Los Angeles Mission College
English 21 (Pilot Program)
Spring Session 2014 – Feb. 10 to June 9, 2014
Instructor: Ms. Diaz-Cooper

Email: Coxvd@lamission.edu **Voice mail:** 818-364-7694 **Faculty Office:** Inst. Bldg. #14
Office Hrs. Mon and **Wed:** 10:30-12:30 **Tues:** 10:30am-12:00pm or by appointment

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MW Section: #0551 **Hrs.** 7:15 am-8:40 am **Units:** 3 **Rm:** CSB- 101

Prerequisite: Dev. Com 1; appropriate skill level demonstrated through the English assessment process or by permit. English 21 is a graded pass/no pass class.
Texts: *Simple, Clear, and Correct Paragraphs*- William J. Kelly
The Mercury Reader and Pearson Café (*My Skills Lab)* **Course ID# english TBA**

Course Description: This 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.

Student Learning Objectives:

At the end of the course, the student will be able to:		Method of Assessment
SLO#1	Produce an essay of at least 250 words, which has a thesis, an introduction, body, and conclusion. Sentence structure will be diversified.	Writing Final: The production of an essay in response to a writing prompt
SLO#2	Self edit and correct grammar, spelling and punctuation errors in his/her essays.	Writing final
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.	In class exercise

****Hints to success**** this class is designed to create a positive English experience for all students. With this in mind, students are invited to embrace this class fearlessly by asking questions of the instructor, the readings and classmates. To encourage discussion and participation, it is crucial to remain sensitive to the diverse backgrounds, personalities, and opinions of everyone. Class participation means intelligently responding to the instructor and other members of the class. All students are encouraged to respectfully challenge and/or disagree with the instructor, their classmates, or with the readings. Students who are successful come to class

prepared with all assignments completed. Participation in class discussions serves to demonstrate ones knowledge of the assigned reading material. If students miss a class, always ask class peers what was covered and help each other by sharing class notes. All students are always encouraged to communicate with the instructor. I am here to assist each student succeed in English 21.

Class Peers: Obtain contact information from four classmates
Name_____ E-mail _____Phone_____

Name_____ E-Mail _____Phone_____

Students cannot receive a passing grade if, more than three class sessions are missed, or if students do not turn in a final exam or research paper. As an academic courtesy students are asked to turn off (not vibrate mode) cell phones.

Assignments: 4 essays (2 full pages), Annotated Bibliography, Reading Response Journal, in-class assignments, quizzes, mid-term, and a final exam.

Journal: Journal entries are one (full) page long, endorsed; typed; double-spaced; one inch margins and journal entries are based on each *Mercury Reader* reading assignment.

Attendance: Successful students participate and attend each class with an inquisitive mind and spirit. Punctual and regular attendance is mandatory and necessary to be prepared for the various in-class assignments, discussions, and small group workshops. However, this is impossible without attending class, preparing and remaining abreast of assignments. If students have an *extraordinary* situation, and need to leave early or come to class late please see me. Regularly (meaning more than once) arriving late, taking extended breaks or leaving early may result in adjustments to the overall class grade at *my discretion*. If students are experiencing an emergency that requires missing classes or portions of that class, please let me know ASAP. Although students are absent, students are still responsible for all assignments and deadlines.

Workshops: Rough drafts for peer evaluation workshops are always typed and hand written drafts are never acceptable. Students are required to *always* attend class with a typed rough draft on workshop days. Participation in workshops is so helpful and proves a worthwhile exercise for the class.

Papers: Remember, all presentational papers must include at least four rough drafts (typed and revised**).** All papers are typed, double-spaced, and stapled, with one-inch margins; standard 12 point type. Use the MLA system for citations and documentation. No need to use plastic covers or holders; simply attach papers with a medium black paper clip. Endorse papers on the first page only; on the top left-hand corner as follows:

Last name, First name

English 21 (class day and time)

Assignment (e.g. Essay 1)

Date

Comments on essays will be extensive initially. I will address the two or three biggest concerns to improve the overall paper, but very often other revisions are necessary. All students are allowed to turn in *two* late essays, but this option does not pertain to the Research Papers, exams, or holiday weekends. Please do not hesitate to go to the Student Success Center for additional tutoring (successful students usually go there early in the semester).

Plagiarism: Plagiarism is the use of another person's writings, ideas, and offering the work of others as your own, even if it is accidental.

