

English 101

Fall 2012

Class/Section Number: 3128
Instructor: Rebecca Lawson
Class Time: MON 3:30PM- 6:40PM
Location: CSB 101
Email: lawsonrw@lamission.edu

Office Hours: 6:50-7:30 Room 16 in INST building, *or by email appointment.*
Faculty Mailbox: Located in ReproGraphics copy room. Under last name "Lawson" in the English Section

Required Material:

Writing: A Guide for College and Beyond Brief Third Edition by Lester Faigley. The ISBN number for this textbook is: 020522329X

They Say, I Say: Moves that Matter in Academic Writing by Gerald Graff and Cathy Birkenstein. The ISBN is: ISBN: 978-0-393-93361-1

Regular access to LA Mission's Moodle website.

Regular access to your email account.

Recommended:

A college dictionary

A thesaurus

Welcome to English 101!

Course Description: (from LA Mission catalogue) English 101 is a course in reading and writing to improve the student's skill in thinking clearly, reading carefully, and writing effectively; the organization and composition of expository material, including the research paper, are emphasized.

Student Learning Outcomes:

1. Produce a unified essay of 1,000 words that shows a mastery of critical thinking, logical organization, and mechanics.
2. Analyze and evaluate academic articles and literature.
3. Produce a 2,500 word research paper which utilizes library research materials and documents evidence.

Grading: Your grade will consist of the following:

Two out-of-class essays: 100 points each

One out-of-class Persuasive Research Paper: 200 points

Final In-class Essay: 100 points

Homework, Readings, and In-class assignments: 5-20 points each, depending on length and difficulty.

Extra Credit:

I give one extra credit assignment, usually toward the end of the semester. It will be worth 25 extra credit points. The assignment will be a 2 page paper based on our in-class literary analysis lesson. Details to come.

Paper Format:

All final drafts must be in 12-point, Times New Roman font. Margins must be one inch on all sides, and the paper should be double-spaced. All papers must include your name, the date, your class and section information, the assignment name, and your word count in the left-hand corner. I have attached an example of correct formatting to this syllabus. Please refer to it every time you turn in a written assignment. If you have any questions about how to format your paper correctly, please ask me or a tutor at the Writing Center. All assignments should be carefully proofread for grammar and spelling errors.

Late Assignments/Papers:

I do not accept late assignments. All papers and homework assignments are due at the beginning of the period. If you arrive late to class, you must turn in your work to me immediately upon arriving. I will not accept homework turned in at the end of the period. If you know you are going to be absent, please make arrangements to have your work in my box in the LA Mission faculty mailroom before class or to have it in class with a classmate on the day it is due. Because many of our assignments will be turned in via the internet, being absent is **not an excuse** for late work in those cases. On-line assignments must be turned in before the beginning of class whether or not you are actually present in class that day.

You have **one exception** to the “no late work” rule. It is called the “Life Line”.

Rules for the Life Line: You will receive one “Life Line”. You can use to turn in **one late essay**. In order to use the life line, you must **PRINT THE ASSIGNMENT**, attach the “Life Line” Cover Sheet (handout or download on Moodle) and turn in to me within one week of the original due date. No exceptions.

Please do not email papers. You will upload them to Moodle. **You can email me to remind me about or discuss your “life line” paper, but do not email me the paper itself.** I receive dozens of emails a day and your paper may get lost.

Where to Print:

Printing facilities are available to you free of charge in INST 2009, and you may buy a print card if you wish to use the printers in the LRC. Expect to have computer difficulties at least once during the semester and plan for them.

A Word About Drafts and Participation:

Writing is a process, and it is important that you participate in the process by bringing drafts of your essays to class on the peer review dates. In order for your classmates and me to help you as much as possible, we need to see the direction that you are going with your paper, and for this, we need to see a *completed* draft. I define a complete draft as an essay that, while it may not make the page length required for the assignment, has all of the qualities of a finished product—it is typed, and it has an introduction, body, and a conclusion. Because I find complete drafts to be so important, the following policies will apply.

