

West Los Angeles College  
ENGLISH 101 section 8513 – College Reading and Composition – 3 UNITS  
Spring 2015: 4/13 - 6/7  
Tuesdays/Thursdays 9:35 a.m. - 11:0 a.m. in GC 150 + 3.15 hours online (at minimum)

West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others. A West education enriches students with the knowledge and skills needed to earn certificates and degrees, to transfer, to build careers, and to pursue lifelong learning.

**Course Information:** ENGLISH 101 section 0985 – College Reading and Composition – 3 UNITS

**Course Meeting Information:** Tuesdays/Thursdays 9:35 a.m. - 11:0 a.m. in GC 150 + 3.15 hours online (at minimum)

**PREREQUISITE:** Completion of English 28 or ESL 8 with a grade of 'C' or better or appropriate placement level demonstrated through the English assessment process.

**Instructor:** S. Herdzina

**Office Location:** GC 280Q

**Office Hours:** Tuesdays 11:10 p.m.-12:10 p.m.

**Instructor Email:** herdzis@wlaac.edu

**Course Website/Login:** <http://myetudes.org/portal>

**Turnitin.com Website/Login:** <http://www.turnitin.com>

**West L.A. College Website:** <http://www.wlaac.edu>

**Catalog Description:** This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university. **Section 8513 will be offered in a 'hybrid' format, which requires students to do part of their work online. On-campus meetings will be held at the times shown.**

Basically, English 101 is the composition course that transfers to four-year colleges and universities. Accordingly, the assignments in essay writing, rhetorical analysis and critical reading are rigorous. This course teaches students to write college-level essays in response to reading and analyzing college-level texts.

**Course Student Learning Objectives:**

1. Recognize and revise sentence-level grammar and usage errors.
2. Read and apply critical-thinking skills to numerous published articles and to college-level, book-length works for the purpose of writing and discussion.
3. Apply appropriate strategies in the writing process including prewriting, composing, revising, and editing techniques.
4. Compose multi-paragraph, thesis-driven essays with logical and appropriate supporting ideas, and with unity and coherence.
5. Demonstrate ability to locate and utilize a variety of academic databases, peer-reviewed journals, and scholarly websites.
6. Utilize MLA guidelines to format essays, cite sources in the texts of essays, and compile Works Cited lists.

**Course Student Learning Outcome:** At the end of the course, the successful student will be able to argue a point and support it (in writing) using extensive evidence from outside sources.

As a result of successfully completing of English 101, you will strengthen the following **West Los Angeles College Institutional Learning Outcomes:**

- A. Critical thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning

to specify multiple solutions and their consequences.

B. Communication: Effectively communicate thought in a well-organized manner to persuade, inform, and convey ideas in academic, work, and family setting.

You will also attain the following **English Program Outcomes**:

1. Read effectively for gathering information, for meaning, cultural understanding and enjoyment.
2. Write effectively, using the conventions of standard English, a clear focus, appropriate support/evidence and logical organization.
3. Begin to collect and organize research data, using credible sources to write a convincing/persuasive document.

### Required Texts:

1. Course website: login at <https://myetudes.org/portal>
2. Turnitin.com: login at <http://www.turnitin.com>
3. *Everything You Wanted to Know about Indians But Were Afraid to Ask* by Anton Treuer – ISBN: 978-0873518611
4. *Genocide of the Mind: New Native American Writing* edited by MariJo Moore – ISBN: 978-1560255116
5. *The Absolutely True Diary of a Part-Time Indian* by Sherman Alexie – ISBN: 978-0316013697

**Instructional Methods:** This course is taught using a variety of instructional methods include lecture, class discussion, small group work, project creation, electronic discussion, and group presentations.

