjunction with English 1A College Reading and Writing so that students can further their critical reading and writing skills for their English 1A course. Course will include assignments linked to and building on the English 1A coursework. COREQUISITE: English 1A.

Course Outline (Overview of assignments)

A. Reading strategies

1. Annotation  
2. Patterns of organization  
3. Vocabulary  
4. Rhetorical Situation: Audience, purpose, and voice

B. Writing strategies

1. Generating ideas  
2. Outlining  
3. Creating drafts  
4. Revising essays to improve, focus, and strengthen ideas  
5. Editing essays for clarity and use of academic language

C. Finding and Evaluating Sources

1. Databases  
2. Primary and secondary sources  
3. Summarize, Quote, and paraphrase sources  
4. Evaluate sources for credibility and currency  
5. MLA format and guidelines  
6. MLA Citation

Textbooks:

 Bullock, Richard, Goggin, Daly, Maureen, *The Norton Field Guide to Writing 4th edition* with *readings and MLA update.*

Gay, Roxane *Bad Feminist*

1. Where Do I Look for Assignments?

Most assignments will be published Monday and Wednesday mornings. You will have until midnight (MW) to complete assignments then we will discuss assignments on TTH. Other assignments, like major papers will be due usually on Sundays @11:59pm. I will create and send out announcements every Monday morning for the week and check-in with you only on the days and times we meet. If you email me outside the days and times we meet please give me 24hours to respond. To locate assignments go to Canvas click on Modules—the modules are embedded with assignments. Complete the assignments in sequential order. (This schedule is subject to change depending on what is working for us at the moment).

1. Go to Canvas English 1A shell
2. Click on Modules in your navigation tool bar
3. Click on the different assignments embedded in the module and complete them in sequential order.

1. Policy on Grading assignments: (reading responses, takeaways, and discussion board questions)

* Assignments for the days and times we meet will be posted Monday and Wednesday mornings and you will have until 11:59pm to complete the assignments.
* I do not accept late work. Assignments are always due at 11:59pm.
* Do not panic if you miss the window to submit due to technical problems—just do the next best thing and send your work via Canvas inbox before 11:59pm.
* Do not attempt to submit assignments on the Canvas app using your phone. This is unreliable.

1. Policy on grading: essays, projects, and other major writing assignments:

* I do not accept late essays, projects, and other major writing assignments. This includes rough drafts for peer review.
* MLA required for all writing assignments All writing projects must be formatted with one-inch margins with 12-point, Times New Roman font. The length of these writing projects will vary from 4 to 8 pages.
* A works cited page is mandatory for all essays and an annotated bibliography will be required for the research essay. All writing must adhere to MLA guidelines. If your paper does not have a work cited page, it will be marked as incomplete and you will not receive credit.

1. Tips for completing assignments in a timely matter:

* Do not submit assignments right before they are due. For example at 11:58pm. Give yourself at least one full hour before submitting.
* Read announcements promptly and at least three times to fully understand what I am asking you to complete. Then go to the assignment for a preview in case you might have questions.
* Email me if you have questions from 10am-11am

Grading:

Pass/No Pass

2 unit course

1. Attendance and Drop Policy:

Since we are an online class consider attendance equal to participation and failure to participate in assignments, projects, and major writing assignments may result in your dismissal from my course. On the first day of instruction, if students do not complete the syllabus quiz they will be marked as a “no show” and dropped from the course.

Students can be dropped if they:

1. Fail to complete the syllabus activity.
2. Fail to complete 1 consecutive week of work.

Ultimately, it’s the student’s job to drop the course by the drop deadline. Failure to do this could result in a failing grade on your transcript. If you need assistance on how to do this please contact records and admissions.

1. Absences regarding unexpected illness or personal matter outside of class:

If you fall ill due to Covid related issues, and miss a significant amount of class, or if there is a personal matter that takes you away from class, please contact me immediately. Unlike a job, a doctor’s note, or work note, does not excuse you from class, or exempt you from class assignments, make sure to communicate with me, to see, if we are able to get you back on track.

1. Writing Assignments and Projects

This class will include assignments that will focus on reading and writing strategies to help you with your research papers and academic writing. You will have two major writing projects (listed below) to complete this semester.

