

Spring 2014
English 28 – Intermediate Reading and Composition
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Office Hours: _____

Syllabus

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 possible library workshops.

Required Materials:

1. Penfield, Elizabeth. *Short Takes: Model Essays for Composition*. 11th edition.
2. *MySkillsLab.com* access code packaged with *English Simplified*.
3. 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

Web Components of Eng 28:

- 1) **Etudes:** Much of the course material will be posted on our **Etudes** site. See myetudes.org. To create an Etudes account, go to:

<http://abogado.pbworks.com/w/page/71007286/etudeslogin>

- 2) **Criterion: (www.criterion.ets.org)**

This web site offers organization, drafting, proofreading, peer review, and other writing service. Weekly homework assignments, timed essays, and Paper 1 and 2 will be written using Criterion.

The topic for out-of-class writing assignments will be announced and students must **revised their paper on Criterion two (2) times before a draft is used for or a peer review.**

After the peer review, students can further revise their paper. The final version of your paper and the Criterion version must match.

However, a MLA-styled hardcopy of Paper 1 and 2 must be is turned in to instructor on the due date. A printout sheet of the number of revisions must be included with this final version

A minimum of three (3) timed essay will also be taken on Criterion.

Once you purchase Criterion at the bookstore, you should register, so you can do the first homework assignment.

- 3) **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 *English Simplified book*.

Students can also purchase short term access by going directly to MySkillsLab.com. Therefore, even if you have financial problems, you can and must take register with MSL.com and take the PathBuilder test.

This text determines your level of proficiency and maps a personalized learning path that you must complete.

Any skill on which you score below 80% will generate exercises for your learning path. (In short, if you score above 80% on the various Pathbuilder test areas, you will have less homework to complete on MSL.com.).

Grading:

2 out-of-class papers –	10%
Weekly quizzes	15%
1 research project (TBA)	10%
Weekly homework (to be typed and posted on <i>Criterion before class</i>)	10%
3+ timed essays using Criterion (with a score of 4 out of 6 or above)	15%
MySkillsLab.com	15%
Class room participation and preparation	15%
Final exam (on Criterion or in a blue book)	10 %

Papers receive grades on the basis of their content, organization, grammatical usage, and writing style. (C-O-G-S) These score divisions are followed for the letter grades: 90-100, A; 80-89, B; 70-79, C; 60-69, D; and below 60, F.

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.

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.

Criterion online, timed essays are computer-scored and receive on a scale of 6-0. (6/6 = "A", 5/6 = "B", 4/6 = "C", 3/6 = "D", etc...). Students take these test on their own time. These essays cannot be revised once they are submitted. They are "writing test," per se. See the Schedule for time frame.

Homework assignments will receive a check plus/check/ or check minus.

Late and Make-Up Work:

- You will only receive full credit for assignments turned in during the class on the date they are due.
- After two late homework assignments, students will receive no credit for future late homework assignments.
- Late essays will marked down on grade (from an 'A' to a "B"), unless student provides a documented reason for the late work.
- Papers that receive a C- or below may be rewritten; however, the highest grade they will receive is a "C".
- Any make-up work must be completed by the next class and handed personally to the professor. (Please indicate in handwriting at the top of the page the reason the assignment is late—in case, I forget.
- Please turn in the original graded version of the paper with your rewrite.
- Students who miss exams or do not turn in written assignments will receive zero credit.

Class Management Information:

Attendance:

Class attendance is mandatory. If you miss more than three class periods, you are encouraged to drop unless you have worked out other arrangements with the professor. If you miss three class periods you must make arrangements with the professor to continue as a class member. If you must be absent, notify the professor before or on the day of the absence. Such absences may possibly be considered excused absences which are not calculated in the semester total. Roll is taken at the beginning of the hour. If you come late, you are responsible to be sure you are counted present. No changes in attendance will be made after the day of the class.

Student's Responsibilities:

Do the assignments for the class period they are assigned. Be diligent with reading, written work, attendance, and class arrival on time. Always bring the textbook, a pen, and writing tablet for reading responses. You should feel free to keep your lecture and class notes in any form you prefer. Check our Etudes shell and your email regularly for class updates and additional materials.

If you must bring pagers or cell phones to class, be sure they are turned off before class begins. Do not bring ipods or any other device with earphones to use in class, an activity absolutely forbidden. Students will be asked to leave the class the first time they violate this policy. No exceptions.

Further, note taking on a computer is not allowed unless cleared with the professor at the beginning of the semester. Those students cleared to use a computer must sit in the first row of desks.

Expectation of Work: At the undergraduate level, this means that for each hour in class, a student is expected to spend a minimum of two hours a week doing homework.

