

English 21 - Fall 2013

Section: 3803

Instructor: Rebecca Lawson

Office Hours: 2:45–3:20 PM Tuesday/Thursday in Room 16 of the INST Building, or by appointment.

Class time and meeting place: Tuesday 3:30—6:40 PM in CSB 207

Email: lawsonrw@lamission.edu

Mailbox #: Located in ReproGraphics copy room under “English” and the last name “Lawson”.

Required Texts:

Pathways for Writing Scenarios by Kathleen T. McWhorter (2nd edition)

English Simplified package *with MySkillsLab access card* (Sold only at the LAMC bookstore) Course ID: lawson51467

Course Description: (from LA Mission catalogue) 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.

Student Learning Outcomes:

1. Recognize and correct basic errors in grammar
2. Produce an essay of at least 250 words, which has a thesis, introduction, body, and conclusion. Sentence structure will be diversified.
3. Self-edit and correct grammar, spelling, and punctuation errors in his/her essays.
4. Differentiate fact from opinion.

Grading: This class is graded credit/no credit. In order to receive a grade of “Credit,” you must have above a 70% in the class. Your grade will consist of the following:

Take-home paragraph: 50 points

3 Take-home essays: 100 points each

MySkill Lab Assignments Completion: 100 points

In-Class Writing Final: 100 points

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

Extra Credit: I will give one optional extra credit assignment toward the end of the semester. It will be a writing challenge based on a reading “The Case for Short Words” by Richard Lederer. More information in class.

Paper Format: All final drafts must be in 12-point, Times New Roman font. Margins must be one inch on all sides, and the body of 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 will hand out an example of correct formatting in class and email it to the class. Please refer to it every time you turn in a written assignment. All assignments should be carefully proofread for grammar and spelling errors.

Late Assignments/papers: Extensions may be granted for papers if there are extraordinary circumstances, but **only** if you have made arrangements with me **before the due date**. Otherwise, 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. **Once (and only once) during the semester, you will be allowed to turn in a paper one week after it was originally due with no penalty. If you would like to do this, please fill out the "Late Contract" attached to this syllabus and have me sign it.**

Where to Print: Printing facilities may be available to you free of charge in INST 2009, and you may also 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.

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 designated 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 participation point and the opportunity to have me comment on their rough drafts. *I do not read late drafts.*

Record Keeping: It is your responsibility to keep track of which assignments you have turned in and which you have not, and it is your responsibility to record the points you received in the assignment log if you wish to keep track of your grade. **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. 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 person'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: Attendance is very important, especially because our class only meets once a week. If you miss even one class, it is as though you have missed a whole week of class. 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 are only allowed to be absent two times.** Students who are absent more than three times during the semester will be dropped without question after the fourth absence. Therefore, please save your absence for days when you truly need them. In the case of an emergency, please contact me as soon as possible via phone or 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 to get your absence changed 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.

Phones and Technology: Please turn all cell phones, alarms, and other noise-making devices to silent before class. Please do not text-message, play games, or use your mobile device in any other manner during class. If I see you using your device once, I will warn you to put it away. If I see it again, I will ask you to leave the class and mark you tardy for the day. I will sometimes use my own cellphone for class related reasons only, but I will **NEVER use it for personal reasons during class**. I expect the same from you.

Student Conduct: Students are expected to be respectful at all times while in this class. Disruptive or disrespectful behavior will not be tolerated and may affect your grade. Also, students who disrupt the class may be asked to leave.

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.

EMERGENCY PROCEDURES: 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 21 Schedule

*Please note this schedule is subject to change. Any changes will be announced in class.
It is your responsibility to make a note of any changes on this schedule.*

Week 1 – Tuesday, August 27

In Class: Course Introduction. Introduction to MyWritingLab and online course resources. Brainstorming and Freewriting.

Due: Nothing yet! Purchase your textbooks and required materials.

ALWAYS BRING YOUR TEXTBOOK TO CLASS. We will use it in class almost every week.

Week 2 – Tuesday, September 3

In-Class: Summary and Close Reading, Paragraphs and Topic Sentences, and Introduction to Narrative Writing. We will work on a rough draft of your first paragraph assignment in class.

Due: Reading Response for "The Beautiful Laughing Sisters – An Arrival Story" on p. 522-527 in Pathways.

You MUST have your Pathways book and MySkills Lab access card in class with you on this date. If you do not have your access code, you will not be able to sign up for MySkillsLab.

Week 3 – Tuesday, September 10

In-Class: Narrative Writing and Essay One.

We will complete a rough draft of your first paragraph assignment in class.

Due: Complete the Path Builder under the Writing section in MySkillsLab

Week 4 – Tuesday, September 17

In Class: Discussing Subjects and Verbs, Parts of Speech, Clauses, and Phrases. Further discussion of Narrative Writing and assign Essay 1. Brainstorm topic and outline in class.

Due: Final Draft of Paragraph #1 — Typed, and also attach the Rough Draft we did in class.