*Plagiarism is a serious academic offense and will result in the letter grade of an "F" for the course. Turning in any written work or any part of a written work, written by another person, as your own work is consider Plagiarism.

*Failing to acknowledge, through proper citation, the source of ideas that are not your own.

*Failing to indicate paraphrases ideas or verbatim expressions that are not your own thoughts through proper citation.

*Downloading a paper from a website or cutting and pasting text from a website without properly citing the source

*If you did not write it and you hand it in under your name, you have committed plagiarism.

*If students are uncertain about plagiarism - just ask me for help.

Please read and initial the following:

Always feel free to come to me to clarify anything. I can easily be reached via email or come by my office so we can talk. **Initial_____**

Students should try to meet with me during scheduled office hours or by appointment. **Initial_____**

According to LAMC drop policy, students need to drop themselves or they will receive an "F" at the end of the course. **Initial_____**

Three occurrences of attending class late are the equivalent to one absence. **Initial_____**

Students missing part or all of a class session are still responsible and accountable for all announcements, all assignments, and material covered in that session. **Initial_____**

I cannot accept assignments via-e-mail. **Initial_____**

Always read the assigned reading before coming to class. **Initial_____**

Attend every class with text books, journals, handouts and all completed assignments. **Initial_____**

The meaning of Plagiarism is clear. **Initial_____**

All presentational papers include (4) four rough drafts. **Initial_____**

Handwritten assignments of any kind are not acceptable. **Initial_____**

Grade Breakdown: The final grade is based on all work assigned and turned in on time. Class Participation 15% (includes *My Skills Lab*, and workshops); Journal 20% mid-term 10%, final 10%; Essays 20%; Annotated Bibliography 25%.

English 21 Tentative Due Dates

All dates and assignments are subject to change

Week 1 2-10 Introduction to class

Week 2 – 2-17 - President's Day (College Closed) Handouts-

Week 3 2-24 - Library and Rough Draft paper#1 due 2-26-14

Week 4 3- 3 Presentational Paper #1 due; **My Skills Lab deadline to register**

Week 5 3-10 Rough Draft Paper #2 and Paper #2 due 3-12-14

Week 6 3-17 Rough Draft Paper #3 and Paper #3 due 3-19-14

Week 7 3-24 Rough Draft Paper #4 and Paper #4 due 3-26-14

Week 8 3-31- Holiday College closed

Spring Break – April 7 to 13 (College Closed)

Week 9 4-14 Mid Term due

Week 10 4-21 Journals due

Week 11 4-28 Annotated Bibliography Due

Week 12 5-5

Week 13 5-12 A**ll Revisions Due5-14-14**

Week 14 5-19 Finals Due

Week 15 5-26 Memorial Day Holiday (College Closed)

Final Week –June 3 to June 9, 2014

Graduation June 10, 2014
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English 28 Tentative Due Dates

All dates and assignments are subject to change

Week 1 2-10 Introduction to class

Week 2 -17 - President's Day (College Closed) Handouts; a list of possible Research Paper ideas; Rough Draft Paper #1 due 2-19-14

Week 3 2-24 – Library Unit; Paper #1 due 2-26-14

Week 4 3-3 My Skills Lab deadline to register

Week 5 3-10

Week 6 3-17

Week 7 3-24

Week 8 3-31- Holiday College closed; Paper #2 due 4-1-14

Spring Break – April 7 to 13 (College Closed)

Week 9 4-14 Mid Term

Week 10 4-21 Paper #3

Week 11 4-28 Paper #4

Week 12 5-5 Journals due

Week 13 5-12 Rough Draft Research Paper due

Week 14 5-19 Last Rough Draft of Research paper- **Finals Due 5- 21-14**

Week 15 5-26 Memorial Day Holiday (College Closed) - **Research paper due 5-27-14**

