

English 101 SYLLABUS

Spring, 2013

CONTACT INFO:

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OFFICE HOURS: TBA

GOALS: *These goals are from the official English Department outline for this course:*

- 1) *Demonstrate mastery of main idea sentences and thesis statements.
- 2) *Write a multi-paragraph essay with adequate support in a variety of organizational strategies.
- 3) Show an understanding of unity, coherence and development in a multi-paragraph essay.
- 4) *Complete a research paper correctly making use of several sources.
- 5) Identify and give examples of logical fallacies.
- 6) Use analogy to convey a point.
- 7) Analyze differences in tone between two or more texts.
- 8) *Produce in-class writing that has few errors in sentence structure.
- 9) *Use punctuation correctly.
- 10) Adjust writing style to chosen audiences.
- 11) Final drafts will have no subject-verb agreement errors of any kind.
- 12) *Demonstrate proficiency in standard written English with only rare second language interference.

REQUIRED ITEMS: *Unless otherwise specified, please bring these with you to every class:*

1. There is no required text. Electronic dictionaries, however, are not allowed in class, so you will need to buy a paper dictionary if you want to have a dictionary in class with you.
2. Scantrons: please get the kind with 50 questions per side. You will need at least 6, and possibly more.
3. A pocket folder with all handouts, quizzes and other materials from previous classes (don't throw anything away!)
4. A paper notebook or notebook section dedicated to this course only.
5. Dark blue or black pen, #2 pencil.

PROHIBITED ITEMS: *Unless otherwise specified, please do not bring these items to class.*

- 1) All electronic devices, including phones and electronic dictionaries
- 2) Food and candy
- 3) Drinks other than bottled water (Please do not bring water in other types of container.)
- 4) Firearms or other weapons of any kind

THE RULES:

None of these basic rules is negotiable. Let me know during the first week of class if you will have any problem following them. Please...

- 1) *Speak only English in class.* Not doing so will result in an 'F' for class activities.
- 2) *Do not translate for others.* This practice is not a favor to anyone.
- 3) *Write, type and edit your own papers as assigned.* Writing lab tutors can help, but all writing and editing must be your own.
- 4) *Do not plagiarize, or copy, anyone else's writing.* A paper containing plagiarism will receive an 'F.' Plagiarism may also cause you to fail this course. See course catalog for more info on plagiarism.
- 5) No visitors or other non-registered persons are allowed.
- 6) *Leave the room only in emergency!* Please do not ask me to excuse you from the class unless it is an emergency. The California Education Code requires a minimum number of classroom minutes for each student. Excessive and/or lengthy disappearances can affect your class activities grade and even cause you to be dropped due to excessive absence.
- 7) *If you must leave the room, please let me know before you go.* You will be marked absent if I cannot find you and I do not know where you are.
- 8) *Do not make appointments with counselors or other campus personnel during your class time.* If you will be requesting athletic leave, please bring me a copy of your schedule of games at the beginning of the semester.
- 9) *Be responsible for keeping track of:* a) your class grades, b) the drop deadline, c) the information on these pages, and d) all assignments and information you missed due to absence.
- 10) *If you do arrive late for any reason, you must tell me so at the end of the class.* If you forget to do this, you may be marked absent.
- 11) *Communicate your concerns.* If you do not share your concerns, I may not be able to help you succeed. I respect and honor students who bring complaints to my attention, even if they have to do with me personally. I encourage the practice of "questioning authority" as a form of critical thinking, which is a skill we learn in this course.

DISCIPLINARY POLICY:

If I determine that your behavior in class is having a detrimental effect on the learning of other students, I will inform you of the problem. If the problem continues, I will ask you to leave the class. In that case, you will need to make an appointment to speak to the Dean of Students about the problem before returning to class. Disciplinary problems can also result in suspension, being dropped from class, or expulsion from the college.

ATTENDANCE POLICY:

Please note: No doctors note, excuse or explanation is required, but you may not make up quizzes or receive credit for homework missed when you are absent for any reason except a pre-approved athletic event.

0 absences:	Extra credit for class activities grade.
1-3 absences:	Excused, no matter what the reason.
4 or more consecutive absences:	You should drop the course.
0x tardy or partial absence:	Extra credit for participation grade.
1-2x tardy or partial absence:	Excused, no matter what the reason.
3x tardy/ 3 partial absences*:	= one absence, no matter what the reason.

**Partial absences include any time you leave the classroom for any reason;*

**Full absences include talking on cell or texting inside or outside the room during class time or any time you miss a whole class for any reason except a pre-approved athletic event. This behavior may also become a disciplinary issue.*

GRADING POLICY:

A	90-100	Writing:	15%
B	80-89	Quizzes:	15%
C	70-79	Homework:	15%
D	60-69	Class Activities:	15%
F	0-59	Final:	(40%:)
		Written	30%
		Objective	<u>10%</u>
			100

CLASS ACTIVITIES GRADE:

The higher percentage reflects how important class activities are in this course. Your future employer will also be concerned with how well you stay on task, use appropriate language skills and demonstrate critical thinking skills. Sharing your concerns and seeking my help outside of class will also contribute to this grade.

STUDENT LEARNING OUTCOMES

These statements are required on every English 101 syllabus:

"Upon completion of this course, the student will be able to:

1. Demonstrate mastery of research strategies, including appropriate use and correct documentation of research materials.
2. Demonstrate mastery of pre-writing strategies, including brainstorming and outlining.
3. Develop an essay of multiple pages that effectively presents and strongly supports a clear thesis statement."

STUDENT COMPLAINT POLICY:

Have a complaint about this course? I hope that you will feel free to share your concerns with me before or after class or during my office hours. Please avoid taking class time for complaints. For the full and official IVC Student Complaint Policy, please see your catalog. There are also ways to share other types of complaints related to your experience at IVC. Check your catalog for ways to report discrimination and harrasment based on race, gender, religion, sexual orientation, etc. There is also a box for anonymous suggestions in the Admissions and Records office. Not sure who to contact about a specific concern? I am happy to help.

PLEASE ALSO NOTE:

- 1) This is not an easy class! If you do not have time to do homework or study for quizzes, you should drop the class now and reschedule for a different semester.
- 2) Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Program and Services (DSP&S) office as soon as possible. DSPTS is in room 2117, Health Sciences Building. Phone: 355-6312.