

Fall 2013
English 28 – Intermediate Reading and Composition
Instructor: Carolyn Daly, Ph.D.
Office Telephone: 818-833-3311
email: dalyenglish@yahoo.com
web page: <http://www.lamission.edu/~dalycc>
Office Location: Instructional Building, Office 13
Office Hours: _____

Syllabus (as of 9/28)

Course Objective and Description:

The objective of this course is to help students improve their reading and writing skills, including grammar, spelling, punctuation, and sentence construction. Students will also familiarize themselves with the resources of the library and learn to conduct college-level research.

Student Learning Outcomes:

- Produce a 350-500 word essay, utilizing standard rhetorical modes and maintaining unity and coherence;
- Produce a 4 to 5 page research paper which supports an argument.

Method of Instruction:

Brief lectures, class discussions, in-class and out-of-class writing and grammar assignments, computer grammar and writing exercises, quizzes and exams, teacher/student conferences, and library workshops.

Required Materials:

Penfield, Elizabeth. *Short Takes: Model Essays for Composition*. 11th edition.
MySkillsLab.com access code packaged with *English Simplified*.
Criterion Web Access (purchase at LAMC bookstore's register)

Other Required Materials:

college dictionary and thesaurus
three (3) two-pocket folders—(a “class” color will assigned)
a designated journal for in-class writing
stapler
access to a computer and printer

Evaluation:

2 out-of-class papers – Extra credit paper (personal essay for transfer purpose)	15%
(min. of 2 full pages each and min. of 2 rewrites on Criterion) *	5%
1 research papers (min. of 4 pages of text)	15%
weekly homework (to be typed and posted on <i>Criterion before class</i>)	10%
3+ timed essays using Criterion	10%
MySkillsLab.com	20%
Class room participation and preparation	20%
Final exam	10 %

Please Note: Late papers will be accepted up to one week late but will receive no higher than a “C”. Papers that are turned in one time but receive a below a “C” can be revised and submitted one week late.; rewrites will receive a max. of a “C”.

Class Attendance:

Attendance is required. Please notify me if you know you will be absent; students may be dropped after one week of unexcused absences and/or missing assignments. (FYI: A late arrival or early departure--15 min or more -- is the equivalent of one absence.)

Some “Do’s and Don’ts” regarding Attendance:

- You will need to contact a classmate to get the assignment and notes from that day;
- If you want your absence to be excused, you must supply appropriate documentation;

-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 Admission’s Office

Web Components of Eng 28:

Etudes: Much of the course material will be posted on our **Etudes** site. See myetudes.org.

Criterion: This web site offers organization, drafting, proofreading, peer review, and other writing service. The topic for out-of-class writing assignments will be announced and students will [write](#) their papers online at Criterion.

- * **However, you must always submit a hardcopy of your paper as well. Also, I do not accept papers emailed to me.**

Once you purchase Criterion at the bookstore, you can register. We will schedule a class in the computer lab (LRC 234) (exact date: TBA) so that students can familiarize themselves with Criterion’s services during class.

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 this class. The access code for this website is packaged with the textbook. You can also purchase access by going directly to MySkillsLab.com.

Portfolio:

All essays should be written and then revised on Criterion two (2) times before a final version is posted on Criterion and before the hardcopy of that essay is turned in to instructor on the due date.

All graded essays (rough and final drafts) must be kept in a portfolio (a clearly labeled, two-pocket folder that is color-coded for this section). Do not use this folder for class notes, or other materials.

In the final weeks of the semester, students will be asked to submit hard copies of their papers with all necessary documentation for the calculation of your final grade.

ALL out-of-class essays must be **in 2009 MLA format**. See link on Etudes site for specific requirements. All essays will be submitted in the appropriately styled and colored folder.

Grading Policy

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, transitions, and overall unity*
- *Grammar, mechanics and usage: Standard written English, punctuation, spelling, meaningful title, and identifying of sources*

Daily Work

Check plus (/+): work completed thoroughly and thoughtfully

Check (/): work completed although sketchy in places

Check minus (/-): work attempted but not completed

Minus (-): work not attempted

Each paper will have a grading rubric posted online (Etudes) and students will be required to submit the rubric with their completed paper.

Plagiarism: This is the serious ethical violation of presenting other people's words or ideas as your own, including material on the Internet (see a handbook for further definition and how to avoid it). Plagiarism and other forms of cheating can result in a failing grade on examinations and papers..

Conduct:

- No cellphones will be allowed on the desk and permission must be given to use a computer in the classroom for note-taking purposes. (Dictionaries cannot be digital.)
- After one warning regarding texting/cellphone use, student will be dismissed from class and will be marked absent;
- As a courtesy, hoodies and sunglasses should be removed during class;
- Students will refrain from using profanity;
- Matters regarding grades or personal issues or the signing of forms (EOP) must be addressed during my office hours.

