**Course Syllabus FALL 2021: Writing Center Theory and Practice English 72 A ( #53661 )**

**Instructor:   Deb Everson Borofka, Ph.D.**

**Office: HUM 58 & VIRTUAL CONFER ZOOM ROOM**[**https://cccconfer.zoom.us/j/5838541693 (Links to an external site.)**](https://cccconfer.zoom.us/j/5838541693)

**STUDENT/Office Hours: Arranged and online M-F 9:00-10:00 am**

**Cell: (559) 301 6079**

**E-Mail: deb.borofka@reedleycollege.edu**

**REQUIRED WEEKLY Class ZOOM meeting    Friday:10 am-11 am**

**“*We never know which lives we influence, or when, or why*.” -Stephen King**

**Course description: 1 unit: 1-hour lecture with 2-3 hours of reading, reflection, writing each week. This course provides instruction and guided practice in peer learning assistance. The course is intended for those interested in helping students with written compositions while also enhancing their own writing skills and for students intending to enter the field of education. Reader-based feedback and active learning strategies are practiced. Areas for study include composition theory, collaboration learning, writing centers, and writing across the curriculum.  Successful completion of both ENG 1A and ENG 72 is required.  
  
We will be engaging in weekly reading, writing, and class discussions. You are advised to come prepared. Understand that study time is important even though this is only a one-unit class. For each hour of in-class, you are expected to spend 2-3 hours outside of class studying/reflecting/writing in response to course content.**

**Course Objectives and Learning Outcomes:**

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

* **Guide writers through understanding and completing assignments by applying writing center theory and practices to specific writers' needs.**
* **Reflect on their own writing processes and growth in their own skills and learning.**
* **Implement collaborative techniques in their group sessions.**

**Learning Objectives:  
In the process of completing this course, students will:**

* **Describe writing center philosophy**
* **Employ interpersonal dynamics in dealing with students’ needs.**
* **Identify the learning assistant’s role while helping student writers**
* **Recognize and respond to the diverse needs of various writers**
* **Use a variety of teaching strategies while helping student writers.**
* **Know the role of technology in the writing center and writing instruction**
* **Analyze his/her own written compositions to a greater extent**

**Canvas Course Site:**You will need to be officially enrolled before you will be allowed to enter the site. All communication related to this class will use either our Canvas course site (Announcements, Discussion Board, Canvas messaging etc.) or your District-supplied e-mail address (dxxxxx1@my.scccd.edu). Please check your district e-mail address regularly or find out how to forward messages from that address to an address you are in the habit of checking.

**Necessary programs**: In order to do work from home, you should have the following programs (all of which are installed on computers on campus): Internet browser (such as Internet Explorer or Firefox); district e-mail account (my.scccd.edu); word processor (MS Word preferably, see Paper Format below); Adobe Acrobat Reader for research materials

**“Students with Disabilities/Special Accommodations: Any student in need of an accommodation due to a disability is encouraged to provide the instructor with their verification of authorized services form and consult with the instructor immediately so that arrangements can be made.”**

**IMPORTANT DATES:**

**Attendance:**You must be present for weekly class meetings. THIS IS VERY IMPORTANT.

**NOTE*:****In order to enroll in Tutor Training Part 2 (ENGL72A) you must complete this course with a B or higher to be considered for re-hire.*

**Grades**  You will write weekly reflections, 3 short papers,  various article annotations, 25-50 points each, monthly pieces for *Paper Jam*25 points each, a conference Reflection Paper, and an updated Professional Resume 50 points.  No paper seriously deficient in the area of mechanics (spelling, grammar, punctuation) will receive a passing grade. The point and grade scales are listed below. A basic ten percentage point grading scale will be used. Total points by the end of the course may vary depending on the number of weekly assignments.

**Plagiarism:** Use of another’s work as though it were your own will not be tolerated. In the current Reedley College Catalog, plagiarism is defined as follows:

*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. 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.*

**Paper format:**  All work must be typed, double-spaced, and in the 12-point type of a standard typeface (Times Roman, preferably). You must submit your work via the Submissions area. You must submit files in one of the following formats: Word documents (\*.doc or \*.docx) or Rich Text Format files (\*.rtf).

**Grading Scale**

**A                      100%-90%**

**B                      89%-80%**

**C                      79%-70%**

**D                     69%-60%**

**F                      59%-00%**

**\*Total points may be greater by the end of the semester depending on weekly assignments. In any case, a 10 point scale will be used to calculate the final grade. Please check your grade on Canvas on a weekly basis.**

**\*The instructor reserves the right to modify content and schedules, as she deems necessary during the course of the semester.**

**ENGL 72 Schedule of Assignments**

**PRIOR TRAINING WORK DUE:**

Completed Personality/Learning Profile

Completed Canva Bio and Video

Completed Canvas Page with your personal Embedded Tutor Information

\*Please note: Each semester, we participate in at least one Reading/Writing Center or Tutorial Conference. Dates have not yet been set for SPRING 22, but team presentations **will be part of the course assignments.**I will adjust content accordingly which means some of our topics may be pushed to different dates than currently listed.

