English 1A Syllabus-

English 1A: College Reading and Composition

Fall 2023

Popular Culture and the World Around Us

Instructor: Prof. Huertaz

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English 1A CRN: 55197

4 Units

Transfer to CSU and UC

Office Hours: To be announced

Class meetings: PHY 75

August 8th-December 08th

TTH 10:00am-11:50pm

**Welcome to English 1A**

 Dear English 1 scholars,

I am excited to teach and learn with you this Fall. 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.

**Intro to me:**

Name: Jacqueline (Jackie) Huertaz

I am originally from Visalia, California and went to Redwood High School. I was a first-generation Mexican American college student. I teach English classes at multiple college campus, such as: College of the Sequoias, Porterville College, and Reedley College. My background in education ranges from teaching (at a younger age) after-school programs and as a substitute teacher for Visalia Unified School District. I received a BA in English Studies and an MFA at Fresno State University (GO BULLDOGS!) I’ve been teaching college for five years. Also, I’m a creative writer and have some of my writing published. I love reading memoirs and poetry and I am a fan of Sci-fiction, spooky tales, and zombie apocalypse shows (The Walking Dead). I spend my free time dancing Zumba and with my family and pet cats. Also, I like to go on hikes and explore nature, cook new recipes, and read and write when I have time.

 I’m looking forward to a productive and great semester with you all. Please email me (using Canvas) if you have any questions. 😊

 Prof. H

1. **Course Overview**

Students will read, analyze, and compose college-level prose, with emphasis on the expository; study writing as a process; explore different composing structures and strategies; edit and revise their own writing; and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. Students will write a minimum of 6,000 words in formal academic language. PREREQUISITE: English 132 or multiple measures' placement. (A, CSU-GE, UC, I) (C-ID ENGL 100)

1. **Course Content**

This course will focus on analyzing readings from the textbook, a longer work, and your own research. The focus for this course will be analysis of the rhetorical framework of both visuals and texts. Each final paper will be preceded by drafts, and all writing assignments must be completed to pass the class. You will be expected to participate in a workshop for each essay. Also, you will need to contribute to class discussions in the discussion board forum*.* Growth comes from practice; therefore, all assignments are used to calculate the final grade.

1. **Course Objectives**

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

1. Write a documented research paper that includes:

* A sophisticated introduction, multiple body paragraphs, and conclusion
* A clearly defined, arguable thesis sentence
* Supporting details that exhibit critical thinking and use credible secondary sources
* Correct usage of MLA format, including a works cited page
* Sentences that exhibit a command of the complex/compound with minimal comma splices, sentence fuses, fragments, and other mechanic problems
* Controlled and sophisticated word choice
* An avoidance of logical fallacies
* Demonstrating an awareness of purpose and audience
* Appropriate and purposeful use of quotations
* Correct in-text citations
* An annotated bibliography of multiple sources
* An avoidance of intentional and unintentional plagiarism

1. Complete a timed essay independently in class
2. Summarize and comprehend college level prose (will include a full reading)

1. **What is this class about?**

The theme of this class is centered on popular culture and the world around us. We will discuss many interesting conversations related to media in relation to Dr. Roxane Gay’s concept of Bad Feminist.

**Subject Material and controversial topics:**

We will often discuss controversial and challenging subjects matters in our class. One of the values of doing this is that you will learn new perspectives and respond to them in critical and respectful ways. If you have any questions or concerns about the subject matter of class materials and discussions, I welcome you to connect with me during my office hours or via email.

**The Helpful Three:** It would be a good idea to make use of the following three resources when you have initial questions: Syllabus, Canvas, and Classmates. If you still can’t find your answers please email me.

**Textbooks:**

* Gay, Roxane *Bad Feminist*(available at the bookstore and at Amazon) $11-20
* Richard Bullock, Michal Brody, and Francine Weinberg. *The Little Seagull Handbook with exercises* (2021 MLA update) ISBN: 9780393888928 $26.99 new
* These textbooks are available at The Reedley College Bookstore and on Amazon

1. **Policy on Grading**

**Policy on Reading Responses and Discussion Board Assignments:**

Recognizing the demands of your academic journey, I extend a policy to encourage your growth. While late submissions cannot be accommodated, I understand that life's challenges sometimes arise unexpectedly. Therefore, you are granted one excused assignment this semester for any reading response or discussion board task valued between 10 to 15 points. It's important to note that this provision doesn't encompass annotated bibliographies, rough draft papers, final drafts, and projects. To make use of this exemption, kindly inform me within 24 hours, bearing in mind that it cannot be exercised towards the end of the term.

**Policy on Late Papers:**

Understanding the delicate balance between academic commitments and unforeseen circumstances, I offer a two-day window for paper submissions after the official due date. However, for each subsequent day beyond the deadline, a deduction of 10 points will be applied to your overall score. This deduction holds equivalence to one letter grade. Please be aware that papers will not be accepted after the two-day grace period.

