Welcome to English 205

CRN 53536

Instructor: Prof. Huertaz

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Office Hours: To be announced

Class time: Fridays 10am-11:50am

Welcome to English 205

Dear English 205 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.

 What is this class about?

The focus of this class is to help you with your writing, reading, and research capabilities. This class is to be taken with English 1A and offers additional support. We will focus on tools to help you become better academic writers. In this class you will receive a letter grade and it is worth 2 units.

What will we learn?

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

* 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.

Textbooks:

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

Policyon Grading

* Assignments are always due at 11:59 pm.
* Most homework assignments are due on Tuesdays and Sundays at @11:59pm.
* **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.
* 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 3 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.

Attendance and Drop Policy:

Attendance is vital to your success in this class. I reserve the right to drop you for non-attendance. For the purposes of this online class, non-attendance will be defined as not accessing the course or completing any assignments for two weeks.

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.

First day non-attendance looks like this:

On the first day of instruction, if students do not complete the syllabus quiz by 11:59pm they will be marked as a “no show” and dropped from the course.

In sum students can be dropped for non-attendance reasons if they:

1. Fail to complete the syllabus activity.
2. Fail to complete 2 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.

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. Ultimately, it is your responsibility to drop the class before the final drop date.

Communication Policy[jacqueline.huertaz@reedleycollege.edu](mailto:jacqueline.huertaz@reedleycollege.edu) Please send messages using

Inbox on Canvas or schedule a zoom meeting. If you email me outside of this time please give me 24 hours to respond.

Q&A Discussion Board on Canvas (available to all students) Always send a message using canvas inbox.

1. My office hours are Fridays 12-1pm F2F in room CC1 207. If you email me outside of this time please give me 24 hours to respond. For the first week of instruction I am pretty relaxed 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.

What assignments are expected in this class?

Reading strategies

* Annotation
* Patterns of organization
* Vocabulary
* Rhetorical Situation: Audience, purpose, and stance

Writing strategies

* Generating ideas
* Outlining
* Creating drafts
* Revising essays to improve, focus, and strengthen ideas
* Editing essays for clarity and use of academic language

Finding and Evaluating Sources

* Researching Sources in the academic databases
* Primary and secondary sources
* Summarize, Quote, and paraphrase sources
* Evaluate sources for credibility and currency
* MLA format and guidelines
* MLA Citation

Breakdown of assignments

Reading strategies 30%

Writing strategies 40%

Research strategies 30%

Grading Scale

90-100%                          A

80-89%                            B

70-79%                            C

60-69%                            D

0-59%                               F

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.

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,