**Week 1**

Topic: Introductions and Welcome

Reminder: Copies of *The Bedford Guide for Writing Tutors*\* have been provided by RWC training library, **you do not purchase them** as these are used every semester by ENG 72 and 72a tutors. You have each already read this text, but you may want to refer to it as you work with students this semester. Please return them to Dr. B. at the end of the semester. You should also have the digital **RWC Reading/Writing Center Tutor Handbook** bookmarked on your favorites tab on your computer, along with ou**r SharePoint Hub**.

**Assigned:**

1. ***TUTEE or anothe*r *TUTOR's* Learning Styles Reflection Paper**assigned end of Week 2. NOW WOULD BE A GOOD TIME TO CHOOSE WHO TO ASK AND GET AN INTERVIEW WITH THAT PERSON SET UP. **Due end of Week 4, 100 pts.**
2. **FEB Paper Jam Article in Canva**

**Week 2**:

Topic: “REVIEWING Learning Styles and Multiple Intelligences”

**Assigned:**

1. **Re-View Multiple Intelligences ppt**
2. **Re-View Learning Styles ppt**
3. **Read and annotate the article uploaded to Week 2**

**WORK DUE:**

     Weekly reflection

**Week 3**

Topic: “REVIEWING Learning Styles and Multiple Intelligences”

**Work Assigned:**

1. Working on First PJ article

**WORK DUE:**

     Weekly reflection

**Week 4**

Topic: REVIEWING “Reading” and Personal Literacy of other students

**Assigned:**

1. Reading Packet:  Reading Chapter annotations

2. Tutee/another Tutor Personal Literacy Paper100 pts (due end of Week 8)

**WORK DUE:**

     Paper 1: **Tutee/another Tutor Learning Styles Paper, 3 pages**

     Weekly Reflection

     First PJ article

**Week 5**

Topic:REVIEWING Pedagogy in the RWC

**Assigned:**

1. Second Paper Jam Article

2. New Pedagogy Article annotation

**WORK DUE:**

     Weekly Reflection on Reading

     Reading Packet: Reading Chapter Annotations

**Week 6**

Topic: Review New Pedagogy article

**Assigned:**

1. Reading/Annotation for an article about Learning Differences and Deaf Students

**WORK DUE:**

     Annotated Pedagogy article

     Weekly Reflection

**Week 7**

Topic:   Deaf, Hard of Hearing, and Learning Differences strategies session

**Assigned:**

1. View Safe Space and LGBTQ+ PPT/video

**WORK DUE**

     Annotation for the article about Learning Differences and Deaf Students

     Weekly Reflection

**Week 8**

Topic: Safe Space and LGBTQ+

**Assigned:**

1. Mid Term Reflection, two pages (Due Week 10)

**WORK DUE:**

Paper 2 Personal Literacy Paper, 3 full pages min.

Weekly Reflection LGBTQ+

Second PJ article

**Week 9 10 11**

Topic:   Mid Term and Intro to Cultural Literacy

**Assigned:**

1. Paper 3 Cultural Literacy Reflection Paper on Tutee/another Tutor, 100 pts, due Week 12-13
2. Third Paper Jam article

**Week 9**

Topic: CULTURAL LITERACY

**Assigned:**TBA

**WORK DUE:**

Completed Cultural Literacy Packet (Article and Inventory)

**Week 10**

Topic: MIDTERM

**Assigned:**TBA

**WORK DUE:**

MIDTERM CONFERENCE on Zoom

Mid Term Reflection, 2 pages

**Week 11**

Topic: CULTURAL LITERACY

**Assigned:**TBA

**WORK DUE:**

Working on Tutee Cultural Literacy Paper

**Week 12**

Topic: TBA

**Assigned:**TBA

**WORK DUE:**

     Weekly Reflection due

     Third PJ Article

     Paper 3: Tutee/Another Tutor Cultural Literacy Paper, 3-page min.

**Week 13**

**Topic:** TBA

**Assigned:**TBA

**WORK DUE:**

     Weekly Reflection

**Week 14**

**Topic:** Topic: Updating your Professional Resume,

**Assigned:**

1. Review "How to Create a Professional Resume" contents

2. Personal Professional Resume

**WORK Due:**

     Weekly Reflection

**Week 15**

Topic: Updating your Professional Resume

**WORK DUE:**

      Professional Resume, 50 points

**Week 16**

**WORK DUE**

**any outstanding assignments**

**Week 17**

Topic: EQUITY-Final In-Class DISCUSSION

How can we improve ourselves and RWC services?