**English 205: Strategic Skills for Success Syllabus**

## Instructor Information

* Professor Ms. Natasha Maryanow
* Email: natasha.maryanow@reedleycollege.edu (response within 24 hours on weekdays)
* Student chat/Office hours: [Wednesdays 10:00 to 11:40 a.m. via Zoom](https://scccd.zoom.us/j/96161135099)/email or by appointment.

## Course Description

## 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.

## Textbook and Materials

## No additional materials are required; they will be the same as in English 1A course.

**Study Hours**

Students are expected to study on average 8 hours per week in this course. Please look at your calendar to identify the time that you will devote to this class.

## Communication Policy

* If you have a question or concern regarding this course, please contact me via email; I will respond within 24 hours. Include your name, student ID number, section number and topic of the email in the subject line. If you do not hear from me within 24 hours, please resend your email.
* If you would like to meet with me in person, please see me during my regular office hours. You may also see me by appointment if needed.

## Attendance and Participation

Students are encouraged to actively participate in scheduled activities in modules. These activities might include discussions, assignment submissions, quizzes and tests, etc. Not participating in a graded activity or not submitting an assignment counts as an absence; in addition, it will negatively affect your grade.

## Drops

Students could be dropped from the course as no shows if they do not log into class on Canvas on the first day. Students could also be dropped if they do not submit two assignments by the end of week three or four assignments by the end of week nine.

## Late Work

You may use a free pass on any two assignments of your choice -- they have to be two different types of assignments (e.g. a quiz and a discussion; a discussion and an assignment; or a quiz and an assignment). Major assignments worth more than 30 points cannot be used for a free pass. Late assignments are not generally accepted; exceptions might be made by pre-arrangement with instructor or in cases of severe illness or family distress (upon verifiable proof).

## Important Dates

March 1 Last day for degree and certificate of achievement candidates to file application for May 2022 completion date

March 11 Last day to withdraw from college or to be dropped from 18-week classes

April 11-15 Spring recess (Classes reconvene April 6)

May 16-20 Final examinations

May 20 End of Spring Semester 2022

May 20 Graduation exercises

## Course Outcomes

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

* Utilize the skills required to successfully complete English

## Course Objectives

* Practice finding and evaluating sources for their credibility
* Further practice the writing process in support of students writing essays in English 1A
* Revise essay drafts to improve, focus, and strengthen ideas
* Further utilize appropriate pre and post reading strategies to analyze patterns of organization within a variety of texts
* Further demonstrate awareness of rhetorical situations: audience, purpose, and voice
* Improve in writing grammatically correct sentences that adhere to conventions of written English
* Proofread and edit essays for clarity and use of academic language

## Cheating and Plagiarism Policy

* **Cheating** is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one’s grade or obtaining course credit; such acts also include assisting another student to do so. 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 which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material so used as one’s own work. 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 indifferent courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and copyrights.
* Incidents of cheating and plagiarism will be regarded seriously and may result in a failing grade of a zero on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor. Such incidents may also be reported to the dean. If concepts of plagiarism and/or cheating are confusing, make sure to speak to me.

## Grades

| **Letter Grade** | **Percentage** | **Credit/No Credit** |
| --- | --- | --- |
| A | 90%-100% | Credit |
| B | 80%-89% | Credit |
| C | 70%-79% | Credit |
| D | 60%-69% | No Credit |
| F | 59% and below | No Credit |

## Weighted Grading Structure

| **Assignments** | **Percentage** |
| --- | --- |
| Discussions | 40% |
| Assignments | 40% |
| Final | 20% |

## Required Software and Hardware

* [Firefox](https://www.mozilla.org/en-US/firefox/new/) or [Chrome](https://www.google.com/chrome/browser/desktop/index.html)
* [Adobe Reader](https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html)
* [Microsoft Office 365](https://products.office.com/en-us/student/office-in-education)
* Computer, laptop, or tablet/iPad (unfortunately, a smart phone is not an adequate device to complete coursework)

## Helpful Links

* DSP&S Office
* [Reading and Writing Center Online](http://www.reedleycollege.edu/academics/tutoring-services/reading-and-writing-center/reading-and-writing-center-online.html)
* [Online Student Readiness Tutorials](http://apps.3cmediasolutions.org/oei/students.html)
* [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-4121#jive_content_id_Introduction)

## Important Information and Helpful Suggestions

* If you have a verifiable need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act Section 504 of the Rehabilitation Act; please contact the DSP&S office at (559) 638-0332 or
  + TTY (559) 638-0382.
* It is student’s responsibility to officially withdraw from a course. Failure to do so may result in an “F”.
* Keep track of deadlines and all graded assignments. If any questions arise about the grade, you may be asked to produce graded work for verification. You are responsible for keeping track of your work *and* your grade.
* All work done in this course must be in Standard English and MLA format. I reserve the right to return work that is incomprehensible and/or illegible.
* Should there be any questions or concerns, please communicate them to your instructor as soon as possible. E-mail me, call me, or see me during the office hours or by appointment.

## Computer/Network Equipment Use Policy

Every State Center Community College District (SCCCD) student is permitted to use a District owned computer/network. As a condition of this use, each student agrees to:

* use the computer/network for educational purposes only and not for any commercial purpose or financial gain;
* use the computer and software in an ethical manner; this means he/she will respect the security of the District’s computer system and will not illegally gain access to any network, hardware or software;
* not take or copy any copyrighted or patented software or any part of such software; further, he/she agrees not to install/uninstall any program or software, including shareware programs, on the computer;
* not use the electronic mail system for any illegal or illicit purpose, including solicitation; the District reserves the right to monitor all computer activities on its computers; the student agrees to abide by the rules of any other computer system that he/she may contact through the Internet;
* not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients; and
* not search, view or download pornographic material through any means.

It is understood that information, programs or data a stu­dent obtains from the Internet are used at his/her own risk. He/she is responsible for any damage caused by malicious programs, commonly known as viruses, received from the Internet.

Each student is expected to abide by the [SCCCD Use Policy](https://www.scccd.edu/departments/information-systems/scccd-use-policy.html). The District is the sole determiner of the inter­pretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the above rules, he/she is subject to removal from the computer facility as well as discipline as a student.

***I reserve the right to make changes to this syllabus.***