

# A Student's Guide to English 1A

## Table of contents

General Course Information .....	2
Time and Place:.....	2
Teacher Information .....	2
Office Hours: .....	2
Welcome!.....	2
Course Description for English 1A .....	2
Practical Steps you Should Take to Pass the Class.....	3
Attendance .....	3
Workload Expectations.....	3
What You Will Need for This Class.....	4
Technology.....	4
Required Text.....	4
Deadline for getting book is Monday, Aug. 22 .....	4
Grading for English 1A-- Grading Contract .....	4
Required Coursework .....	5
Reading/Writing Homework:.....	5
Essays:.....	5
Other Activities .....	5
Conferences .....	5
Sharing Work .....	5
Course Schedule for English 1A .....	5
Late Work Policy .....	6
Homework .....	6
Essays.....	6
Academic Honesty Policy.....	6
More on Plagiarism.....	7
Disruptive Behavior .....	7
Accommodations for Students with Disabilities.....	7
Student Learning Outcomes and the Skills You Need to Master.....	7
SLO 1: ACADEMIC WRITING and READING: .....	8
SLO 3 Summarize and comprehend college-level prose (will include a full reading).....	8


SLO 2: COMPLETE A TIMED ESSAY INDEPENDENTLY IN CLASS.....	8
Important Dates.....	8
Grade Tracker .....	10

## General Course Information

### Time and Place:

- This class is online and takes place on Canvas.

### Teacher Information

- Name: Lori Levine
- Email: [lori.levine@reedleycollege.edu](mailto:lori.levine@reedleycollege.edu)
- Canvas Messaging System:  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.
- Phone: 559-549-3399—You can text me at this number. Texting often gets a faster response than a phone call.
- Office: CCI 216

**Note:** Overall, I am good at returning messages. If you do not hear back from me within 24 hours, contact me again because I missed your message or something happened, and I forgot to reply.

### Office Hours:

My office is at Reedley College in Room CCI 216.

- 1-1:50 pm in CCI 216 on Mondays, Tuesdays, Wednesdays, Thursdays
- 9-9:50 am ON ZOOM on Fridays—here is the link: <https://scccd.zoom.us/j/7681779517>

## Welcome!

English 1A is meant to help you become a better academic reader and writer. However, for this class and me to assist you in this adventure, you need to be an active participant. This course is not just about the information I give you but how you interact with the information and engage with the class.

## 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).

**The expository essay** is a genre of writing where students explore an idea, assess evidence, and present a

coherent argument in a clear and concise manner. This can be achieved through methods like comparison, definition, examples, or cause and effect analysis.

## Practical Steps you Should Take to Pass the Class

What you put into this class is what you will get out of it!

Every semester, usually at the end of the semester, students ask me how to pass the class. Well, here are some ideas from me!

- **Read all emails and announcements—check your email and the announcements at least 3 days a week—one of these days should be Monday.** Set up your notifications so that you receive them ASAP (there's a video on Canvas--Course Information Module--for how to do this).
- Let me know immediately if you are struggling with something.
  - You can call, email me, or text me and ask questions.
  - You can set up an appointment to meet me on Zoom. You can see me in my office hours. Just because we are online does not mean we cannot meet face-to-face.
- Go to Canvas every Monday morning and look at the assignments for the week and my introduction videos/messages. I will try to have assignments posted before Monday.
- Make a plan for when you will do your work. Plan to spend about 10 to 12 hours a week doing assignments.
- Do all of your work on time. Late work might not receive full credit.
- Treat your classmates and me with respect on discussion boards. Use the rules of netiquette when posting on discussion boards and sending emails.
- Do not plagiarize or cheat. Do not use ChatGPT or other AI tools unless I tell you that you can. More on this below.
- Read the rest of this syllabus for more information.

Do not come to me at the end of the semester asking what you can do to pass the class. If you really must pass this class, you need to do the work from this point on.

## Attendance

- You must participate in all aspects of this class which means completing assigned work on time. You completing work is how I take "attendance."
- If you do not complete Week 1 work by Saturday, Aug. 12, you will be dropped.
- If you don't post to the discussion board or complete class assignments for 10 days in a row (including weekends) that means you are not participating in class and you run the risk of being dropped. If you decide that you no longer wish to participate in the class, then you are responsible for dropping yourself!
- I do understand that sometimes "life" happens and gets in the way of school. If something does come up, then you should contact me right away.

