



Welcome to English 1A

Instructor: Lori Levine


Class Times—This class is fully online.

There is a ton of information in this syllabus about our classes English 1A. Please read and annotate the whole syllabus.

Course Description for English 1A

This is a reading and writing class. During the class, you will read, analyze, and compose college-level prose, with emphasis on the expository. You will study writing as a process and explore different composing structures and strategies. You will revise your own writing and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. You will write a minimum of 5,000 words in formal academic language. (See the end of the syllabus for Course Objectives and Outcomes).

How to Contact Me

- **Text Me:**
Here is my phone number--559-549-3399. I usually answer texts the quickest. Make sure you tell me who you are. You can also call me. This number is JUST for students.
- **Email Me from your school or personal email—Make sure to tell me who you are.**
Lori.levine@reedleycollege.edu
- **Message Me Through the Canvas Inbox**
You can send me a message through Canvas. The link to the inbox is on the left side of the Canvas page or on the bottom toolbar of the Canvas app. 
- **Note:** Overall, I'm pretty good at returning messages. If you don't hear back from me within 24 hours, contact me again because I either missed your message or something happened, and I forgot to reply back.

Zoom/Office Hours

I have 5 office hours this semester. On campus office hours will be held in my office in CCI 216.

- Tuesday—3:10 to 4 pm--In Office and Zoom
- Wednesday—11 to 11:50-On Zoom
- Thursday—9 to 9:50—In Office and Zoom
- Thursday—11-12:50—In Office and Zoom
- Thursday—3:10-4 pm—In Office and Zoom

I can meet at other arranged times. Just ask. I am flexible for you students.

My Office Rule

My office is like my home, and in my home, everyone except my family has to wear a mask. The same goes for

my office. When you visit me in my office, **you must wear a good mask correctly**—no one layer cloth mask or masks that are falling off your face. There are places all over campus where you can get a mask. I will also have some masks in my office.

Announcements and Canvas Messages—Check Daily and Respond

I will post announcements on Canvas as well as email you through Canvas weekly. You can set up Canvas so you receive alerts for these in your email. You will be expected to read the announcements and watch any videos in the announcements. Sometimes I ask you to reply.

Change your alerts to make sure you get all announcements: Go to <account>, <notifications>. Next to announcements, click on the check mark (v). Do the same thing with “conversations” which is what they call the Canvas inbox as well as “grading policies” and “grading.”

Please don't ignore my emails/announcements. Sometimes students do this when they fall behind or don't come to class and feel embarrassed. Don't feel any shame if you get behind or can't complete an assignment by the due date. Instead, talk to me. I will not be angry. I just want to help.

When You Do Contact Me about Something, Please Do This:

If you run into a problem with an assignment and send me an email about it, be as detailed as possible. If you are confused about an assignment or if a video isn't working, give me the exact name of that assignment, and be very specific about the problem. Some students even send screen shots. Don't just email and say “this video isn't working.” Some weeks, there will be five videos you need to watch (don't worry, they will all be short) so I need to know which one isn't working.

TO ENSURE SUCCESS CHECK YOUR CANVAS INBOX, YOUR EMAILS, AND THE ANNOUNCEMENTS DAILY.

Supplies You Need for Class

- **We will be reading TWO BOOKS THIS SEMESTER:**
 - *Warriors Don't Cry* by Melba Pattillo Beals. We are reading the abridged version. It's 226 pages long.
 - Here is the ISBN Number: **978-1416948827**
 - Buy it on Amazon [Here](#).
 - *This Is How It Always Is* by Laurie Frankel
 - Here is the ISBN Number: 978-1250088567
 - Buy it on Amazon [Here](#)
- **Please do not rent the books.** You will be writing in the books which you can't do if you rent them. Plus, these are not expensive books. You can buy the book at the bookstore and on Amazon.
- You will also be supplied with other handouts that you will want to print (or at the very least save on your computer). I will have you annotate most of the articles I give you. Printing these articles is best, but some students take notes and/or annotate their PDFs on the computer. There is also a tool for annotating documents on the Web called Diigo-- <https://www.diigo.com/>. **You can also annotate on PDFs. I'll show you how.**
- If you can and you don't already have one, buy a printer so that you can print out handouts so you can annotate them with a pen instead of doing so online.

