

# Introduction to College Reading and Composition I

## English 98 Course Information

### Fall 2011

*(This syllabus is subject to revision.)*



#### Please Note:

- **If you fail to attend the first and/or second class session, or if you fail to contact the instructor about absences during the first week of classes, I will assume that you are no longer interested in taking the class and I may add someone from the wait list to take your place, unless you contact me and state otherwise.**
- If you register for the class through admissions and later decide to drop the course, it is your responsibility to fill out a drop slip and submit it to the admissions office. If you fail to do this, you may be in danger of receiving an "FW" on your transcript.
- Please note: English classes scheduled in BC 101, the Computer Writing Center, are conducted using computers as a primary mode. Writing, editing, collaborating, researching, and other activities involve computer use on a regular basis. No special skills with computers are required for enrollment.
- This course may be taken for P/NP or for a grade. **If students choose to take the class for a Letter Grade they must submit their request to Admissions or make the request in MyCOM before the deadline published in the schedule of classes.**
- Students must pass English 92--or earn an appropriate score on the COM placement test in order to be eligible for English 98. Proof of eligibility must be submitted to the instructor, if requested, during the first week of classes or students may be dropped from the class.

#### Course Description & Requirements

Intro to College Reading and Composition I; Prerequisite: ENGL92/ESL89A/TEST

Students will practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. Course is designed to prepare students for college level academic reading and writing and requires one hour weekly of Writing Center's guided practice.

- In order to earn credit for English 98, students are also required to complete a minimum of 12 hours in the Writing Center located in LC 120 or by accessing the Online Writing Center.

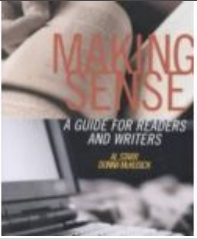
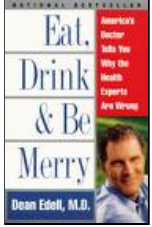
#### Course Objectives

Upon completion of English 98 students will be able to:

1. Comprehend, analyze, respond to, and evaluate a variety of expository and argumentative compositions of a variety of lengths.
2. Adopt appropriate reading and writing strategies such as identifying purpose, identifying audience, identifying tone, gathering ideas, and organizing ideas
3. Differentiate between expressive, expository, argumentative writing.
4. Demonstrate a basic understanding of written argumentation—understanding the logical relationships between a thesis, topic sentence, and supporting evidence.
5. Demonstrate an understanding of research techniques
6. Explain and be better able to apply the elements of an effective composition (such as thesis statements, topic sentences, supporting points, unity, and coherence).
7. Demonstrate proficiency in revising writing assignments for organization and clarity.
8. Demonstrate proficiency in editing by applying rules of grammar, punctuation, mechanics, and spelling and usage in written exercises by studying their own grammatical and punctuation errors to make their writing more effective.

#### Materials

All texts listed below may be purchased at the [CoM bookstore](#) and are also available in the library at the reserve desk or in the main collection. If you cannot buy your books at this time, you are still responsible for completing the assigned work. The Financial Aid Office provides eligible students with funding, so if you cannot buy your books at this time, you should visit the Financial Aid Office for help, and/or you should visit the library, find the reserve desk and check out the texts needed to complete your assignments. Students will also need a College level Thesaurus and Dictionary for home use and a Flash Drive for class use.

	<p>Starr, Al and Donna McKusick. <i>Making Sense: A Guide for Readers and Writers</i>. San Francisco: Longman, 2002.</p>
	<p>Edell, Dean and David Schrieberg. <i>Eat, Drink and Be Merry</i>. New York: Harper, 1999.</p>

### Class Requirements

- Reading assignments are given to enhance your learning. I don't expect you to read every word, but rather, I expect you to read actively; in other words, you should skim parts of a chapter or section that you are already familiar with, skip sections that you have been exposed to before, and thoroughly read sections that present new material. You should approach reading in this class as you would approach reading a daily newspaper. You wouldn't read the paper from cover to cover, but you would focus on articles of interest to you in order to inform yourself of the latest events or concepts. So too should you read for this class. You will be held responsible for learning all of the concepts presented in the assigned reading, so you should read actively, learning the new concepts well.

### EXTRA CREDIT OPPORTUNITIES:

- There is a discussion forum in the class website for peer collaboration with troubleshooting called , "Need Help? Ask a Question or Respond to a fellow student." Each time you *post* a question, (after looking in the help files to make sure the easy answer isn't there) you will receive extra credit points. Each time you *reply* to one of your peers with an answer to a question you will receive extra credit points. Working with your classmates to solve problems is highly encouraged.
- Yet another opportunity to earn extra credit is via the peer review process. All students are required to review at least two other students' papers; however, if you respond to a third or a fourth student (specifically students who have not received at least two responses), you may earn extra credit!
- To collect extra credit points, students are required to include a report of each extra credit activity in your final participation report--one of the last assignments of the term.