### Student Responsibilities

- Essays
- Reading
- Projects
- Group work
- In-Class Essay
- In-class Tests over Homework and Reading
- Participation
- Online Homework
- Online Reading
- Class Discussions

### Grade Chart

Assignment	Where assignment is due	Due Date	Points Received	Point Possible
Essay 1	Turnitin.com			10
In-class Essay 2	a greenbook in class			5
Essay 3	Turnitin.com			10
Essay 4	Turnitin.com			10
Essay 5	Turnitin.com			15
Test 1	online at ETUDES			10
Test 2	a greenbook in class			10
Project 1	online project (ETUDES)			5
Project 2	presentation during class			5

Online Homework Assessment 1	ETUDES (Assignments area)			5
Online Homework Assessment 2	ETUDES (Assignments area)			5
Online Homework Assessment 3	ETUDES (Assignments area)			5
In-class Work	in class/online (ETUDES Discussions area)			5
TOTAL POINTS				100

**Grades (all current grades are available at Turnitin.com. Please do not worry about the grades in ETUDES.)**

Passing: A = 90-100 points      B = 80-89 points      C = 70-79 points

Not passing: D = 60-69 points    F = 59 points or less

**TurnItIn.com:** Turnitin.com is a good deterrent against plagiarism, and it's also very easy for students to use. Every essay (except the in-class essays) must be uploaded to TurnItIn.com by the due date and time. No exceptions—electronic submissions are time-stamped. It is also possible to scan, upload, and submit traditional paper submissions to Turnitin.com for plagiarism checking. Instructions about using Turnitin.com will be given in class.

**A Note about the “My Grades” tab in Turnitin.com:** At Turnitin.com, if you click on the “My Grades” tab, you can see your current (graded) points. You may also click on individual assignments to view your grade as well as specific comments and a rubric-based grade breakdown. You may have to use the “My Grades” tab AND the grade chart from the syllabus to calculate your grade in the course. That is what I do when I calculate grades, which I do only before grades are due. You are welcome to calculate before then if you like!

See ETUDES for supplemental Grading Rubric documents.

**Grade Conferences:** I am willing to have a conference in which we discuss your grade, but I never know your exact grade at any given moment. In order to discuss your grade, please do not ask me: “How I am doing right now in this class?” This is something you should have a better idea of than me! Using the grade chart and info on the syllabus as well as the GradeBook area of the course site should help you determine your exact grade right now, but more importantly, how many total points you are MISSING from our course total of 100. If you are missing more than 30 points (from wherever -- assignments, essays, tests, etc.), you can no longer pass.

(To find your “missing” points: Add the total point possible to be earned so far, and then add up how many points you have actually earned. Subtract your total earned from the total points possible; the number you get will be a whole number. Again, if you are missing more than 30 points, you can no longer pass the course.

(To find your “current” grade: Add up the total points you have earned and divide that number by the total points possible you could have earned; the number you get will be a decimal. If you move the decimal over two places, you’ll see your current percentage.)

**I will not hold any grade conferences after Week 4 is over. Please ask me before then about calculating your grade!**

**Grading Methods and Scale:** The majority of points in your grade come from your writing assignments (paragraphs and essays) and the exams you take. Failing to complete these assignments or exams or consistent failure on these assignments/exams cannot lead to success in the course. In order to pass this course, you must come to class AND do *all* of the work. Essays and exams will be graded according to the rubric attached to the syllabus. You may use the Late Work Pass

on one major writing assignment (a paragraph or essay assignment only) to have a no-penalty, one-week grace period to turn the assignment in.

While the majority of points come from essays and exams, significant points also come from the group project, homework, and quizzes. Homework from our textbook will be collected at least 4 times during the semester. Keep up because it is easy to get behind, and trying to do ten chapters the night before a collection will be very difficult. Homework is graded based on completeness, not correctness.

**Mandatory Library Visit:** In order to acquaint or reacquaint students with on-campus resources available, the class will take a trip to the Heldman Learning Center and Library for orientation and exploration. The library visit is mandatory and must be made up if missed. The research and methods detailed by the librarians is valuable and necessary for the Group Research Project and Essay 3. The library's website can be found at <http://www.wlac.edu/library/index.html>.

**Attendance and Tardy Policy:** Students are expected to attend all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid.

