

West Los Angeles College
ENGLISH 28 section 0967 – Intermediate Reading and Composition – 3 UNITS
Fall 2013: Sept. 23rd – Dec. 13th
Tuesdays and Thursdays — 1:00 p.m. – 3:10 p.m. in GC 150

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 life-long learning.

Course Information: ENGLISH 28 section 0967 – Intermediate Reading and Composition
Course Meeting Information: Tuesdays and Thursdays — 1:00 p.m. – 3:10 p.m. in GC 150

Course Prerequisite: Completion of English 21 with a grade of “C” or better or appropriate placement level demonstrated through English assessment process.

Instructor: S. Herdzina
Office Location: GC 280Q
Office Hours: Tuesdays/Thursdays 12:40 p.m.-1:00 p.m.
Instructor Email: herdzis@wlaac.edu
Course Website Login: <http://myetudes.org/portal>
West L.A. College Website: <http://www.wlaac.edu>

Course Description: This is an intermediate course in written composition and critical thinking. It is a prerequisite to English 101. This course meets the A.A. reading and writing requirement. This course will enable students to practice paragraph and essay writing, with an emphasis on critical thinking and critical reading of non-fiction essays and books.

This course emphasizes the fundamentals of English grammar, punctuation, spelling, reading, and composition. This is an intermediate level course in written composition and critical reading. In this course you will learn to analyze university level prose and to write essays in response to reading. In the course, we will cover the fundamentals of academic writing, including how to write a well-supported college paper with a thesis. We will also learn how to overcome or at least to minimize problems in grammar, punctuation, spelling, and word choice.

Required Texts: There are three required texts for class that we will rely on heavily for our course content, assignments, and discussions. You must have the books in order to complete the course. We will begin using the books within the first week, so don't waste time! The content in the books is not available online.

1. Course Website (through ETUDES @ <http://myetudes.org/portal>)
2. Parks, Levernier, Hollowell. *Structuring Paragraphs and Essays* (5th edition). ISBN: 978-0312195588.
3. Satrapi, Marjane. *The Complete Persepolis*. ISBN: 978-0375714832.

Other Required Materials:

4 large greenbooks (2 will be used to turn in work, the other two will be used for tests)
a WLAC or other reliable email account (for receiving website access)
a pocket, collegiate dictionary
paper, pens, pencils, and a notebook
flash drive or other way of saving in the computer lab

Course Student Learning Outcomes: Write a multi-paragraph expository composition with an introduction and conclusion that responds to a text already covered in class. A clear position reflecting other points of view should be developed and sustained through the entire essay. The writer's ideas should be insightful, focused, and organized. Sources must be attributed and incorporated into the writer's argument. Word choice, sentence structure, punctuation, and spelling should not hinder readability.

As a result of successfully completing of English 28, you will attain 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.

Course Objectives: Upon completion of this course, the students will have an understanding of, or be able to apply, the following principles and concepts –

- ★••Develop a paper using two to three sources.
- ★••Revise a paper to improve content, style, and presentation.
- ★••Analyze challenging reading materials, especially academic materials.
- ★••Apply logic and other strategies of effective argumentation.
- ★••Summarize, evaluate, analyze, and synthesize the ideas of other writers in a variety of writing tasks.
- ★••Revise an essay effectively and thoroughly.
- ★••Proofread written assignments, demonstrating control of English grammar, punctuation, spelling, and usage.
- ★••Demonstrate an understanding of appropriate tone and phrasing in addressing audiences, especially academic audiences.
- ★••Complete a timed reading-based essay successfully.

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

Participation

Homework

Online Quizzes

Online discussions

Projects

Group work

In-Class Essay Exams

Portfolio of work

Grades

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 1000. If you are missing more than 300 points (from wherever -- assignments, discussions, reflections, quiz avg., 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 300 points, you can no longer pass the course.

(To find your "current" grade: Add up the total points your 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 12 is over.

Grades

Passing: A = 900-1000 points B = 800-899 points C = 700-799 points

Not passing: D = 600-699 points F = 599 points or less

Grade Tracker:

TRACK YOUR GRADES				
Assignment:	Due Date:	Percentage of Final Grade	Points Possible:	Points Earned
SPE Homework		10%	100	
Essay 1		5%	50	
Essay 2		7.5%	75	
Timed Essay		5%	50	
Essay 3		15%	150	
Midterm Writing Exam		7.5%	75	
Final Writing Exam		10%	100	
Reading Reflection Mini-Essays (10 pts. each)		10%	100	
Quiz Average		10%	100	
Group Project		5%	50	
Discussion Posting Average		10%	100	
Peer Review Work		2.5%	25	
Grammar Presentation		2.5%	25	
Total		100%	1000	

See syllabus supplement for Grading Rubrics.

A Note about the GradeBook in ETUDES: You have to use the Gradebook 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 at the end of the semester. You are welcome to do so before then! (By the way, there is no way to make the ETUDES Gradebook 'match' the grade chart from the syllabus because it will not allow for the averaging of quiz grades or other grades. That is why there will be more than 1000 points in the ETUDES Gradebook.)

Policies and Guidelines

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 four days of class; once you miss your fifth 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 or late quizzes.

Free Quiz Pass: If you miss a quiz, you can use the one-time-only Free Quiz Pass, but you must turn it in within 24 hours of the due date/time of the missed quiz! Log on to the course website and in the Assignments area, click on the Free Quiz Pass; then, fill in the details and submit.

Late Work Pass: If you are having trouble completing the final draft of one essay assignment, you can use the one-time-only Late Work Pass, which extends the due date of one final draft up to a week. Hand in your "late" assignment with the pass during this grace period. You must turn in the Late Pass to the Assignments area within 24 hours of uploading your essay to Turnitin.com! Log on to the course website, and in the Assignments area click on the Late Work Pass; then, fill in the details and submit.

Note: You may not use the Late Work 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 1, Essay 2, or Essay 3.

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.

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; click "For Students," then "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. The last day to drop for this class with no fee owed is Monday, September 6th, 2012. The last day to drop without a “W” is Friday, September 6th, 2012. The last day to drop with a “W” is Friday, November 15th, 2012.

CLASSROOM GUIDELINES

- Respond vocally to attendance role call; sign “Tardy” sheet if arriving late.
- Turn off all cell phones and pagers; do not check/send text messages. Cell phones and any earpieces should be silent and 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 cannot be open/used during class unless we are having a pre-specified group workday
- 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:

Perfect attendance (no tardies, no absences – so hard!):	15 points
Not using the Late Work Pass:	5 points
Not using the Free Quiz Pass:	5 points

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. Quizzes

are online and scores will be averaged over the course of the semester; you can see your score immediately after taking the quiz unless there are short answer/essay questions. You may use the Free Quiz Pass once to have a missed quiz or bad quiz dropped from your average. You must turn in the Free Quiz Pass no more than 24 hours after the missed/bad quiz. One or two of your quiz scores may come from your participation. These cannot be made up with the Free Quiz Pass.

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, 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 "Turn It In" 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 Spring 2012 Schedule of Classes pages 117-118.)

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) 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) 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 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.

End Note

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.