Students who do not bring a complete draft to class on the day the draft is due will:

- Lose the opportunity to have me comment on their rough drafts. *I do not read/comment on late drafts.*
- Lose the opportunity to have their peers comments on their rough drafts during class.
- Lose points on their final drafts for not having peer review sheets.

Record Keeping and Grades:

It is your responsibility to keep track of which assignments you have turned in and which you have not. Your individual assignment grades will also be up on the Moodle website, **however the total of points and letter grade estimate on Moodle is not always accurate.** Please discuss your grade with me if you are concerned.

Please keep all of your work after I pass it back. This means your quickwrites, your essays, your in-class work, and any other assignments we do. **Always save each draft of an essay separately.** If I make an error in my grade book, the only way for you to prove it to me is to show me the assignment with the grade *I wrote* on it. **Also, you should never give me your only copy of an assignment. Always save your work on a computer or a flash drive or print out an extra copy for you to keep in case something goes wrong with your computer or I misplace your work.**

Plagiarism:

Simply put, *do not do it*. Plagiarism is presenting another's work as your own. This can include copying word-for-word from a source without properly crediting it, presenting an idea as your own without acknowledging the source, or turning in a piece of writing that *you* did not personally create. Accidental plagiarism will result in an "incomplete" on the assignment with the option of revising for a passing grade. Depending on the circumstances and the severity of the infraction, intentional plagiarism will, at the least, result in an "F" on the assignment in question and may result in an "F" in the class. Repeat offenders risk suspension from LA Mission College.

Attendance:

This is a once a week class, and therefore attendance is very important. As a member of this class, you are part of a community of writers. It is important that you be here to participate in class activities and offer your contribution to your classmates' learning process. We will be doing activities and assignments during class that cannot be made up if you are not present. You will be responsible for any work you miss when you are not in class. **You are only allowed ONE absence. Students who are absent more than three times during the session will be dropped without question after the third absence.** Please refer to the syllabus and the class website for upcoming assignments and instructions. You may also wish to exchange phone numbers with someone else in the class so that you can catch up on what you missed. Therefore, **please save your absence for a day when you truly need it.** In the case of an emergency, please contact me as soon as possible via email to let me know your situation.

Tardiness:

It is essential that you be on time. I will be taking roll at the beginning of class each day. If you arrive after I have taken roll, you will be marked tardy. Three tardies will count as one absence. If you are tardy, please come into class quietly without disturbing others. **At the break, you must come see me so I can change your absence to a tardy.** Do not leave class early. I will often make announcements at the end of class that you will need to hear, and if you do choose to leave before class is finished, you will be marked tardy for that day.

Cell phones and Student Conduct:

Students will keep their cell phones turned off and in their bags. **To avoid checking text messages, which may seem harmless, please keep your cell phones in your bags, not your pockets or on your desk.** I love my smart phone as much as the next person, however I will **never** use it for personal reasons in class, and I expect the same from you.

Our classroom will be a place of learning and respect. Disruptive or disrespectful behavior will not be tolerated and may affect your grade. Also, students who disrupt the class after the first warning will be asked to leave and will be marked absent for the day.

Students with Disabilities:

If you have any special needs, please see me privately. Sharing your situation with me will help me to be a more effective instructor. If you are a student with a disability and require classroom accommodations, please see me to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the quicker I will be able to provide them. If you have not done so already, you may also wish to contact the DSP&S Office in Instruction Building 1018 (phone #818.364. 7732/TTD 818.364.7861) and bring a letter stating the accommodations that are needed.

COLLEGE RESOURCES FOR STUDENTS

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 Office: 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 818-364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOPS): For appointments, eligibility 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 on hours, resources, workshops, and other services contact 818-364-7106 or visit

<http://www.lamission.edu/library/>

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