You can miss up to three days of class; once you miss your fourth class, you may be dropped. Also, please note: 3 tardy arrivals = 1 absence.

**Attendance and/or Due Date Exceptions:** Many WLAC students work 40 hours a week. We all have personal responsibilities: bodies that get sick, cars and computers/printers that break down, loved ones that get sick and (heaven forbid) die. Some people have spouses, families, and/or children to attend to. This is a given. Because of all of these responsibilities, managing time and planning ahead are essential skills to learn in order to succeed in this class and in school. We all go through tough times, myself included, which is why I can sympathize with your troubles. But I cannot and will not make exceptions. It is my job to be fair, and it's only fair that someone who does all the work and shows up for class every day gets more credit than someone who does all the work but misses two classes a week or turns everything in late. The grade you get is the grade you earn, regardless of difficulties. If your life circumstances become too overwhelming, withdraw and take the course at a better time.

**I do not accept late work nor are there make-up tests.**

**Essay Assignment (Final Draft) Late Extension Pass:** If you are having trouble completing the final draft of one essay assignment, you can use the one-time-only Essay Assignment (Final Draft) Late Extension Pass, which extends the due date of one final draft of an essay assignment up to five days from the original due date. Hand in your "late" assignment and turn in the pass during this grace period. Log on to the course website, and in the Assignments area click on the Essay Assignment (Final Draft) Late Extension Pass; then, fill in the details and submit.

*Note: You may not use the Essay Assignment (Final Draft) Late Extension Pass for homework collections, group projects, prewrites, outlines, rough drafts, peer reviews, reading journals, presentations, debates, etc. The Late Work pass is **ONLY** intended for use on the final draft of essay assignments.*

**Dropping a Class:** According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so at the Admissions and Business Offices and keep your receipt. Students wanting to drop a class should drop online at [www.wlac.edu](http://www.wlac.edu); click "For Students;" then click "Student Information System." Students who stop attending class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class. Pay attention to drop dates in the Schedule of Classes.

LAST DAY TO:

Drop classes with a refund/no fee owed - Apr 20

Drop classes without a W - Apr 20

Drop classes with a W - May 22

## **CLASSROOM GUIDELINES**

- Sign in to the “On-Time” attendance sheet within the first five minutes of class. Sign in to the “Tardy” sheet if arriving late.
- Turn off all cell phones, smart phones, or any device that makes noise; do not surf the internet or check/send text messages. Cell phones should be silent and any earpieces put away during the entire class time. If you have to make/answer an emergency call, please step out of the classroom. Your device should be placed on vibrate and should never be visible during class time.
- Laptop computers and/or tablets cannot be open/used during class unless we are having a pre-specified group workday.
- Please note: no electronic device use is allowed during in-class essays or tests. This includes but is not limited to listening to music with headphones/earbuds as well as viewing ebooks.
- Demonstrate respect and have an open mind when speaking and/or listening to peers.
- Have all materials, texts (books), pen, and paper during all classes.
- Do all required work/reading before class. Remember, I will review and occasionally outline the material from the textbook in class, and I will of course answer questions, but most of our class time will spent applying the information from the textbook to our own writing and to our analysis of other sources.

Please Note:

- It is your responsibility to find out from a classmate what you missed if you are absent or late.
- Consult partner/peer for missed information and class notes.
- Check the course website for possible updates.

**Course Website:** I have requested a website to accompany our face-to-face class. The website will be “up” toward the end of the first week or beginning of the second. We will go over instructions in class for logging in and using it; you need a reliable email account that you will “link” to the course website. Our course website will be through ETUDES and is found at <https://myetudes.org/portal>.

Logging into the website is MANDATORY as many of our course materials will be accessed online instead of through an expensive textbook. Also, reading quizzes can only be taken online at the course website (before class)!