Should extenuating circumstances impede your paper submission, such as hospitalization or a medical emergency, I empathize with your situation. To address this, kindly provide supporting documentation and forward it to me for consideration. Upon approval, we will work together to establish a suitable submission date.

The same leniency extends to your rough draft essay. A two-day submission window will be provided, yet it will entail exclusion from participating in peer review. For each subsequent day the rough draft is delayed, a deduction of 5 points will be incurred from your overall score. Submitting an incomplete rough draft will regrettably result in no credit being awarded, and no peer review partner assigned. Submitting a rough draft on the second day will reflect a score of 15 out of 50. In the event of submitting the rough draft without completing the peer review, you will receive 25 out of 50 points.

Lastly, if a rough draft paper is not submitted or is incomplete, the submission of the final draft will not be accepted. This principle applies if any of the foundational assignments (e.g., free write, thesis statement, topic sentence activity, annotated bibliography rough draft) remain incomplete while attempting to submit the final paper.

**Policy on Projects:**

For projects, timely presentation is essential. Failure to appear for the scheduled presentation without prior arrangements will result in a failing letter grade. I urge you to stay mindful of due dates and don't hesitate to reach out for assistance.

**Grading Policy Continued...**

Remember, assignments are due at 11:59 pm. The majority of homework assignments are expected on Thursdays and Sundays by 11:59 pm. In case of technical difficulties hindering timely submission, rest assured that sending your work via Canvas inbox before 11:59 pm is an effective solution. I advise against attempting to submit assignments through the Canvas app using your phone, as this method is unreliable for submission.

As we venture into the realm of writing, you'll be introduced to MLA style, which is mandatory for all essays. I'll ensure to provide thorough guidance on MLA rules and requirements prior to your first major paper. Please be aware that a Works Cited page is essential for all essays, and an annotated bibliography will be a requisite for the research essay. Omission of a Works Cited page will result in the paper being marked as incomplete, with no credit awarded.

**Opportunities for Extra Credit:**

I'm committed to recognizing your dedication and growth within my class. You have two avenues to earn extra credit:

* Regular meetings with a tutor throughout the semester render you eligible for extra credit (feel free to discuss this with me for more details).
* Engaging in our meme project, creating an additional meme, will offer you an extra 10 points towards your progress.

Remember, I'm here to support your learning journey, and these policies are designed to enable your growth and success.

**Grading Policy Recap:**

* Assignments will be posted on Monday and Thursday mornings.
* Assignments will be due on Thursdays and Sundays at 11:59pm.
* Some assignments like annotated bibs and peer review may be due on Thursdays.
* I do not accept late work.
* Assignments are always due at 11:59pm.
* If you encounter technical problems and miss the submission window, send your work via Canvas inbox before 11:59pm.
* Please avoid attempting to submit assignments using the Canvas app on your phone, as this is unreliable.
* A works cited page is mandatory for all essays, and an annotated bibliography will be required for the research essay. Ensure your writing adheres to MLA guidelines, as papers without a work cited page will be marked incomplete and will not receive credit.

**7. Tips for completing assignments in a timely matter:**

Avoid submitting assignments right before their due time, such as at 11:58pm. Allow yourself a minimum of one full hour before the deadline for submission. Ensure you promptly read announcements and review them at least three times to gain a comprehensive understanding of the tasks I've assigned. Afterward, visit the assignment section for a preview in case any queries arise. Feel free to email me in my office hours should you require clarification or have questions.

1. **Where Do I Look for Assignments?**

To locate assignments go to Canvas click on Modules—the modules are embedded with assignments. Complete the assignments in sequential order (This schedule is subject to change depending on what is working for us at the moment).

1. Go to Canvas English 1A shell
2. Click on Modules in your navigation tool bar
3. Click on the different assignments embedded in the module and complete them in sequential order.

1. **Writing Assignments and Projects**

* Essay one: Research Essay
* Essay two: Argument Research Essay
* Timed essays
* Projects
* Annotated Bibliographies
* Peer Workshop: 50x2=100 points
* Final

Twice this semester, you will participate in peer review with a partner. Learning how to ask for feedback and learning how to give feedback are essential tools for college writing, so participation in these workshops should be taken very seriously. You will receive 25 points for the draft and 25 points for participating. Only students that submit a rough draft will be assigned a partner.

1. **Breakdown of Assignments**

Discussions 20%

Participation 10%

Projects 20%

Essays 50%

=100 %

 Grading Scale

90-100%                          A

80-89%                            B

70-79%                            C

60-69%                            D

 0-59%                               F

* Essays are worth 50% of your overall grade. This includes freewriting activities, outlines, thesis statement workshops, research activities, annotated bibliographies, rough drafts, and peer review workshops. More importantly, any writing assignment that is connect to your essays will be included in this category.

