

Los Angeles Mission College, fall 2012  
English 21: English Fundamentals, 3 Units  
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#### English 21:

English Fundamentals is graded credit/no credit. This is a course in reading and writing designed to strengthen the student's basic communication skills, including grammar, spelling, punctuation, and sentence construction. Greatest emphasis is placed on the writing of competent paragraphs and short essays.

Because English 21 is a skills course, its success depends largely on your active participation. Do not expect to be able to sit quietly, take notes, and memorize facts. This is not how a skills course works. Instead, be prepared to contribute a lot through writing and in-class discussion. Get over your fear of sharing your ideas, written or spoken, with others. And tell yourself—immediately!—that there is no such thing as a stupid question.

#### Books for Class:

Gaetz, Lynne and Phadke, Suneeti, *The Writers World: Sentences and Paragraphs*, 3<sup>rd</sup> Edition, Prentice Hall, 2011

Mercury Reader Ed. Diaz-Cox, Pearson Custom Publishing, 2011

w/ mypearsoncafe and myskillslab

Orwell, George. *Nineteen Eighty-Four*, Centennial Edition w/ new foreword by Pynchon

\*Plus a good dictionary

Please note that the textbooks are required. You must have your own books.

#### SLO (Student Learning Objectives):

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

- #1 Produce an essay of at least 250 words, which has a thesis, an introduction, a body, and conclusion. Sentence structure will be diversified.
- #2 Self-edit and correct grammar, spelling, and punctuation errors in his or her essays.
- #3 Differentiate facts 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 reading.

#### Your Responsibilities:

1. Attendance: Attending class is required. You may miss two classes—no questions asked. After that, each unexcused missed class will have consequences towards your final grade. Being more than 15 minutes late constitutes an unexcused absence, as does leaving 15 minutes before class is dismissed.
2. Participation: The more you give to the atmosphere of the classroom, the more we will all get out of the class. Your participation will be reflected in your final grade.
3. Homework, essays, tests: All assignments must be double-spaced and printed on a computer, unless otherwise instructed. If you have an extraordinary reason why you cannot type your paper, your writing must be in cursive, double-spaced and legible.

4. Late work: Papers turned in more than one class session late will be deducted a half letter grade.
5. Do not plagiarize ever, in any way. This is the use of another person's words or ideas without properly documenting the source. Plagiarism or any other form of cheating will result in a failing grade for the assignment.
6. Students are responsible for material missed during an absence.

Finally, students who choose to discontinue their enrollment in the course must file the necessary paperwork through the Admissions Office. Students who stop attending and fail to file the proper paperwork may receive an "F" for the course.

#### Web Components of English 21:

MySkillsLab.com: This web-based grammar and writing website will be an important component of our work and will greatly contribute to your success in the class. The access code for this website is packaged with the Mercury Reader. You can also purchase access by going directly to MySkillsLab.com. Once you register, you should take all four sections of the pre-diagnostic test ASAP.

Course ID: english34493

#### Grading

-Four essays (including final in-class essay)	70%
-Grammar, reading, summaries, quizzes, homework	20%
-In-class work and participation (including attendance and on-time arrival)	10%

Students must average 70% for all essays or they cannot pass the class, regardless of successes in other writing activities, exercises, and participation.

Final drafts of essays will be evaluated on the following criteria:

- \*Content and development: Controlling idea, specific support, coherence
- \*Expression: Sentence structure and variety; precise word choices
- \*Organization: Clear and meaningful thesis, transition, and overall unity
- \*Grammar, mechanics, and usage: Standard written English punctuation, spelling, meaningful titles, and identifying of sources.

#### Attendance

Attendance and on-time arrival is critical in a class where the workload is consistent. Miss a class, or arrive late, and material you need to fully understand and complete important work essential to your success might be missing as well. It is up to the individual to obtain class notes for missed classes from other students, and to complete the process for dropping the class if necessary.

You are on-time and counted as present only if you are in your seat at precisely the moment the class starts.

Attendance and punctuality is graded by tallying absences and late arrivals:

-0-2 absences= 100%, 3 absences=75%, 4 absences=60%, 5 absences= 50%; more than 5 absences= 0% and referred to administration for possible further action.

-3 late arrivals (of any length) = one absence.

#### Late Arrivals

You are absent unless you come to the instructor after class and inform him that you were late. There is no "visual check" for late arrivals: if you are not IN your seat as class begins, you are counted as absent, and in order to have a late arrival recorded as a "present" you must see the instructor after class. There are no changes to a recorded absence for late arrivals after that.

Disability Accommodation: In compliance with the Americans with Disabilities Act, all qualified students enrolled in this course are entitled to reasonable accommodations upon request. Please notify me of any special needs during the first week of classes.

#### Contact with Other Students in the Class

It is highly suggested that you exchange email addresses with three other students in the class to obtain missing class notes. Clearly print their names and email addresses in the spaces below, and copy them for your email address book at home. Before you might need to contact another student by email, perform a test run: contact them the day you have their email addresses and request return emails.

Name

email address

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

#### Make-up Policy

All assignment due dates are listed below and will be announced in class. Late essay final drafts will be accepted up to one week later and will lose 10% of the possible points; this equals the loss of one full grade. After an assignment other than an essay is returned or corrected in class, late assignments will not be accepted. Note: all writing assignments must be completed to pass the course. If one quiz is missed, the student's lowest quiz grade will be used; if two or more quizzes are missed, those grades will be zeroes. No makeup for the final exam or final essay is offered.

#### Plagiarism and Academic Integrity

Plagiarism is the presentation of the writing, organization, or ideas of someone else as if they were your own. Such conduct is both unethical and illegal unless complete acknowledgment and documentation is clearly indicated. Plagiarism cannot be tolerated in a college community where everyone is expected to be presenting the achievements of his or her own effort and application. Students may receive failing grades on plagiarized work, may fail the class, and may be liable for sanctions from the college. This class will follow the guidelines of the college in this matter.

#### Appropriate Classroom Behavior

A college is a community of individuals pursuing a common goal of education. Behavior that interferes with the class pursuit of those goals is not acceptable. Such behaviors include, but are not limited to, talking during discussion or other distracting behavior, engaging in activities not related to the class, using cell phones, text messaging, tape, CD players, or other similar devices--remove earphones, whether or not you are using them, before you enter the classroom--sleeping or eating in class, or failing

to adhere to the normal expectations of personal conduct. Do not use any electronic device once you are in the classroom, whether or not class has begun: the classroom is a learning environment.

Email Procedure Email:

Because of spam, viruses, and email addresses which do not correspond to student names, it is important that you clearly identify yourself in the subject line by using your name (as registered in the class) and the class. Do not use nicknames or any names other than those under which you are enrolled, or the email will not be opened.

Example (of subject line with a registered name of William Broyles):

William Broyles E400

Example of an email subject line which will not be opened:

Junior Broyles English class