## Workload Expectations

Students often think that taking an online class will be easier than a face-to-face class. I suppose that some online courses are easier than their face-to-face counterpart. This, however, is an English class and will require a significant amount of time and effort. Please remember that a face-to-face English 1A class meets for **almost 3**

hours and 40 minutes a week. On top of that, **for every unit you take, you are expected to do 2 hours of outside homework. This is a 4 unit class.** You can do the math (but if you can't, that's between 8 to 12 hours a week).

Honestly, students who succeed in this class do the work and get help.

## What You Will Need for This Class

### Technology

- This class is on [Canvas](#)! Be prepared to visit Canvas at least three times per week. Really, you should check your Canvas inbox and the announcements daily for messages from me.

### Required Text

- *Warriors Don't Cry* by Melba Pattillo Beals. We are reading the abridged version. It is 226 pages long. **DO NOT RENT THE BOOK.**
  - Here is the ISBN Number: **978-1416948827**
  - Buy it on Amazon [Here](#).
  - You can also buy it in our bookstore.

### Deadline for getting book is Monday, Aug. 22

- Skyline OER Handbook—You will find this on our Canvas site.

## Grading for English 1A-- Grading Contract

Research indicates that grades often undermine student learning and motivation, so in this class, I will not be using letter grades to assess your work. Instead, we will have what is called a "grading contract" that spells out what you need to do to earn an A, B, or C for the semester.

To earn a particular letter grade, you must meet all of the criteria for that grade. If you want an A, you will need to achieve all of the criteria for an A. If you want a B, you will need to achieve all of the criteria for B. If you meet some criteria but not all, you will drop to a lower grade level.

Because I am using a grading contract, you will have to partially keep track of how you are doing. Canvas does not support this. I have included a grading tracker at the end of the syllabus for you to keep track of your grades. You will see more on the types of assignments you must complete below.

<b>A</b>	Complete and submit all essays Earn at least 2 "High Passes" and 3 "Passes" Earn "Completes" on at least 90% of your reading/writing homework
<b>B</b>	Complete and submit all essays Earn at least 4 "Passes" Earn "Completes" on at least 80% of your reading/writing homework
<b>C</b>	Complete and submit at least 4 essays Earn at least 3 "Passes" Earn "Completes" on at least 70% of your reading/writing homework

	Note: If you do not earn at least a C, the class will not count for your transfer English composition credit. You will need to repeat the class.
<b>D</b>	Complete and submit at least 2 essays Earn at least 2 "Passes" Earn "Completes" on at least 60% of your reading/writing homework  If you earn a D or F, you will have to retake this class.

## Required Coursework

### Reading/Writing Homework:

- Every week, you will usually be asked to read from our class texts (including articles I give you), watch videos on Canvas, and engage with the ideas/information in an active way, such as posting on a Canvas discussion board. When you do not have reading assignments or videos to watch, you will be working on writing and revising drafts of your papers.
- **Group Work:** Occasionally, I will have you work in groups. These assignments are all practice and will require your participation. They are a part of your homework grade.

**Reading/writing homework will be graded complete/incomplete.** You will notice all of these assignments are worth 1 point. I must do this to see what percentage of work you have done. Even though this might not seem like a lot of points, you still need to do the work.

### Essays:

- You will write 5 essays this semester (this includes the final reflection). Two will be timed. This might change depending on how you all progress. Essays will be graded on the following scale:

**High Pass**

**Pass**

**Needs Work**

**Not attempted**

## Other Activities

### Conferences

Throughout the semester, I occasionally hold mandatory conferences during which we will talk about your essay. These will be conducted through zoom or you can come to my office if I am on campus.

### Sharing Work

Sometimes I take part of your work and share it. This will be done anonymously, and I usually never take more than two paragraphs. I will not include any material that seems private. Sometimes, I will have you critique each other's work. Sharing work is a great way to learn, so don't worry about these activities.

## Course Schedule for English 1A

You will notice that I do not have a course schedule laid out with everything we are doing this semester.

I do not do this because as the class progresses, my “planned schedules” always change based on how students are doing and what help you need. That said, here is a general plan for when essays will be due.

**Essay 1:** A personal essay, to be developed in class during Weeks 2 and 3.

**Essay 2:** A timed essay on the book "Warriors Don't Cry," written in class during Week 7 (around Sept. 18).

**Essay 3:** Research paper inspired by ideas from "Warriors Don't Cry," to be developed from Week 7 to Week 11 (Sept. 18 to Oct. 16) with submission in Week 11.