1. **Attendance and Drop Policy:**

**Students will be allowed three excused absences for our Fall session. Anything beyond three absences and students will be deducted 10pts from their overall participation grade for everyday they're absent. If students miss four days in a row I reserve the right to drop them for non-attendance. If students are tardy coming to class, coming back from break, or leaving class early, or leaving class for a substantial amount of time they will receive a 5-point deduction to their overall participation score. These points will be deducted at the end of the semester and will be deducted from your overall score.**

In addition, attendance is vital to your success in this class. I reserve the right to drop you for non-attendance. 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 they will be marked as “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 quiz
2. Miss two weeks of assignments

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.

**12.Absences regarding unexpected illness or personal matter outside of class:**

If you experience illness stemming from Covid-related concerns, leading to the inability to complete a substantial number of assignments, or if personal circumstances necessitate your absence from class, I kindly ask that you reach out to me promptly. Please understand that, unlike certain work environments, a doctor's note or similar documentation does not grant exemption from class attendance or assignments. I encourage you to connect with me to explore potential pathways for your reintegration and academic progress. Ultimately, I wish to remind you that the decision to withdraw from the course prior to the final drop date rests within your sphere of responsibility. Your well-being is paramount, and I'm here to support you through these considerations.

1. **Communication Policy (Canvas inbox)**

* Please send all messages using Canvas inbox

If you email me outside the days and times we meet, please give me**24**hours to respond. I will do my best to respond to you, but please keep in mind that I am teaching F2F classes at COS in Visalia and Porterville College. So, please be patient if I do not respond to you right away.

**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 until 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.

  In sum:

1. Send all messages using Canvas inbox
2. I’m unavailable on the weekends

**14. Cell phone policy**

Please stay off your cell phones during class lectures and assignments. If you're habitually continue to be on your phone, and ignore my policy you will be deducted 10 participation points for the day. As a professional courtesy, I will speak to you once, but if your behavior persists then you will not receive participation points for that day. Please note: Using cell phones while your professor is giving a lecture is rude, disrespectful, and more importantly disruptive. This includes falling asleep and taking naps in class.

**15. A guide to emailing your professor**

A successful approach to your studies embraces professionalism. Much of the information you seek is available within this syllabus, Canvas, and your Student Success Groups. Should you require further clarification, please don't hesitate to contact me via email. When addressing me, kindly use "Dear Ms. Huertaz" or "Prof. Huertaz."

In the subject line of your email, include the following details: Full Name, Class Title, Section Number, and Subject of Email. For instance: "Brent Staples, ENGL-1A-29864, Office Hours Appointment."

Remember, your manner of communication through emails reflects upon your identity as a student. It is advisable to adopt a professional tone and to meticulously proofread before transmitting your message. This approach ensures clarity, enabling me to offer the most effective assistance. Please be aware that I will prioritize responses to messages exhibiting professionalism.

**16. College Policies on 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 disrespect the community and will not be tolerated and there will be consequences if you choose to intentionally plagiarize.
* **Using CHAT GPT to write your papers is plagiarism.** If you are caught using this AI to write your papers you will receive a Zero letter grade and I will have to file a grievance against you. This will negatively affect your academic record.

**17. Policies on 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,

18. Resources for students:

**1. Disabled Student Programs and Services:**

DSP&S provides services and accommodations to assist students who have temporary or permanent disabilities that affect academic functioning. Visit our [DSP&S Eligibility & Disability VerificationLinks to an external site.](https://www.reedleycollege.edu/student-services/disabled-student-programs-and-services/dspands-eligibility-and-disability-verification.html) webpage for more information.

REGULARLY SCHEDULED HOURS: (summer hours may differ)

Monday – Friday 8:00am – 5:00pm

CONTACT:

Phone: 559-494-3032

**2. Canvas Information and Support**

* If you’re not familiar with canvas, please make the time to familiarize yourself. If you’re having trouble and cannot view the course on canvas you will have to enable the class in the settings option. It is your responsibility to call canvas and fix this problem. Call Canvas or the SCCCD Helpdesk first before contacting me.
* Reedley Canvas Support (844) 629-6837
* The Helpdesk (559) 499-6070

**3. Reading and Writing Center (summer hours may differ)**

* The RC Reading and Writing Center is located in HUM 58. Stop by to enroll in English 272, weekly small group tutoring which is designed to help you on any writing assignment from any class. Walk-in appointments are available on the hour, and online tutorial consultations are available Monday through mid-day Friday.
* Hours: Monday - Thursday: 8 a.m. - 4 p.m.  
  Friday: 8 a.m. - 12p.m.   
  Phone: 559-638-0300 x3619  
  Email: [writingcenter@reedleycollege.edu](mailto:rc.writingcenter@reedleycollege.edu)

The syllabus is subject to change at my discretion.