1. Essay One: Explorative Research Essay

2. Essay two: Argument Research Essay

1. Communication Policy

1. [jacqueline.huertaz@reedleycollege.edu](mailto:Jacqueline.huertaz@reedleycollege.edu) (MW 10am-11am)

Inbox on Canvas or schedule a zoom meeting (MW 10am-11am)

Q&A Discussion Board on Canvas (available to all students)

1. I will be available from 10am-11am MW via canvas inbox to answer any questions about assignments and our class. If you email me outside of this time please give me 24 hours to respond. For the first week of instruction I am pretty laxed about answering emails as you are adjusting to Canvas but after the first week I will reinforce my communication policy.

1. I am not available the days we don’t meet. So Friday—Sunday I will be unavailable. If you email me over the weekend, I will not respond till Monday morning. In the past I have made myself super available to students, but this has taken time away from spending time with my family and not being present in creating memories with them. However, I do make exceptions if there is a major assignment due over the weekend.

1. Every Monday morning I will create our weekly announcement with our agenda.

1. A guide to emailing your professor

* A successful student exhibits professionalism. Many of the answers to your questions can be found from this syllabus, Canvas, and your Student Success Groups.
* You will address me as Dear Ms. Huertaz, or Prof. Huertaz.

* You should include the following in the subject line of your email:

            Full Name, Class Title, Section Number, Subject of Email.

            Example: Brent Staples, ENGL-1A-29864,  Office Hours Appointment

* Remember that your approach to emails is a reflection on you as a student. Please use a professional tone of voice in your email and proofread before sending. I want to be able to fully understand what you are saying, so I can help you as best as I can. Keep in mind I will only respond to professionalism.

1. Canvas Information and support

* If you’re not familiar with canvas, please make the time to familiarize yourself. If you’re having trouble and cannot view the course on canvas you will have to enable the class in the settings option. It is your responsibility to call canvas and fix this problem. Call Canvas or the SCCCD Helpdesk first before contacting me.
* Reedley Canvas Support

(844) 629-6837

* [SCCCD Helpdesk (Links to an external site.)](http://scccd.edu/studentlogin)

(559) 499-6070

1. Student Resources and Services

* Disabled Students Programs & Services (DSP&S) is designed to provide specialized services and accommodations that assist students with documented disabilities to reach their maximum potential while achieving their educational goals. DSP&S staff interact with all areas of the campus to eliminate physical, academic and attitudinal barriers.
* Reedley College: Phone (559) 638-0332

            TTY (559) 638-0382

17. ONLINE COUNSELING DAYS AND HOURS

·         CONTACT: Reedley College [(559) 638-0337](tel:5596380337)

Monday 8am – 5pm

Tuesday 8am – 8pm

Wednesday 8am – 8pm

Thursday 8am – 5pm

Friday 8am – 4pm

* The State Center Community College District, Clovis Community College (CCC), Fresno City College (FCC), and Reedley College (RC)/Madera Center (MC)/Oakhurst Center (OC), offers an Online Academic Counseling service during designated days and times.
* Engage in a live chat with a counselor by clicking on the “Live Help” button above
* Accessible during the days and times listed below (schedule subject to change without notice)
* Types of services: general academic counseling questions, links for major or general education sheets, campus services information
* We are unable to complete student educational plans (SEP) and evaluation of records

1. Health Services

* Due to recent events, the Health and Psychological Services Office is closed.  
  Health Services is available by phone or email.
* You can contact College Nurse Kelly at kelly.murguia@reedleycollege.edu and Office Assistant Paula at [ramos@reedleycollege.edu](mailto:paula.ramos@reedleycollege.edu)or call (559) 638-0328.
* Psychological Services is available by phone or email. You can contact Psychological Intern Kimberly at [saelee@reedleycollege.edu](mailto:kimberly.saelee@reedleycollege.edu)or call (559) 638-0300 ext 3210.

