

English 100: College Reading & Writing (Transfer-Track)

Fall 2017 (MW 1:00 – 3:30)

“I actually wanted to come to class because it felt more like a group of friends all learning together rather than individually.”

“You are a no bull---- type of teacher, and that’s what I like. Also, you are fair & you care.”

--Former composition students

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Office Hours: MW 3:20-5:50, TTh 3:20-3:50 (except 1st & last Th of every month)
Also by appointment

COURSE DESCRIPTION

Welcome to English 100. In this class you will be exposed to different types of expository writing, as well as some documentation skills. You will be expected to write regularly, both in and out of class. Your writing and our class discussions complement each other; therefore, your participation in both areas is crucial to your success.

Although this syllabus may seem intimidating, past students have found the class much more comfortable than what the syllabus suggests. Check out what my past students have said, in *their own* words (under “Welcome” of our Canvas homepage). The syllabus is so specific in order to put you in the best position to succeed in the course. If you make the needed effort, I’m confident that you’ll get a lot out of the class, and hopefully you’ll also enjoy it.

REQUIRED TEXTS & OTHER MATERIALS*

- *America Now: Short Readings from Recent Periodicals* (11th edition), by Robert Atwan. Bedford-St. Martin’s. ISBN: 978-1457687426
- *How to Not Write Bad: The Most Common Writing Problems and the Best Ways to Avoid Them* (2013), by Ben Yagoda. Riverhead Books (Penguin).
- 1 Large Green (Examination) Book
- A college level (portable) dictionary
- Green, blue, and yellow highlighters
- Large three-ring binder, w/paper, and blue or black ink pens
- Flash drive (to save all outside writing in as backup)

***You must have the exact editions of the materials listed, and you must have *America Now* with you in class.**

STUDENT LEARNING OUTCOMES

1. Analyze readings of various lengths and complexity in terms of rhetorical method of development, style, implications, irony, satire, assumptions and biases.
2. Summarize and synthesize ideas from more than one college-level reading.
3. Compose logically developed and organized analytical and argumentative essays with clear point of view and thesis.
4. Revise, edit, and proofread essays and other writing with particular attention to syntax, sentence structure, grammar, punctuation, and formatting.
5. Read, analyze, and evaluate source materials and document them in written assignments in MLA style.

COURSE GOALS

Upon completion of the course, students will be able to do the following:

READING—from expository essays and full-length works of non-fiction:

1. Identify the use of stylistic features in readings.
2. Analyze and evaluate the use of causal analysis, persuasion, and argumentation in readings.
3. Summarize readings of various lengths and complexity.
4. Analyze readings for implied meaning, irony, satire, assumptions, and biases.
5. Synthesize meaning, using a variety of comprehension techniques to improve college-level reading skills.

WRITING:

1. Write a minimum of 4,000 words of expository prose, including some writings documented in MLA style.
2. Write analytical essays with clear, complex theses; adequate development and organization; and effective points of view and style.
3. Write essays using an appropriate combination of rhetorical strategies, including but not limited to causal analysis, compare and contrast, and persuasion/argumentation.
4. Link ideas with appropriate transitions.
5. Revise essays and other writings for organization, style, and tone.
6. Proofread and edit, with particular attention to syntax, sentence structure, grammar, punctuation, and mechanics.
7. Write critical analysis papers in response to challenging readings.
8. Consider and refute opposing points of view in essays or other writings.
9. Write essays that effectively incorporate source materials and document them in MLA style.

