**English 205/305: Strategic Skills for Success Syllabus**

## Instructor Information

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* Instructor Ms. Natasha Maryanow
* Office: Forum 8
* Phone: (559) 494-3000; Ext. 3611
* Email: natasha.maryanow@reedleycollege.edu (response within 24 hours on weekdays)
* Student Chat/Office Hours: [Mondays and Fridays 10:00 to 10:50 am via Zoom](https://scccd.zoom.us/j/98980998152); Tuesdays and Wednesdays 10:00 to 10:50 am in Forum 8; Thursdays 12:00 to 12:50 pm in Forum 8; 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 6 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 an activity or not submitting an assignment will negatively affect your grade because you might not have sufficient practice.

## 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 required assignments.

## Late Work

You may submit late work as soon as you are able to; doing all assignments on time, however, will help you earn at least a passing grade in English 1A. ☺

## Important Dates

## January 8 Instruction begins

## January 15 Martin Luther King, Jr. Day Holiday (Campus Closed)

## February 16 Lincoln’s Day Holiday (Campus Closed)

## February 19 Washington’s Day Holiday (Campus Closed)

## March 1 Last day for degree and certificate of achievement candidates to file application

## for May 2024 completion date

## March 8 Last day to withdraw from college or to be dropped from 18-week classes

## March 25-29 Spring recess (Classes reconvene April 1)

May 13-17 Final examinations

May 17 End of Spring Semester 2024

May 17 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

## 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 or laptop (unfortunately, a smart phone or a tablet are not an adequate devices to complete coursework)

## Academic Dishonesty, AI, Cheating, and Plagiarism Policy

**ACADEMIC DISHONESTY**

Students at Reedley College are entitled to the best education that the college can make available to them; and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty incidents will be regarded seriously and may result from 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.

**ARTIFICIAL INTELLIGENCE**

Material that is generated using generative Artificial Intelligence (AI) is not considered original/authentic. Using generative Artificial Intelligence tools to create, augment, or revise/edit material without the knowledge and consent of the instructor is considered plagiarism. **Use of AI tools to generate content/writing is not allowed in this course.** Please use ChatGPT to scan written work; if it shows generative AI use above 25%, submitted work will not earn points. You will be allowed, however, to redo and resubmit the assignment in question within 48 hours. **Review the following list of AI tools to avoid** (and email me any other ones you think should be included here):

* AI text or image generator (e.g. ChatGPT, DeepAI, DALL-E, etc.)
* Predictive text in Word, GoogleDocs, etc.
* “Rewrite” or “Refinement” features in Word
* Paraphrasing, rewording, or wording suggestions used by any other AI tool or generator (e.g. Grammarly, QuillBot, etc.)

**CHEATING**

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, using AI tools, 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**

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, failing to observe computer security systems and software copyrights; or **generating content using AI tools**.

## Grades

**A (exceeds mastery)** = 3.50 - 4.00 (87.5%-100%)

**B** **(meets mastery)** = 2.75 - 3.49 (68.75%-87.4%)

**C (approaching mastery)** = 2.00 - 2.74 (50%-68.74%)

**D (starting mastery)** = 1.25 - 1.99 (31.25%-49.9%)

**F (insufficient evidence)** = 1.24 and below (below 31.25%)

## 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) 494-3032 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.***