19. [CORONAVIRUS (COVID-19) (Links to an external site.)](https://www.reedleycollege.edu/covid-19/index.html)

·         [HEALTH SERVICES (Links to an external site.)](https://www.reedleycollege.edu/campus-life/health-services/health-services.html)

* Health Services is a nurse-run clinic available to currently enrolled students. The College Nurse Practitioner provides advanced nursing assessment and treatment for acute illnesses and injuries, preventative screening services, health education, and medical referrals to local health care providers. Health Services also offers TB risk assessments, and provides immunization health clearances required for campus programs.
* Coordinator and College Nurse Practitioner: Kelly Murguia MSN, CNS, PNP-C
* Nurse Hours M-F 8:30-4pm
* Office Secretary: Paula Ramos
* Office Hours: M-F 8-5pm
* Contact Us:Phone: [559-638-0328](tel:+1-559-638-0328)  
  Fax: 1-800-643-1067  
  Location:  Student Services Building #30  
  [Campus Map (Links to an external site.)](https://www.reedleycollege.edu/about/campus-map.html)

20. [PSYCHOLOGICAL SERVICES (Links to an external site.)](https://www.reedleycollege.edu/campus-life/health-services/psychological-services.html)

* Psychological services is a program designed to meet mental health needs of the college community in Reedley. These services are available at no charge to students and assist in the promotion of healthy emotion and psychological responses. Psychological services include 4-6 confidential counseling sessions for college students. Care is provided by a clinical psychologist and supervised graduate interns.
* Post-Doctoral: Dr. Jennifer Zizzo
* Pre-Doctoral: Ariana Quinonez
* Office Hours:  Monday, Tuesday, Wednesday & Friday, 8-4p.m., and Thursdays, 1-4p.m.
* Contact Us: Phone: [559-638-0328](tel:+1-559-442-8268)  
  Fax: 1-800-643-1067  
  Location:  Student Services

21. Reading and Writing Center

* The RC Reading and Writing Center is located in HUM 58. Stop by to enroll in English 272, weekly small group tutoring which is designed to help you on any writing assignment from any class. Walk-in appointments are available on the hour, and online tutorial consultations are available Monday through mid-day Friday.
* Hours: Monday - Thursday: 8 a.m. - 4 p.m.  
  Friday: 8 a.m. - 12p.m.   
  Phone: 559-638-0300 x3619  
  Email: [writingcenter@reedleycollege.edu](mailto:rc.writingcenter@reedleycollege.edu)

1. A Guide for Student Success

1. Be Mindful of Other Students

* In the discussion board be mindful of your tone and sensitive to your peers and their personal experiences.

Be aware. Be mindful. Be courteous. Be professional.

1. Have an Open Mind

* Together as a class, we will enter into many interesting and thought-provoking topics. Remember to hear each other out, and more importantly, to have fun discussing the topics!

1. Create Community

* Be a helpful human in the classroom, and don’t forget to utilize each other as resources. Make friends with other students in-class and exchange contact information. In the long run, this may help you if you miss class and need the notes etc. More importantly, build a supportive community for your academic space.

1. Your Education—Your responsibility

Lastly, I want to emphasize that this is your education, and you are responsible for your grade. It is up to you, to check announcements, to do the work, turn it in on time, take notes, ask questions, and be punctual and aware throughout the duration of this course

27. College Policies

* Plagiarism

* By enrolling in this course, you join a community requiring academic integrity. When you write your name on an assignment, you take credit for the work contained, whether that be an entire text or only a sentence. Plagiarism, cheating, and other forms of academic dishonesty demonstrate a disrespect of the community and will not be tolerated.

* Remember to always quote and cite your sources appropriately, even if they are unpublished or from friends or classmates. An unacknowledged paraphrase, a patchwork from several sources, as well as the submission of someone else’s work (published or not), all constitute plagiarism in the eyes of the college, and will result in a failure of this course. Please ask questions if you’re ever unsure BEFORE you turn in work. Ignorance IS NOT an acceptable excuse.  You will automatically receive zero points on the assignment and the incident will be noted on your academic record if you are caught plagiarizing.

1. Authority and Disciplinary Actions

* Instructors shall be in charge of their classes and students are under obligation to respect the authority of each instructor. Reedley College seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college’s standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10). Reedley College reserves the right to exclude at any time a student who, in the judgment of the administration, is not taking proper advantage of the opportunities offered.
* if you are disruptive, and disrespectful, to myself, and to the atmosphere of my class, I will ask you to leave and not return for the following class session. I will fill out a disruptive behavior report and recommend suspension or removal of my class depending on the severity of the situation,

1. Syllabus is subject to change at my discretion. ( I will always give you notice)