Plagiarism:

All writing that students submit for this course must either be entirely their own or properly documented. Material downloaded from the Internet and turned in for assignments will receive zero credit. Because of its serious nature, a case involving plagiarism will result in an automatic F on the specific assignment and possibly in the class.

Academic Integrity Statement:

Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; and, turning in the same work to more than one class without informing the instructors involved. Each student is expected to engage in all academic pursuits in a manner that is above reproach, maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Incidents of academic dishonesty will be subject to disciplinary action.

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

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.

SPECIAL ACCOMMODATIONS

If you require special accommodations for a disability, religious holiday, or any other reason please inform your instructor(s) within the first week of the course and we will accommodate you if at all possible. For accommodations due to disability, you must consult with the Disabled Students Programs and Services Office after which we will abide by their recommendations.

COLLEGE RESOURCES FOR LAMC STUDENTS: see <http://lamission.edu/de/student-resources>

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department: For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-3647732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

STEM Office: For information on free tutoring, resources and academic counseling for

STEM (Science, Technology, Engineering, and Technology) students visit: <http://www.lamission.edu/stem>

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit <http://www.lamission.edu/learningcenter/> **Three Attempt Limit**

A state policy limits students to **three attempts per course**.

Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**.

Withdrawal by the deadline to avoid a "W" will not count as an attempt.

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<http://www.lamission.edu/aso/docs/STANDARDS%20OF%20STUDENT%20CONDUCT.pdf>

English 28 Calendar of Readings

Dates	Topics	Readings to be Discussed	Writing Assignments	Research Paper Due Dates
February 11	Syllabus, SLO, Etudes MySkillsLab.com, Criterion			
February 18	Topic Sentences/ Further Introduction to Criterion and MSL.com		Homework Assignment: post on Criterion. Bring Hard copy to class.	
February 25	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.	Read in Chapter One in <i>Short Takes</i> , pp. 13-22 and pp. 34-36.		
March 4	Process Writing: prewriting, note taking, drafting, revision, editing. Summaries, Outlines, and Synthesis: functions and methods.		Criterion Essay (Trial) (This essay will be a timed, 90-minute essay taken independently at Criterion.ets.org between 3/4 at 5pm and 3/10 11pm.. No Make-ups.)	
March 11	Persuasion and Argumentation: visual and textual arguments. Exemplification Essay		Paper One Assigned	
March 18	Introduction to Research Papers: Finding, Using, and Documenting Sources. Library Catalog including book catalog, subscription databases (EBSCOhost, Proquest).		Peer Review Due of Paper One Criterion Essay (#1) (This essay will be a timed, 90-minute essay taken independently at Criterion.ets.org between 3/18 at 5pm and 3/24. Deadline is 11pm on Sun. 3/24. No Make-ups.	Assign Research Paper

March 25	Compare & Contrast Essay Research Paper: Bibliography and MLA Style		Paper One Due (on or before Thurs. 3/27 at 5 pm.) Late paper will be accepted up to one week late but will receive no higher than a "C".	Research Topic Due
April 1	-Narrative and Process Essays: Models and Execution -Summary, Paraphrasing, Quoting, and Avoiding Plagiarism		Criterion Essay #2 (open from 4/1 5 pm to 4/7 11 pm)	Bibliography Due
April 8	Classification & Division -Note Cards Peer Review of Student Bibliographies and MLA Style		Criterion Essay #3 (This essay will be a timed, 90-minute essay taken independently at Criterion.ets.org between 4/8 5 pm and 4/14 11pm. No Make-ups.)	
April 15	Teacher/Student Conferences Research Paper: PMLA Documentation		Paper Two Assigned	Notecards Due
April 22	Teacher/Student Conferences The Definition Essay: Models and Practice of this rhetorical mode.		Peer Review of Paper Two Due	
April 29			Criterion Essay #4 (This essay will be a timed, 90-minute essay taken independently at Criterion.ets.org between 4/29 5 pm and 5/5 11pm. No Make-ups.)	Draft Due (at beginning of class)
May 6	Research Paper: Peer Review/ Conferences		Paper Two Due (on or before Thurs. 5/8 by 5 pm)	
May 13	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, 90-minute essay taken independently at Criterion.ets.org between 5/13 5 pm and 5/19 11pm. No Make-ups.)	Draft Due (at beginning of class)

May 20				Final Draft Due
June 2	Final Exam 12:30 pm – 2:30 pm			

Please make sure you check Etudes and/or with a classmate if you are unsure of the assignment for the next class meeting. It is the student's responsibility to be informed. If you miss class, check Etudes or come see me during my office hours to find out about material missed. See policy for the late work.