### What I Expect from Students

**Courtesy:** I expect that everyone will participate in the class with courtesy and consideration for each other and for the instructor. Your mail and web postings should be on the topic at hand, be appropriate and should reflect a professional demeanor. Inappropriate behavior includes but is not limited to the following: disruptive behavior, obstruction of the learning environment, plagiarism or dishonesty, sharing your user name and password.

**Academic Honesty:** I expect that you will adhere to standards of courtesy, professionalism, and academic honesty. It is a violation of college policy to plagiarize or to recycle work. You must not take others' thoughts or words without appropriate acknowledgment, submit work that has been written or revised in part or in whole by another person, submit work that you have submitted for another class or login under a false name.

### Class Policies

Attendance and punctuality are **mandatory** for classes just as they are mandatory in the workplace. Students are responsible for ensuring that their other obligations will allow them to attend every class and to complete all course requirements; otherwise, students should take the course at a time that does fit their schedules. Absences interfere with the continuity of the course; late arrivals and early departures disrupt the class. **Students who continually arrive late, leave early, or miss more than three classes may not pass the course and may be dropped from the class.** There is no need to ask for permission to leave early nor is there a need to explain absences or late arrivals. I always assume that you will be in class on time if possible and that if you miss class, you have a valid reason; even so, arriving late or missing class will result in a loss of participation points.

**Incomplete Policy:** Incomplete ("I" grades) will be issued to students only if requested, and if the student has completed the majority of the work for the entire term. The INC grade will be based on the final portfolio of work. Students are expected to make arrangements with the instructor to complete the remaining requirements during the next regular semester.

Students are responsible for meeting all deadlines. **Absence is not justification for missing deadlines.** Students must arrange with classmates to find out about missed classes and to pick up missed handouts. Please do not attempt to give explanations for absences or missed assignments. I always assume that you are taking your learning seriously; therefore, there is no need for explanation.

Students are required to abide by the class policy and appropriate etiquette in the computer classroom. Food and drinks are not permitted as these may cause damage to the computers or to the room. Students may use the drinking fountain outside of the room for water; food and drinks may be placed on the table in the hallway. When class begins, the computers should not be used for checking e-mail or for surfing the Internet unless the students are instructed to do so. Using the computers while a classmate or the instructor is speaking is disruptive. If students are enrolled in the last class of the day, students are responsible for shutting down the computer and monitor after class. Students who do not abide by the appropriate etiquette and computer classroom policy will earn low scores in class participation and may be asked to leave. Please consult the [Computer Etiquette](#) handout to further familiarize yourself with the class policies.

You should keep copies of the assignments you submit so that you have back-up copies. Always keep copies of your work on two separate media, for example, student should keep a copy of a paper on their hard drive and a copy of the file on a flash drive. It is also wise to keep printed copies of your work in case of technical problems. Technical difficulties do not constitute an excuse for submitting late work. Printer problems such as running out of paper or ink, or other technical difficulties do not constitute excuses for late work. It is your responsibility to find a computer that functions properly and/or a person who can type your papers for you well in advance of a deadline. I strongly recommend that you take an introductory computer class to learn the basic computing skills you will need to succeed at the college level.

- Students are responsible for meeting all deadlines. **Students must complete all of the assignments or they may not pass the class.**

**Policy for Submitting late work:** All students who have missed a deadline must make an appointment with the instructor during office hours or in the Writing Center to submit late work and to receive verbal feedback on the assignment. No formal, written comments will be given for late work and late work will NOT be accepted in class. Each day an assignment is late reduces the point value of the work, so students must submit late work as soon as possible. The late penalty will be waived if students can show proof of mitigating circumstances--a doctor's note, hospital papers, etc., but students with mitigating circumstances must still meet with the instructor outside of class to submit late work.

- The class contains adult themes and content; mature reading selections and videos may be discussed and/or viewed during class.
- Your writing may be used as instructional material in class; if you prefer that your work not be shared in class, please submit your request to me via e-mail.

**Policy on Plagiarism:** Plagiarism, an unlawful act which is defined as the misrepresentation of the published ideas or words of another as one's own, will not be tolerated. At the discretion of the professor, plagiarism will be punished by either an F for the assignment or an F in the course. When outside sources are appropriate, these sources must be attributed fully and accurately with current MLA documentation as presented in the course text or the current edition of the MLA handbook. Students are responsible for finding out the correct way to attribute work from contributors and sources (the handbook, the Writing Center, and I can help you). Cheating or plagiarism, which is the accidental or intentional misrepresentation of another's work as one's own, may lead to failure in the course. In addition, **using a paper previously written for another class is also considered a violation of academic conduct.** See the Catalog and Student Handbook for more information on academic misconduct. <>It is a violation of academic conduct to share the contents of any of the tests, quizzes or other class materials. In addition, it is a violation to share user names and passwords. If your user name and password are used by someone other than yourself, with or without your knowledge, you are in violation. Please keep your user name and passwords private. Violators will receive an F in the class and may be expelled from the college. Only registered students are allowed access to the online class site. Please consult the Catalog and Student Handbook for further clarification and consequences of academic misconduct.

