

English 101: Composition and Rhetoric - Spring 2013

Tuesday/Thursday cm 20988 8:10-9:35am

Instructor: Deirdre Rowley Office #2792

Phone: 355-6484

Email: Use the Blackboard class site.

Office Hours: Monday/Wednesday: 3:30-4:30PM Tuesday/Thursday: 1:00-2:00PM

Course Description: A standard course in freshman English. This course seeks to improve the student's ability to understand serious and complex prose and to improve the student's ability to write exposition that is thoughtful and clear. 3 credits

Course Objectives: Students will read, examine, analyze, and evaluate several short essays. Students will also learn pre-writing, writing, and revision strategies so they will be able to write multiple-paragraph essays that demonstrate competence in essay organization, unity, focus, idea development, coherence, and English usage and mechanics. Students will study and identify logical fallacies in relation to essay analysis, as well as analyze essays for tone, purpose, and audience. Students will complete a research paper demonstrating knowledge of research methods, documentation, and MLA format.

English 101 Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Demonstrate mastery of research strategies, including appropriate use and correct documentation of research materials.
- Compose clear sentences that correctly use present tense verbs.
- Develop an essay of multiple pages that effectively presents and strongly supports a clear thesis statement.

Required Texts and Materials: These book are available used and for rent.

- *MLA Handbook* seventh edition
- *Old Man's War* by John Scalzi
- A way to back up your computer work

Essay Format:

MLA format is required. Students in this class will utilize good writing practices per English 101 curriculum requirements. Any writing turned in under your name that is not properly cited is considered plagiarism. MLA handbooks are available in the bookstore. Buy it once. Use it for years to come.

How to Contact Your Instructor:

- Send an email to through the class Blackboard site
- If I have computer access, you will have an answer within 24 hours.
- I turn off my computer at 7 or 8PM most evenings.
- You may call my office and leave a voice mail. Make sure you speak slowly and distinctly. All too often voice mails are gabled and impossible to understand.
- If I attempt to return your call, and your phone is busy, I can only try again a limited number of times.

Making an Appointment:

- Stop by my office. I may be in.
- See me after class, and make an appointment.
- Send an email, **several days in advance** of when you want the appointment. Make sure you have a return email confirmation that lets you know I will be in my office at the time you request.
- As much as is possible, if you cannot make my office hours, I will try to meet with you at your convenience.
- Students are encouraged to bring their drafts to my office for a one-on-one conference.

Census Requirements: Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

- Been identified as a no show, defined as a student who fails to attend the first class meeting.
- *No notation will be made on students' records for courses dropped prior to census for the course.*

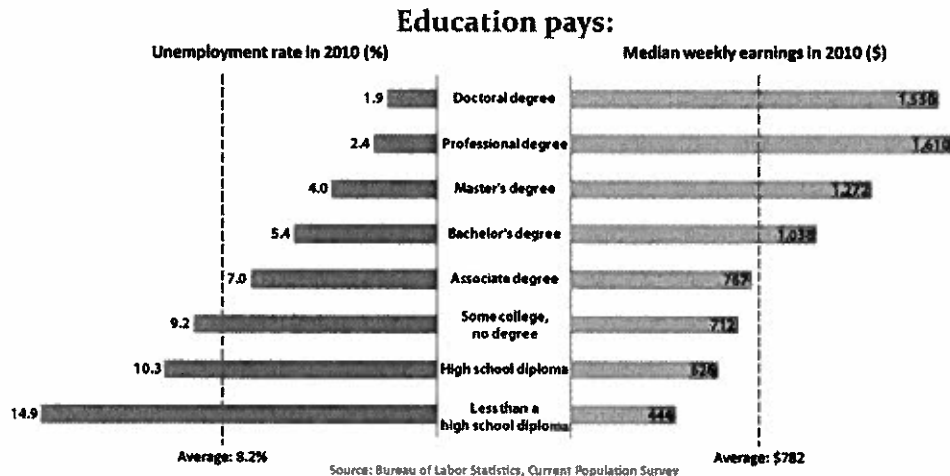
Attendance: You are expected to attend every class on time, prepared with the completed assignments. If you expect you will be tardy, absent, or unprepared once in a while this is not the class for you.

- Students not present the first class meeting **will** be dropped. (See Student Guide page 19-20.)
- Regular attendance is expected. Students are expected to attend ALL sessions of the classes for which they are registered.
- A student who does not sign in is considered absent.
- A student **may** be excluded from further attendance in a class during any term when absences after the close of registration exceeds the number of class hours which the class meets each week.
- **However, it is your responsibility to drop yourself, not the instructor's.** Dropping after the deadline to drop classes, (April 12, 2013), will not be possible. (See Student Guide page 19-20)
- Emergencies do occur. Contact me as soon as possible, but be aware, emergencies are not an excuse for not doing the assignments.

