

**ENGLISH 21 SYLLABUS FALL 2012**

*LOS ANGELES MISSION COLLEGE*

Office Hours: Tues. 11:25 am– noon; Fri. 1:00 – 1:35 pm (and by appointment)

Faculty Office: Instructional Building (40)

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English 21 is a reading and writing course designed to strengthen basic communication skills, including grammar, spelling, punctuation, and sentence construction. Greatest emphasis is on the writing of competent paragraphs and short essays. (Note: Class graded “Credit”/“No Credit”)

**Student Learning Objectives:**

At the end of this course, the student will be able to

SLO#1 Produce an essay of at least 250 words, which has a thesis, introduction, body, and conclusion. Sentence structure will be diversified.

SLO#2 Self edit and correct grammar, spelling, and punctuation errors in his/her essays.

SLO#3 Differentiate fact from opinion, identify and paraphrase the main ideas and supporting points in a reading, generalize meaning by recognizing and interpreting inferences, and predict meaning of vocabulary through contextual clues in readings.

**Books and Materials:**

*Mercury Reader*, Diaz-Cox (Extra copies are “on reserve” in the LRC (Library)

*Real Writing: Paragraphs & Essays for College, Work, and Everyday Life*, 5th ed., Anker

MySKILLSLab Access code (Course ID: english51825 )

College dictionary (suggested: *The American Heritage Dictionary*)

Notebook (with easily torn out pages)

Pocket folder for work review mini-conferences

Stapler (All submitted work of multiple pages needs to be stapled.)

Blue or black pens for submitted work

**Dropping the Class:** New LACCD policy = a maximum of 3 “attempts” taking a course in the district.(This is retroactive which means it applies to past semesters.) The last day to drop without getting a “W” is Sept. 7 (in person), Sept.9 (online). It is better to drop “in person” to avoid “glitches.” A “W” counts as an “attempt.”

**Grading:**

My Skills Lab 15% (Mastery on Post Tests =70% or better)

Paragraph + Essays 60% (One paragraph, remainder= essays)

Class Participation 10% (Includes Pearson online essay comments)

Learning Ctr.Exercises 15% (Ex. paraphrase, grammar, fact/opinion, reading)

+Home Assignments

**100%**

This class is meant to encourage learning, and I am here to assist you! Please check with me at the end of class to set up an appointment for a conference to get more feedback.

Students who come to my office hour tend to improve!!

**THE FINAL EXAM IS AN EXIT EXAM. IF IT IS NOT PASSED, YOU DO NOT PASS.**

**NO MAKE UPS WILL BE GIVEN FOR TESTS OR THE FINAL EXAM. (BE SURE VACATION OR FAMILY PLANS KEEP THE DATE OF OUR EXAM OPEN!)**

**My Skills Lab assignments** on-line are a **REQUIRED** part of this course, and by departmental policy is worth 15% of the grade as a homework component. These exercises will give you extra practice on the skills you need to work on, while not having to concentrate on what you already know. It will also give me a chance to track your progress, and design the class lessons based on class needs.

If you need **Tech Help**, contact Pearson: <http://247pearsoned.custhelp.com>

### **Participation and Attendance:**

Being engaged with the class is essential for success! It is crucial for students to attend. Be sure to get **two** “buddies” who can pass along notes and updates on assignments if you must be absent. The instructor should **not** be contacted for missed work if the student is absent. If there will be an extended absence, please contact the instructor.

If you do **miss a class**, try to make arrangements to get major assignments turned in **ON TIME**. But if you are ill, please stay home and get well and then return to class. Only those **registered for the class** may attend. (Please find other appropriate arrangements for children.) If you arrive **late to class**, you must see the instructor before leaving to change an “absence” to a “late to class” in the register. See me prior to **religious holidays** so that we can work out a schedule for you to provide work that is due when you are going to be absent. If you decide to **drop the class**, you must do the necessary paperwork. If you simply stop coming to class, your name will still be on the roster, and you may receive an “F” or (N/C) for the course. The instructor may also “Exclude/drop” a student who is not attending class.

### **Policies and Suggestions for Success:**

- If you must leave early, notify the instructor at the beginning of the class.
- If you feel ill during class, let the instructor know before leaving.
- Cell phones should be put on vibrate, and no texting during class, please!
- No food or beverages in class (exception: plastic bottle of water with cap)
- Honesty in all work is expected. Avoid “plagiarism.”  
REFER TO ADMINISTRATIVE BOARD RULES 9803.28 on academic dishonesty.
- Check out the Learning Center which is FREE for all students!
- Keep up with assignments, including those for MySkillsLab.
- Email me if you are having difficulty with an assignment.
- Attend class, come prepared, and be engaged in the lesson.
- If there is a problem, see the instructor privately so that a solution may be found.
- You may check with the instructor about **your grade at the end of any class, and must check before the final exam- not after.**

### **Most important of all...**

- Respect** is given to all students and the instructor. An attitude of cooperation and participation is expected. The instructor will take necessary steps to insure that the class has an environment that is conducive to learning. Being polite and considerate, even when disagreeing, is essential.

**Please note regarding minor students:**

All classes are designed for adults, and minors will be exposed to adult language and themes without warning. Both parents and minor students need to realize that they are bound by the terms of the syllabus in order to earn a grade for the class, that parental approval of the assignments is not required, and that alternate assignments are offered at the sole discretion of the instructor.

**Students with Special Needs** wishing accommodation in the class can contact the DSP&S office at 818-364-7734. Please also notify me as soon as possible so that we may accommodate your needs.

**\*\* BASIC COMPUTER COMPETENCY IS REQUIRED FOR THIS CLASS.**

In this age of “texting” and in the interest of being helpful, I am also including samples of what to avoid in sending me or other faculty or employers a message on e-mail, and an appropriate, more formal e-mail that is proofread for errors. Complete the SUBJECT LINE, also. Ex. English 21 MySkillsLab

Avoid: Hi im gonna be absent this week 4 personl reasons  
What are the notes and assgnments thanks

APPROPRIATE:

Professor Smith,

I just wanted to let you know that I will be out this week for personal reasons. I will contact my class buddy for notes and assignments. See you next week!  
(Please include your **full name** at the end.)      Julianne Amato

PLEASE ALSO BE SURE TO READ THE SYLLABUS CAREFULLY AND CHECK OUT THE READINGS IN THE TEXT. ALL STUDENTS ARE EXPECTED TO DO THE REQUIRED READINGS. IF YOU ARE NOT COMFORTABLE WITH THE REQUIREMENTS, YOU NEED TO FIND ANOTHER SECTION.

A TENTATIVE SCHEDULE with details about specific assignments is coming!

**We are a class community, and we are here to help each other learn and grow. I wish each of you much success this semester! Professor Smith**

## ADDENDUM TO ENGLISH 21 SYLLABUS: Institutional Program Learning Outcomes

You will be surveyed at the end of the semester to garner how well we have met these outcomes as a result of taking this English course.

The student should be able to:

- a) Research information
- b) Evaluate information
- c) Solve problems and use logical reasoning (critical thinking) and to develop strategies for solutions
- d) Analyze global issues from multiple perspectives
- e) Communicate the merits of works of art, music, or literature
- f) Make value judgments and ethical decisions