Week 5 – Tuesday, September 24

In Class: Discuss how to write strong sentences, and how to use specific details. Discuss the Reading.

Due: Know your topic for Essay 1 and bring your notes/draft/ideas to class.

Email/Handout Reading: "The Secret Latina" by Veronica Chambers. Print and bring to class.

*Achieve Mastery in "Parts of Speech, Phrases, and Clauses" section of "Basic Grammar" module of in MySkillsLab

*Achieve mastery in the "Subjects and Verbs" section of "Basic Grammar" module of MySkillsLab

Week 6 – Tuesday, October 1

In Class: Peer Review of Rough Draft Essay #1. Discussing Essay Organization and Development

Due: Rough Draft of Essay #1 (typed, three copies)

*Achieve mastery in the "Essay Organization" section of "Essay Development" module of MySkillsLab

Week 7 – Tuesday, October 8

In-Class: Run-On Sentences, Review of Fragments, and working on Revising Essay 1. My comments passed back.

Due: Bring the latest draft of Essay 1 to work with in class.

* Achieve Mastery in "Sentence Structure" and "Fragments" section in the "Sentence Skills" module of MySkillsLab.

Week 8 – Tuesday, October 15

In Class: Introducing Essay 2, Reading in class: "Los Chinos Discover El Barrio"

DUE: Final Draft of Essay 1. Printed copy only, with rough draft attached.

Email/Online Reading: "Los Chinos Discover El Barrio". Print and bring to class.

Week 9 – Tuesday, October 22

InClass: Discussing Essay 2, Discuss Pronouns and Pronoun Agreement.

DUE: Summary and Reading Response for “The Homecoming and then the Hard Part” p. 194-106.

Answer questions 1, 3, and 6 and bring to class.

Begin brainstorming on Essay 2. Fill out the outline I gave you in class last week. We will use it in class.

***Achieve Mastery in “Subjects and Verbs”, “Regular and Irregular Verbs”, and “Tense” under the “Basic Grammar” module in MySkillsLab**

Week 10 – Tuesday, October 29

In Class: Peer Review for Essay 2.

Due: Rough Draft of Essay 2. Bring 4 typed copies to class for Peer Review and my comments.

*** Achieve Mastery in “Pronouns” in the “Basic Grammar” module**

Week 11 – Tuesday, November 5

In Class: I will pass back Essay 2 Drafts with my comments. Discuss revising Essay 2. Discuss Pronoun Case and Pronoun Agreement.

Due: Bring your latest copy of Essay 2 for use during class activities.

***Achieve Mastery in “Consistent Verb Tense and Active Voice” in the “Sentence Skills” module**

Week 12 – Tuesday, November 12

In Class: Introducing Essay 3 and analyzing Media and Advertisement Claims. Discuss adjective and adverbs.

Due: Final Draft of Essay 2. Printed copy with rough draft attached.

*** Achieve Mastery in “Pronoun Case” and “Pronoun-Antecedent Agreement” in the “Sentence Skills” module**

Week 13 – Tuesday, November 19

In Class: Creating a strong thesis statement. Discussing dangling modifiers and parallelism

Due: Reading Response for “Beautiful Words + Beautiful Images = One Beautiful Advertisement” on p. 332. Answer Questions 1-4 “Examining Student Writing” on page 333.

Also bring your Ad(s) and a Tentative Thesis Statement to class.

*** Achieve Mastery in “Thesis Statement” under the “Essay Development” module**

*** Achieve Mastery in “Adjectives and Adverbs” under the “Basic Grammar” module**

Week 14 – Tuesday, November 26

In Class: Peer Review for Essay 3, Discussing How Advertising Impact Identity and Culture

Due: Rough Draft of Essay 3. 3 copies for peer review and 1 copy for my comments a list of Feedback Questions for me stapled to the back.

Reading: “You Can’t Be Thin Enough: Body Images and Mass Media” p. 464-466

*** Achieve Mastery in “Parallelism” under the “Basic Grammar” module**

Week 15 – Tuesday, December 3

In Class: Revisions for Essay 3. My comments passed back. Discuss Final Exam.

Due: Bring your latest copy of Essay 3 to class to revise in class.

*** Catch up on any MySkillsLab assignments not yet done.**

FINAL EXAM – Tuesday, December 10 at 5:30—7:30

Note Time Change! Do not come to class at 3:30.

Our final exam begins at 5:30PM promptly. Bring an exam booklet and a pen/pencil.

ALSO DUE: Final Draft of Essay 3, printed, with rough draft attached (required) and extra credit assignment “The Case for Short Words” (optional)

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/

Late Work Contract

Assignment's original due date: _____

Date assignment turned in: _____

I, _____, am choosing to use my one "late day" for the semester for the following assignment: _____.

I understand that this is the *only* late assignment that will be accepted from me all semester, and that any future assignments turned in after their due date will receive a grade of zero. I also understand that late assignments may not be graded until the end of the semester.

Student Signature

Date

Instructor Signature

Date