Student Responsibilities:

- Make sure you obtain all class materials by the second week of class. There is an assignment given the second class meeting. See the assignment schedule in this syllabus.
- All assignments must be completed and submitted in by the due date to receive credit. Late work is not accepted and earns a zero.
- Reading must be up-to-date. Students may read ahead of the assignments, as they please.
- Drafts are due the day they are due. Only those drafts brought to class on the due date and conferenced earn points.
- Do not expect personal problems to earn an extension for assignment due dates.
- Multi-tasking is a proven myth. Do not attempt to do your assignments at work. Your employer pays for your full time and attention at work. Your out of class assignments deserve your full attention for you to do your best. Keep the workplace and your college work separate.
- Keep track of your own assignments, due dates, grades, and attendance. An assignment calendar is a wonderful thing.
- If you have problems understanding an assignment, it is your responsibility to make arrangements for a conference in my office, to discuss this problem before the assignment is due. Lack of understanding on your part is not an excuse for turning in an assignment late.
- You only become a better basketball player through practice. Reading each day, class materials, newspaper, personal choice materials, is recommended, as good writers are good readers.
- Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSPS) office as soon as possible: Room 2117, Health Sciences Building, (760) 355-6312.

Why it is worth your time and effort to work very hard and do well in your college classes:



Do yourself a favor:

- Create a schedule for work, eating, rest, play, class time, and study/reading/writing time. Post your schedule. Tell family and friends they can contact you are available outside of work, classes, and study/writing/reading time.
- Turn off your cell phone or pager while you are studying/writing/reading.
- Working and studying while you are hungry produces poor results. Eat prior to these activities. Eating while studying divides your attention.
- If you have children, you usually don't take them to work with you. Make arrangements so they don't interrupt your class time or your study/reading time either.
- Often a discussion with children, even small children, explaining how going to school requires concentration and quiet time, helps them to understand you won't be available during this time. It also sets an excellent example for their academic experiences.
- Start your assignments the day they are given. Don't wait until just before class.
- Read the assigned material before attempting the assignments.
- Take notes.
- Doing your best at all times results in your best getting better.
- Carefully read, then re-read the TIME section that follows.

Time:

- An English 101 class spends 3 hours in the classroom with lectures and discussion. English 101 classes have discussions, lectures, and in class work. These activities comprise 3 hours a week.
- English 101 classes have out of class assignments. A college student can expect to spend approximately 2 to 3 hours studying outside of class for each hour spent in class. This means a student can expect to spend between 6 and 9 hours a week reading, taking notes on assigned readings, memorizing material, and writing papers outside of time spent in the classroom. Some weeks will require less time. Some weeks will require more time. This ratio of class time to study time outside of class holds for all academic college classes.
- **As Confucius said, "Learning is labor, call it what you will."**

Academic Honesty:

The purpose of this class is to produce informed, competent writers. This requires doing your own writing. Any writing turned in under your name that is not properly cited is considered plagiarism. Plagiarism will result in a zero for all portions of that particular assignment.

Academic Misconduct Policy:

- Academic misconduct includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.
- Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
- Plagiarism includes, but is not limited to, the use of paraphrased or directly quoted published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.
- Any student found by a faculty member to have committed academic misconduct may be subject to sanctions as determined by the faculty member. Sanctions MAY include a warning, grade adjustment, and course failure. Consequences for plagiarism include a zero on the assignment and a referral to Sergio Lopez, Dean of Student Development and Campus Events.

Discipline Policy:

- Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution.
- An instructor MAY REMOVE a student for the day of removal and the next class meeting. Such action must be immediately reported to Sergio Lopez, Dean of Student Development and Campus Events. During the period of removal the student MAY NOT return without the consent of the instructor."

Disruptive Students: Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus Disciplinary officer, before returning to continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

Class Assignments:

- Completed essays must go through several drafts and the writing workshop process to be graded.
- Essay Length / word count is announced when the essay is assigned. Essays that do not meet the minimum length earn a zero. Essays that only meet the minimum length are eligible for a grade of 70%.
- Extra conferences and extra help beyond that offered in class may be done through the writing lab or my office.
- Do come to my office if you want extra help polishing your essay.
- "Save" as you type. Back up your work. Disasters happen, and technology is not perfect.
- Late essays are not accepted. Good writing often takes longer than expected. Don't wait until the last minute to type your draft.
- Late work is not accepted except in extreme circumstances as determined by your instructor.