## Writing Center

Students who wish to work with a tutor may visit a tutor online in the Online Writing Center, known as the **COM** (dot COM), or students may visit the Writing Center on campus in the Learning Center, LC 120.

- Students are required to complete a minimum of 12 hours for the semester in the English Writing Lab located in LC 120.
  - **Students may not pass English 98 unless they fulfill the lab requirement.**
  - Students are required to keep a record of all English lab visits by recording the date, time and a tutor's signature before departing the lab and by signing in and out of the lab attendance log or students may not receive credit for their lab visit.
  - Students may receive credit for a maximum of 2 hours/week for lab hours. In other words, students will not be allowed to complete the 12 hour requirement in one week.
  - Although I will offer reminders where I recommend that students visit the Writing Center, it is the student's responsibility to complete the 12 hour requirement. In other words, the student should be aware of the areas in which they may need help in the writing process (idea development, drafting, revising, unity, etc.) and the student should take the initiative and discuss these areas with a tutor at least 12 different times throughout the term. It is the student's responsibility to complete the 5 hour requirement and to keep track of the hours completed throughout the term. Students may, if they choose, use the Online Writing Center to complete their 12 hour requirement.

- To earn credit for the 12 hour lab requirement, students must include an evaluation of each tutor visit for a total of 12 evaluations (12 paragraphs). Students should submit 6 paragraphs at midterm and 6 paragraphs at the end of the term in the participation reports.
- The English Lab will be closed during the first week of classes and during finals week, so students must complete their hours before finals week.
- The English Lab schedule of lab hours is published in the Schedule of Classes.
- When communicating with a tutor online, you should include as specific question for the tutor and a description of the assignment. The more information you provide the tutor about your assignment, the better they can help you.

## Computer Labs

Students may access the following computer labs on campus:

- [Overview of Learning Resources and Hours of Operation: http://www.marin.edu/lrc/](http://www.marin.edu/lrc/)
- Writing Center (LC 120)
- BC-102
- Science Center SC 144
- Library (for research only; no access to class web sites, and no Word Processing programs)

## <>Library

You can now access the library databases from home, from work, or from any computer with Internet access--as long as you have a current library card. Simply visit the library page at: <http://www.marin.edu/lrc/>, for access to the library's holdings and online databases. Many databases are available for off-campus access but to access all of the databases, you must visit the library in person. If you are connecting from an off-campus location, you must have a valid College of Marin library card. For the Password, enter your library card barcode number without the spaces. (If you have difficulty, please call the Reference Desk at 415-485-9475.)

## Grading Policy

<p style="text-align: center;"><b>Writing Assignments</b> 40%</p>	<ul style="list-style-type: none"> <li>● Essays &amp; Projects</li> </ul>
<p style="text-align: center;"><b>Participation</b> 30%</p>	<ul style="list-style-type: none"> <li>● <b>Class Activities:</b> Quizzes, Discussions, Peer Reviews &amp; Conferences</li> <li>● <b>Homework:</b> Journals, Reading Notes, Vocabulary Logs &amp; Textbook Activities</li> </ul>
<p style="text-align: center;"><b>Final</b> 30%</p> <p>Please note that all of the assignments submitted in the Portfolio must be at passing level or you may not pass the class.</p>	<p style="text-align: center;"><b>Portfolio on day of final, which includes:</b></p> <ul style="list-style-type: none"> <li>● Rewrites of Essays</li> <li>● Argumentative Research Paper</li> </ul>

If, after checking your grade, you notice that you did not receive a grade for an assignment you have completed (remember written assignments may not be posted for about 10 days), please e-mail me to inquire about your assignment. Please note that it is the students' responsibility to insure that grades are listed correctly. Students should check their grades frequently and contact the instructor immediately if an error or question arises. Additionally, any questions or concerns about grades should be brought to the instructor's attention **before** the last day of class.



"Well, here we go again. ... Did anyone here *not* eat his or her homework on the way to school?"

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Homework assigned on the First Class Session:

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- Read the Syllabus and Highlight Important Information. Choose ONE point from the syllabus that you feel was most important and write a journal entry explaining why you felt this point was the most important information in the syllabus.
- Buy a flash drive and a date book if you do not yet have one.
- Read "I Want a Wife" and Write a one paragraph Summary and one paragraph Analysis (2 paragraphs total) for "I Want a Wife." Bring your paper to the next class. The paper should be typed and also saved on a flash drive, which you should bring to class.
- Buy textbooks for class.

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Homework Assigned on the Second Class session:

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- Bring your books to the next class.
  - Read the foreward and Chapter 1 in Eat Drink & be Merry.
  - Keep journals on each chapter; write about what was most or least interesting to you and why.
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- Bring your KWL notes and class discussion notes on "I Want a Wife" to class.
  - Read Chapter 1 and 2 (skip 2.16-2.18) and Chapters 10-12 in Making Sense. Complete exercises bring your responses to class.