How This Class Will Be Graded

For this class, I will be using outcome mastery grading!

What is outcome mastery grading?

Our course has three student learning outcomes. These are listed at the end of the syllabus. Each outcome is divided into different skills you need to master. The goal of this class is for you to show me that you have mastered each skill: This is what your grade is based on. I will be primarily assessing these skills through the essays you write, and you will be able to revise these essays to show me you have mastered these skills (more on this below).

Before you write each essay, you will complete a series of reading and writing assignments. Now, doing homework does not necessarily mean that you have mastered skills, but I give you feedback on these assignments, and THESE ASSIGNMENTS WILL LEAD TO YOUR ESSAYS and will count for 5% of your grade as they provide support towards mastering the skills.

Skill Mastery Rubric

This is the basic rubric we will be using for each skill listed at the end of the syllabus.

Criteria Description	Exceeds Mastery	Mastery Demonstrated	Some Mastery Demonstrated	Attempted but no Mastery	Insufficient Evidence
Points	4 points	3 points	2 points	1 point	0 points

If you complete an assessment, but the rubric indicates you have not yet mastered a skill, then you will receive a score of 1 or 2. Don't be upset by that. As I wrote above, you will be able to revise essays and show me that you have mastered the skills.

You need to keep track of whether you are mastering the skills. There will be a rubric attached to the essays as well as comments. Your grade is based on the rubric scores which show if you have mastered our class skills.

You want to look at the rubric and my comments after I return essays and other assignments. Occasionally, there will be a rubric attached to homework assignments. This will allow you to see what you are mastering or not mastering.

I will also be keeping track of your skill mastery in an excel sheet so that I can see your progress. Please note that if you show that you have mastered the skills by the end of the semester (the last essay), your grade will reflect that.

Grade Percentages

Final grades are calculated by averaging the assessment level on the final assessments (mostly the essays) of all skills in the course using the following scale. Please note this is different than a 100% scale.

A - 3.50 - 4.00 (87.5%-100%)
 B - 2.75 - 3.49 (68.75%-87.4%)
 C - 2.00 - 2.74 (50%-68.74%)
 D - 1.25 - 1.99 (31.25%-49.9%)
 F - 1.24 and below (below 31.25%)

Weighted Grade Categories

At the end of the syllabus, you will see these Student Learning Outcomes with the skills you need to have to show that you have mastered these outcomes.

SLO 1: Write a documented, well-organized research paper of at least 1,500 words that demonstrates critical thinking and command of the English language. SLO 3 Summarize and comprehend college-level prose (will include a full reading)	85% of Grade
SLO 1 and 3 are added together because SLO 3 is basically assessed in SLO 1.	
SLO 2: Complete a timed essay independently in class.	10% of Grade
Class Participation—Class assignments that are not essays	5% of Grade

Note: SLO 1 and 3 make up the majority of your grade as we are writing multiple out-of-class essays and this is where you will really show your reading and writing skills. This is why they are worth 85% of the grade.

Attendance

Taking attendance for a fully online course is much different than just seeing your face in the classroom and counting you present. To be counted as present in the course, you must actively participate in the course every week.

- If you do not do the assignments for Week 1, you will be dropped.
- If you not done work for two weeks in the mode, you risk being dropped from the course at my discretion. Please talk to me if you have to be absent. I know life happens, and I will be flexible with making up work if you talk to me.
- Roll is taken at the end of the week. If you have not done the work for that week, you will get an absence.
- If you really do have to miss class, be smart about it. Contact me. Let me know what's going on.

What happens if one of your homework assignments is late?