**Essay 4:** Essay on banned books, to be started in Week 11 and continued through the end of the semester with submission in Week 17.

**Essay 5:** Timed essay during finals week (week of Dec. 4) wrapping up the semester and reflecting on what you have learned.

## Late Work Policy

### Homework

I know sometimes that life happens and it is easy to fall behind and get overwhelmed. Because of that, my policy is intended to help you stay on track and be successful. As a rule, I do not accept late homework; however, if something happens to you, please contact me ASAP and PERHAPS we can work out an alternative deadline for work due that week.

### Essays

These essays are the meat of our class, so if you are going to be late on an essay or miss one of our timed essays, please contact me ASAP so that we can make alternative arrangements. Because this is an online class, timed essay assignments will be posted for several days. Other essays will be broken down into tasks to help you complete them.

## Academic Honesty Policy

There are two main components to my academic honesty policy:

1. **All writing you submit must be your own (not by AI--Artificial Intelligence--software or essay-for-hire service).** In other words, you cannot use ChatGPT unless I tell you that you can. Using it when I ask you to use your own brain is cheating. Occasionally, I will have assignments where I allow you to use this technology so that you can see how it works and how it can actually cause issues.

My goal for this class is for you to grow as writers and critical thinkers. That can only happen if you are using your own brain and writing your own papers. If I determine that an essay was not written by you, it will not receive a passing grade, and you will need to re-submit new work of your own.

2. Whenever you include information, ideas, or quotes from another source in your own work, you need to properly quote and cite your sources in MLA (Modern Language Association) format. We will go over how to do this so that you do not commit plagiarism (presenting someone else's work as your own).

## More on 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 do not 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.
- Using ChatGPT, is a kind of cheating and follows the same rules as plagiarism.

## Disruptive Behavior

Although this is an online class, if you are rude to another student or me, I will fill out a disruptive student report. If the behavior becomes too disruptive, disciplinary steps will be taken, as per Board Policy 5550, "including but not limited to the removal, suspension or expulsion of a student."

## 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 (Disabled Students Programs and Services) office to make sure that you get the help that you require. In order to get accommodations, you must sign up with DSPS.

## Student Learning Outcomes and the Skills You Need to Master

The goal of the course is to master the skills below. For each writing assignment, these skills will be placed in a rubric with the criteria you need to meet. You will be graded on each skill:

**High Pass**

**Pass**

**Needs Work**

**Not attempted**

In this writing course, it is normal to excel in one skill for one essay while needing additional work on the same skill for another assignment. It does not mean you have failed; it shows that different writing tasks require different sets of criteria, and growth may vary. Embrace the challenges as opportunities for growth, and

remember that success is built upon continuous effort and exploration of various writing techniques. Throughout this journey, I am here to support you every step of the way in honing your writing abilities and achieving your full potential.

### **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 1.5**—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 do not 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)

## **Important Dates**

- August 7 (M) Start of Fall 2023 semester
- August 7 - October 6 (M-F) Short-term classes, first nine weeks



- August 18 (F) Last day to drop a Fall 2023 full-term class for full refund
- August 25 (F) Last day to drop a full-term class to avoid a “W” in person
- August 27 (SU) Last day to add a Fall 2023 full-term class in person
- August 27 (SU) Last day to drop a Fall 2023 full-term class to avoid a “W” in person
- **September 4 (M) Labor Day Holiday (no classes held; campus closed)**
- October 6 (F) Last day to drop a full-term class (letter grades assigned after this date)
- November 28 (T) Last day to change a Fall 2023 class to/from Pass/No-Pass grading basis October 9 -
- December 8 (M-F) Short-Term classes, second nine weeks
- **November 10 (F) Veterans Day (no classes held, campus open)**
- **November 23-24 (Th-F) Thanksgiving holiday (no classes held; campus closed)**
- December 4-8 (M-F) Fall 2023 final exams week December 8 (F) End of Fall 2023 semester

# Grade Tracker

**Essays Status:** High Pass Pass...Needs Work...Not Attempted

Essay	Essay Status
Essay 1	
Essay 2	
Essay 3	
Essay 4	
Essay 5	

## Homework

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	
Week 16	

Week 17	
---------	--