Final Week –June 3 to June 9, 2014

Graduation June 10, 2014

Rubric for English 21

“A” paper:	**“B” paper:**	**“C” paper:**	**“D” paper:**	**“F” paper:**
The author establishes and maintains a clear thesis. The paper is organized from beginning to end. It contains a logical progression of ideas. It is fluent and coherent. The details of the paper are pertinent, vivid, explicit, and provide ideas/information in depth. Resources cited are current, authoritative, and relevant; it is evident that many resources were consulted. (As applicable) The paper employs a distinctive professional and academic tone. The paper contains few or no spelling, grammar, usage, mechanics, format, and/or documentation errors. Departures from	The author establishes a thesis in the introduction and maintains it throughout the paper. The organization moves the writing forward. Few lapses in unity or coherence exist. The details are relevant and develop ideas/information with some depth and vividness. Resources cited are relatively current; the majority of resources are authoritative; at least seven resources were consulted. (As applicable) The author establishes a professional and academic tone. Some spelling, grammar, usage, mechanic, format, and/or documentation errors or patterns of errors exist.	The author establishes a thesis but fails to maintain it throughout the paper. Some lapses in unity or coherence exist within the organizational structure. The details inadequately develop ideas or information. Some of the resources are current; some are authoritative; at least five resources were consulted. (As applicable) The author sometimes achieves a professional and academic tone. Numerous spelling, grammar, usage, mechanics, format, and/or documentation errors distract the	The thesis is not clear and is not maintained throughout the paper. Lapses in organization hurt the unity and coherence. Details lack elaboration, are merely listed, or are repetitious. At least one of the resources is authoritative; at least one is current; at least three were consulted. (As applicable) The paper lacks a professional and academic tone. Errors in spelling, grammar, usage, mechanics, format, and/or documentation seriously interfere with the flow of the paper.	The paper lacks a thesis. Serious errors in organization make the paper difficult to follow. Details are minimal, inappropriate, or random. None of the resources is authoritative or current, or no resources were consulted. (As applicable) The paper lacks a professional and academic tone. Errors in spelling, grammar, usage, mechanics, format, and/or documentation interfere with the reader’s understanding of the paper.

convention appear intentional and are effective.		reader.		

Online Assignments: Pearson Café - *My Skills Lab.com*. These are required exercises. Students must attempt to master 70% of all items from the lists after you take your diagnostic test. This is an important part of your grade. Most of the things are covered in-class, but do not wait for that. Online tutorials at My Skills Lab will guide and teach students through what they need to know.

Reading Assignments for *Simple, Clear, Correct Paragraphs*

Name	Pages	Read Only
Chapter 1 & 2	2-14 &16- 21	*
Chapter 3	24-33	*
Chapter 4	35-53	*
Chapter 5	56-63	*
Chapter 6	64-70	*
Chapter 7	71-76	*
Chapter 8	79-85	*
Chapter 9	87-94	*
Chapter 10	96-103	*
Chapter 11	104-110	*
Chapter 12	111-118	*
Chapter 13	119-131	*
Chapter 14	132-143	*
Chapter 15 & 16 & 17	148-167	*

***The Mercury Reader* - Reading Assignments for essays and Reading Response Journal**

Name	Pages	Read	Journal
Speech on the Signing	6	*	*
Indian Boarding School	11	*	*
The Fear of Losing a Culture	17	*	*
Public and Private Language	23	*	*
Mother Tongue	36	*	*
Salvation	45	*	*

A Homemade Education	49	*	*
Black Men and Public	59	*	*

Student Resources at Los Angeles Mission College
These are some of the resources available to students on campus

LAMC Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7798 or 364-7768 or visit: http://www.lamissionbookstore.com/

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

Disabled Students Programs and Services: For appointments and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services: For appointments and information call 818-364-7645 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 818-364-7105 or 818-364-7106 on library hours, resources, workshops, and other services or visit http://www.lamission.edu/library/

Tutoring Services in Learning Center: Laboratories for Learning, Writing, and Math & Science. Walk-in and appointment services offered. Call 818-364-7754 visit www.lamission.edu/learningcenter

Library Databases Available 24/7 from home—New Improved Access

1. From off-campus, point your browser to the **Library Home Page** http://www.lamission.edu/library
2. Click on **Library Resources**
3. Select a database to search by clicking on the highlighted off-campus link

Students: To access the databases from off-campus, click the off-campus links to login with your student ID number and PIN. Your PIN is a four-digit number consisting of your birth month and day. For example, January 1st would be "0101".

Reasonable Accommodations:
It is the policy of the Los Angeles Community College District (LACCD) and Los Angeles Mission College to accommodate students with disabilities, pursuant to federal law, state law and Los Angeles Mission College's commitment to equal educational access.

Any student with a disability who needs accommodations, please contact the Disabled Students Programs (DSP&S) phone number 818-964-7732 or TDD 818-364-7861 to discuss the steps you will need to take to arrange for accommodations. You may also email DSPS at gonzala@lamission.edu (Adrian Gonzalez)

DSPS office provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, and the like.

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.

*Quickly, yet orderly and safely, exit the classroom and the building, preferably through the main doors

*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.