Typically, I accept late work, but please talk to me if you have not finished an assignment. Remember that all of the homework/in-class assignments lead up to the essays where I evaluate if you have mastered the skills for our class. I give a lot of feedback on the assignments, but at some point, I will have moved on and won't have time to give you feedback. This is why it's so important to communicate with me if you are having problems with keeping up with the work.

Can you turn in a late ESSAY assignment?

Yes, you can. Typically, I'll give students an extra week, but please talk to me, and we can set a due date for you.

Look for Comments, Look for Comments, Look for Comments...on Assignments!

For almost every assignment, I will give you some sort of feedback. Always look back for comments from me. The comments are meant to help you improve and reach mastery for the skills in this course. One of the BIGGEST mistakes students do is to not look at the comments from me. Then they get frustrated because they don't know how to improve.

If you do not understand comments that I left or are confused with an assignment, please contact me! I will help you. You aren't bothering me. This is my job, and I like helping students.

Don't Skip Info on Canvas

Even though this is a hybrid class, you will have work to do on Canvas. When working through the modules, don't skip pages! Make sure you are actually going through the modules instead of just looking at the to-do list or the calendar as only items you have to turn in are listed there.

Over the summer, I took an online class, and I did find it useful to look at the to-do list on my phone to make sure I got everything in on time. Of course, then I also went through the module as there were always videos to watch leading up to the assignments, but the to-do list helped.

Revising Essays and Homework

As I've said, you can revise your essays (except the last one) to show that you have mastered the skills of being a good reader/writer. As a student, it's so tempting to write your essay and move on, but if you really want to become a better writer, though, you will take the time to revise your essays.

Essay Revision Policy

To revise an essay, you must:

- Read my comments.
- Then make an appointment with me, and we will review your essay together. You can also just show up to an office hour.
- Then, you will revise your essay.
- When you finish with it, you will resubmit it to Turnitin,
- AND you will make another appointment with me, and we will review your essay together.

Time Commitment

The school catalog says that for every unit, you spend one hour in class and 2 hours doing homework. Since this is an online class plan to spend about 10 hours a week—some weeks will be a little more and some weeks a lot less. Make sure you work your way through all of the modules

CONFERENCES

Throughout the semester, I occasionally hold mandatory conferences during which we will talk about your essay.

Sharing Work

Sometimes I take part of your work and share it, or I will have you critique each others' work.

Tutoring

You are highly encouraged to make appointments with our embedded tutors. This semester, Annie, Kaitlin, and Griselda will be helping us in Canvas and during tutoring appointments. Students who typically see a tutor have a higher success rate.

Equity Statement

Outside of instructional requirements, there are two key goals for me with this class. My first goal is to celebrate the diverse nature of our college and community. I will do my best to present materials and activities that are respectful and celebratory of this diversity including: gender identify, sexual orientation, ability, age, socioeconomic status, residence status, ethnicity, race, nationality, religion, linguistic background, and culture.

My second goal is that all students feel welcome, have their needs met, and feel respected both in and outside of this class.

It is critical that each of us show respect for all worldviews expressed in class whether it be by a classmate or via class materials, even and especially when we may not agree or may not feel comfortable with those views.

Please let me know if something is said or done in or out of our Canvas space, by myself or other students, that is troubling or causes discomfort or offense. We should never ignore these situations and in some cases, we can use these situations as a learning experience. If you're not comfortable talking with me directly, please feel free to email or message me through Canvas, or contact your counselor or another trusted faculty member to help with the conversation.

Please remember that this does not mean that this is a safe place for hate speech, racism, prejudice, stereotyping, sexism, ablism, ageism, or other comments/actions that intentionally hurt people. These comments will not be tolerated and may be reported.