Exams:

When possible, exams are held in the computer lab in the reading / writing lab on the main campus.

Research Paper:

All essays will require research, MLA format, on a current topic. Topics are assigned. Practice in research techniques, both MLA and a discussion of APA and Chicago Style are part of the research requirement of the English 101 curriculum. There will be a face-to-face library tour to acquaint you with the research facilities available on campus. Research requirements will be posted on Blackboard.

These Essay Topics Will Not Fly:

These essay topics are off limits: Abortion, Religion – any religion, Homosexuality, Medical conditions, Child Care, My Wedding, Being a Single Parent, The Birth of My Child, Capital Punishment, Social Media. If an essay's topic is changed without approval the essay earns a grade of zero.

Class Format: This class uses writing workshop techniques.

Grading Procedures:

Quizzes are often unannounced. Quick Writes are usually unannounced.

Essays	20%
Quick Writes	15%
Blogs /Journals / Quizzes / Homework	10%
Research	5%
Mid-Term	25%
Final Exam	25%

- Grades are available through Blackboard 24/7.
- Your grade is the grade you earn. No grade will be changed due to problems with financial aid, graduation, or transfer requirements.
- Grades in other classes, math, P.E., art, or previous writing classes are not necessarily indicative of grades earned in this class.
- There is no extra credit available.

Essays: All essays are planned in class, worked on outside of class, worked on in class, and go through the writing workshop process. All drafts must be turned in with a hard copy of the final draft, or the essay will earn a grade of zero. Drafts are stamped in class. Points are given for stamped plans and drafts. Electronic copies of the final draft are submitted through Blackboard. Essays not submitted on the due date, without prior arrangements, are not accepted, and earn a zero. Both the electronic copy and the hardcopy must be submitted for the essay to be graded.

Quick Writes: These are seldom announced and are done in the classroom. Quick writes are collected before the student leaves class. No “extra” outside class time is given. Quick writes are scored on the quality of what is written, as it may not be possible to complete an entire three or four page essay in 60 minutes. The textbooks, a dictionary, and a thesaurus may be used during a quick write. A missed quick write may be made up in my office. The topic for a make-up is not the same topic given for the in-class quick write.

Journals and Blogs: Out-of-class assignments based on reading assignments and current essay topics. The student expresses his or her own opinion on the topic. There is no correct or incorrect opinion for a journal. Good, informal writing is expected. Hard copy journals are accepted the day they are due. If a student is absent, the hard copy journal is due the day the student returns to class. Online journals and blogs are due on a specific date. Since these have several days to complete, no late work is accepted..

Quizzes: These may be expected on the readings as well as presented and discussed writing techniques. Quizzes are not announced. Missed quizzes may not be made up.

Homework: assignments outside of class pertaining to assigned readings and research techniques are collected. Points are given for completing out-of-class assignments.

Absences: It is the student's responsibility to contact other class members to see what was covered and get any assignments. Assignments due the day the student was absent may be turned in, without penalty, on the day the student returns to class. Quizzes missed due to absences or any other reason may not be made up. Missed quick writes may be made up within 5 days of the student returning to class. (Fridays and week-ends do not count as part of the 5 day grace period.) However, missing more than one quick write may result in being denied the opportunity to make it up. It is expected students will attend all classes.

If you miss a class, contact a classmate to find out what was done in class and to double check the assignment. You can also check the class Blackboard site. If you miss a class, it is your responsibility to find out what you missed. Emailing your teacher is not sufficient. Your email may end up in the spam. Your professor may have meetings and other obligations with the result email may not be picked up immediately. If out of the office, your professor can access email but will not have the class notes to review the assignments. Your professors have a minimum of five classes and 140 or more students. They will not necessarily have your class assignments available without their class notes.

Assignments: This schedule may be adjusted as needed.

Week	Essay	Old Man's War
one		Ch. 1
two	Research & MLA	Ch. 2
three		Ch. 3
four		Ch. 4
five	#1 due	Ch. 5
six		Ch. 6 & 7
Mid-Term	/2013 (Reading/Writing Lab)	
seven		Ch. 8
eight		Ch. 9 & 10
nine	# 2 due	Ch. 11
ten		Ch. 12 & 13
eleven		Ch. 14
Spring Break		
twelve		Ch. 15 & 16
thirteen	#3 due	Ch. 17
fourteen		Ch. 18
fifteen	Exam Prep	
EXAM	5/472013 (Reading/Writing Lab)	

Expect the *MLA Handbook* to be used as a reference during class. Bring it to every class.