**Extra Credit:** On principle, I do not believe in extra credit, but I encourage you to earn the following:

Not using the Late Work Pass: 5 points

**Cell Phones and Laptops:** Cell phones must be on silent or vibrate as a courtesy to your classmates and your professor. It is not acceptable to take phone calls or text in class. If you have to answer an emergency phone call, please step out of the classroom. You may not use laptops during class unless it is a pre-specified group work day. Our class does not require intensive note-taking. Laptops are usually a distraction to participating in class.

**Electronic Mail:** E-mail is the official method of communicating with you. Every WLAC student has an e-mail address. Check your Student.LACCD@Edu account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), and click on the Student Email button. To log in use your student ID # and your birthday and month. Your Student.LACCD@Edu email can be forwarded to any other personal email account.

You must have a WLAC email account or other reliable email account. You need to check your email regularly for class communication; it is the only way I have of communicating with the class as a whole (when I send the class an email). If you don't check it regularly, you might miss some very important and useful information; sometimes I email out tips or class cancelations! You will need to be able to view Microsoft Word 97-2003 documents or Adobe pdf files. Viewers for each are available free online.

**Academic Integrity:** Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, “F,” or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with

supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as Turnitin.com to detect academic dishonesty.

### **Forms of Behavior which Violate Academic Integrity**

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC.

**Standards of Student Conduct:** The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students. Please check the WLAC Student Conduct code at:

<http://www.wlac.edu/online/documents/StudentConduct.pdf>.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to the Schedule of Classes.)

- Warning—A verbal or written notice, given to the student by the instructor.
- Removal by the Instructor—An instructor may remove a student from class for the day of the incident and the next class meeting. During the period of removal, the student shall not return to the class from which he or she was removed without the permission of the Vice President of Student Services.

### **Course Resources**

**On Campus Drop in Tutoring:** Registered WLAC students can meet with a tutor at the Learning Resources Center on the first floor of HLRC. Reservations are not required. The tutoring schedule

([http://www.wlac.edu/library/documents/tutoring\\_schedule.pdf](http://www.wlac.edu/library/documents/tutoring_schedule.pdf)) shows the specific days and times that tutoring is available for each subject area. Students may work with the tutors individually or in small groups. Information about all tutoring offered is available in HLRC. Questions? Call 310.287.4404. Online Tutoring is available too! Check it out here: <http://www.wlac.edu/online/tutoring.asp>

**Writing Lab:** Free advice is available to students writing papers for a variety of West Los Angeles classes, such as English, health, psychology, and art appreciation. We also help students with writing essays for scholarship and transfer applications. The lab does not proofread or edit papers, but it does provide guidance on organization and development of a paper as well as general overview of grammar. The Writing Lab, staffed by Susan Fong and a coterie of writing tutors, is located on the first floor of the Heldman Learning Resource Center. There is also a computer lab. For more detailed information, visit the website ([http://www.wlac.edu/library/info/subject\\_tutoring.html](http://www.wlac.edu/library/info/subject_tutoring.html)) or call 310.287.4420.

**Special Instruction Accommodations:** If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of the Disabled Student Programs and Services. Tape recording of lectures and discussions will not be permitted without the consent of the instructor.

**DSPS** (Disabled Students Programs and Services), Heldman Learning Resources Center (SSB 320) or 310.287.4450

Disabled Student Programs and Services (DSPS) is designed to ensure that students with disabilities have equal access to all of the educational offerings at West Los Angeles College.

Counseling Center and/or Support Services Appointments, Student Service Building 350 (SSB 350)

Academic and Personal Counseling Call: 310.287.7242

Go to: <http://www.wlac.edu/counseling/counselor.html>

**Classroom and Campus Cleanliness:** Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

**Instructional Support and Monitoring:** Monitor your academic progress online at [www.wlac.edu](http://www.wlac.edu) click “Counseling, Assessment and Orientation,” then on the DegreeWorks icon, or visit the Counseling Office.

For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.

*HELP & OTHER QUESTIONS?* Don’t stay confused; please come see me and I will explain anything that you need to have explained. Come to my office hours or email me. You may also talk to me before or after class about setting up an appointment.

**Syllabus Change Policy** – This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.