We have some great resources on campus to help make Reedley College as welcoming as possible, please take advantage:

- Contact Todd Davis, Title IX Coordinator, if you feel you have been discriminated against based on sex, experienced sexual harassment, or sexual violence. (Find website for Title IX link here!)
 - todd.davis@reedleycollege.edu or 559-494-0359
- Contact Darlene Murray, Student Equity Coordinator:
 - Darlene.murray@reedleycollege.edu
- Complete the Student Complaint form: used by students to report on an unauthorized or unjustified act by an employee. This form can be cumbersome, feel free to reach out to me or a counselor for help.
 - [Student Complaint Form](#)
- Visit [Reedley College's Racial Equity and Anti-Racism website](#) to view Reedley College's Anti-Racism Statement and resolutions passed by Reedley College's Academic and Classified Senates, and access equity resources.

Plagiarism

Every semester one or more students plagiarize. Plagiarism is bad, bad, bad. Sometimes students do this by mistake, or they do it on purpose because they don't feel they are prepared. Whatever the case may be, we will have a conversation about this. You might also get reported or receive a 0 on an assignment. Depending on the situation, you will be asked to redo the assignment.

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. Copying someone else's Discussion Board counts as plagiarism. Copying someone else's essay or parts of his/her essay is also plagiarism. Copying ideas from an article is plagiarism.

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 Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. I will work with the DSPS office to make sure that you get the help that you require. In order to get accommodations, you must be signed up with DSPS.

Important Dates

- August 8 (M) Start of Fall 2022 semester
- August 8 - October 7 (M-F) Short-term classes, first nine weeks
- August 19 (F) Last day to drop a Fall 2022 full-term class for full refund
- August 26 (F) Last day to register for a Fall 2022 full-term class in person
- August 28 (SU) Last day to drop a Fall 2022 full-term class to avoid a "W" in person
- September 5 (M) Labor Day Holiday (no classes held, campus closed)
- September 9 (F) Last day to change a Fall 2022 class to/from Pass/No-Pass grading basis
- October 7 (F) Last Day to drop a full-term class (letter grades assigned after this date) DATE DAY OF THE WEEK ACADEMIC EVENT
- October 10 - December 9 (M-F) Short-Term classes, second nine weeks
- November 11 (Th) Veterans Day (no classes held, campus open)
- November 24-25 (Th-F) Thanksgiving holiday (no classes held, campus closed) December 5-9 (M-F) Fall 2022 final exams week
- December 9 (F) End of Fall 2022 semester

Student Learning Outcomes and the Skills You Need to Master

SLO 1: ACADEMIC WRITING and READING: Write a documented, well-organized research paper of at least 1,500 words that demonstrates critical thinking and command of the English language. **AND**

SLO 3 Summarize and comprehend college-level prose (will include a full reading)

Skill 1.1--Introduction Paragraph

Skill 1.2—Thesis

Skill 1.3—Topic Sentences

Skill 1.4—BODY PARAGRAPHS—EVIDENCE, ANALYSIS, AND SYNTHESIS (**This Is Where You Will Find An Assessment For SLO 3**)

Skill 1.4.A—BODY PARAGERAPH--SOURCES

Skill 1.5—Conclusion

Skill 1.6—Overall Sentence Structure/Grammar

Skill 1.7— Overall MLA Format Of Document And Correctly Formatted Works Cited Page If Sources Are Used.

- MLA FORMAT
- WORKS CITED FORMAT
- **NOTE:** For Skill 1.7 you either do both correctly and get a 4 or you make mistakes and get a 1. You can continue to submit until it is correct.

Skill 1.8: Follows Instructions/Requirements

NOTE: For this skill, you either get a Yes or a No. You don't get points for it.

SLO 2: COMPLETE A TIMED ESSAY INDEPENDENTLY IN CLASS.

Skill 2.1—Write a basic introduction in a timed environment.

Skill 2.2—Writes a thesis in a timed environment.

Skill 2.3—Writes topic sentences in a timed environment.

Skill 2.4—Writes multiple body paragraphs in a timed environment.

Skill 2.5—Writes a conclusion in a timed environment.

Skill 2.6—The essay has been properly edited in a timed environment.

Skill 2.7— Essay includes a correctly formatted Works Cited (if sources are used)