I encourage you to read over LAMC's **STANDARDS OF STUDENT CONDUCT**:
<http://www.lamission.edu/aso/docs/STANDARDS%20OF%20STUDENT%20CONDUCT.pdf>

Please make sure you check Etudes and/or with a classmate if you are unsure of the assignment for the next class meeting.

EMERGENCY PROCEDURE: If a campus emergency that poses risk to students occurs, please be prepared to immediately follow the instructions of your Instructor. Do not exit the classroom until instructed to do so. If building evacuation is required, you will be asked to leave all of your non-essential personal belongings in the classroom and quickly, yet orderly and safely, exit the classroom and the building, preferably through the main doors on the north end of Building 29. Proceed to a safe location near the walkway intersection. As the last person to exit, I will lock the classroom door behind me and meet you outside of the building in order to account for your presence and safety.

English 28 Calendar of Readings (as of 9/28)

Dates	Topics	Readings to be Discussed	Writing Assignments	Research Paper Due Dates
August 26 -28	Syllabus, SLO, Etudes MySkillsLab.com, Criterion			
Sept. 2 - 4	Labor Day/ Active Reading; Topic Sentences.			
Sept. 9-11	Grammar and Essay Writing Skills: review of sentence skill errors and basic format for an essay, including introductory paragraph organization and strategies; unity, development, coherency of body paragraphs; and concluding paragraph strategies. Criterion Training	Read in Chapter One in <i>Short Takes</i> , pp. 13-22 and pp. 34-36.	Personal Essay Assigned	
Sept. 16 –18	Process Writing: prewriting, note taking, drafting, revision, editing. Summaries, Outlines, and Synthesis: functions and methods.		Criterion Essay (This essay will be a timed, 45-minute essay taken independently at Criterion.ets.org between 9/16 and 9/22. Deadline is 11pm on Sun. 9/22. No Make-ups.)	
Sept. 23 - 25	Persuasion and Argumentation: visual and textual arguments. Exemplification Essay		Paper One Assigned	
Sept. 30 - Oct. 2	Introduction to Research Papers: Finding, Using, and Documenting Sources. Library Catalog including book catalog, subscription databases (EBSCOhost, Proquest); note taking techniques and differentiation between quoting, paraphrasing, and plagiarizing.		Peer Review Due Criterion Essay (#1) (This essay will be a timed, 45-minute essay taken independently at Criterion.ets.org between 9/30 and 10/6. Deadline is 11pm on Sun. 10/6. No Make-ups.)	Assign Research Paper

Oct. 7 – 9	Compare & Contrast Essay Research Paper: Bibliography and MLA Style		Paper One Due (on or before Thurs. 10/10 at 5 pm.) Late paper will be accepted up to one week late but will receive no higher than a “C”.	Research Topic Due
Oct. 14 - 16	-Narrative and Process Essays: Models and Execution -More Practice on Summary, Paraphrasing, Quoting, and Avoiding Plagiarism -Note Cards Peer Review of Student Bibliographies and MLA Style		Criterion Essay #2 (open from 10/13 12Pm to 10/20 12 pm) Personal Essay Due	Bibliography Due
Oct. 21 – 23	Classification & Division Teacher/Student Conferences		Criterion Essay #3 (This essay will be a timed, 45-minute essay taken independently at Criterion.ets.org between 10/20 12 pm and 10/27 11pm. No Make-ups.)	
Oct. 28 – Oct. 30	Research Paper: PMLA Documentation		Paper Two Assigned	Notecards Due
Nov. 4 - 6	The Definition Essay: Models and Practice of this rhetorical mode. Teacher/Student Conferences		Peer Review Due	
Nov. 11 - 13	Veteran’s Day /TBA		Criterion Essay #4 (This essay will be a timed, 45-minute essay taken independently at Criterion.ets.org between 11/10 12 pm and 11/24 11pm. No Make-ups.)	Draft Due (at beginning of class)

Nov. 18 - 20	Research Paper: Peer Review/ Conferences		Paper Two Due (on or before Thurs. 11/21 by 5 pm)	
Nov. 25 - 27	The Cause and Effect Essay: Models and Practice; how to use this rhetorical mode in unison with other rhetorical modes.		Criterion Essay #5 (This essay will be a timed, 45-minute essay taken independently at Criterion.ets.org between 11/24 12 pm and 12/1 11pm. No Make-ups.)	Draft Due (at beginning of class)
Dec. 2 - 4	Final Exam (Group A): During regular class time in LRC 234.			Final Draft Due
Final Exam Week Sec. # 0218 (MW) Sec. # 0215 (T)	Final Exam (Group B): Dec. 9: 3:00 – 5:00 Dec. 10 12:30 – 2:30 in LRC 234.			