ESSAYS

- You need to follow MLA format for each out-of-class essay:
 - Double-space every line. (It's a good idea to set up double-spacing once you create a document.)
 - Have one-inch left, right, top, and bottom margins.
 - Use Times New Roman and have 12 characters per inch.
 - Do not include a separate cover page.
 - For the 1st page, in the upper *left* corner, include your name, instructor name, course name, and date. For other pages include a header at the top right (e.g., Rodriguez 2).
 - Center your essay's title and come up with a title that directs and focuses the essay rather than just re-states the title or description of the assignment.
 - Don't justify your text. Make sure the *right* side of the paper is uneven. (Use this syllabus as an example.)
- All your writing for the class should be in Standard Written English, which means that in your writing you should not use slang and language that would be appropriate in casual conversation.
- You must save every draft of every out-of-class essay in a flash drive (in addition to wherever you save it in the computer itself). There will be no excuse for a draft that you didn't save and can't access.
- One late paper will be accepted, **but it will be lowered a letter grade (ten percentage points) per day that it is late**. You'll need to contact me right away if your paper is going to be late, and it would need to be turned in by the next class meeting (at the latest). If it is turned in a little bit later than the time class starts (e.g., while class is still in session but after it begins), the grade will be lowered a half grade (five percentage points). You won't receive feedback on a late paper and you might not receive it until the end of the term. **Failure to submit any one of the assigned essays will lead you to fail the course.**
- I highly encourage you to visit the Writing Center to get help on some area of at least your first paper in progress. Bring a copy of the assignment with you and have a focus for your visit—something particular to have the instructor address. Print the **Writing Center form** from the Modules section of our Canvas course page and get a **name and signature from the instructor** there who helped you. Complete and then turn in the form with the revision of your essay. Students who earn lower than a B- grade on the first essay will be required to visit the Writing Center in order to get help with their next out-of-class essay prior to the due date. Failure to submit the required Writing Center form will result in the lowering of the grade of the essay.

PLAGIARISM

- Plagiarism—the undocumented use of someone else’s words or ideas—will result in a grade of F or 0 for the assignment, depending on the nature of the offense. Repeated plagiarism will result in an automatic F in the course and possible administrative action by the college. (See College Catalog for academic penalties.)
- In its commitment to academic honesty and accurate assessment of student work, SRJC uses Turnitin.com to prevent and detect plagiarism. This instructor reserves the right to have students submit their assignments to Turnitin.com in order to check for similarities between student submissions and the Internet, various research databases, and the Turnitin.com database of previous student submissions. Furthermore, this instructor may also submit essays to other instructors seeking plagiarism matches. You are required to submit your written work to the instructor and electronically to Turnitin.com, and by taking this class you agree that all assignments are subject to plagiarism detection processes and plagiarism penalties. **I will not read your essay if you do not first submit it to Turnitin.com by the due date.** If you delay submitting it to Turnitin.com, the paper itself will not be given written feedback, so be aware of due dates in order to do well. Assignments submitted to Turnitin.com by students will become part of a database and will be used for plagiarism prevention and detection. Student papers, however, will remain the intellectual property of the author.

COURSE REQUIREMENTS & CLASS POLICIES

- You'll get the most out of the course by coming to class prepared and willing to participate in discussion and activities. Some of our class time will be in the form of “roundtable” discussions where you are an essential part. That means any assigned reading must be read carefully before—not during—class. You must have the assigned readings or exercises with you in class (including ones **printed** from our Canvas page online). Please note that in all my years teaching, students who succeeded always had their homework completed and their materials with them in class. If you come to class unprepared and/or without your course materials, it will be noted, whether or not I actually say something to you about it (and it would serve as your warning). **If it occurs a second time, your class participation grade for the semester will be lowered a letter grade. If it occurs again, your semester class participation grade will be an F.** This will hurt your overall course grade. Also, most of the class (the students who are prepared) will not appreciate the disruptions that arise from students who are unprepared.
- To give yourself a chance to do well, you need to be in class regularly. **You may not miss more than 3 class sessions or be tardy frequently (3 tardies = 1 absence).** If you exceed **3 absences (including from tardiness), your class participation grade for the semester will be an F (and you should consider dropping the course).** If you exceed **4 absences, you will be dropped from the course; if your absence occurs after the drop deadline, your class participation grade for the semester will be a 0. Do not expect a warning.**
- Class begins on time, so you should not be late. If an occasion arises when you must be late, you may join the class if you do so without interruption. You may not be habitually tardy; if that occurs, you will be asked to drop the class.
- If you come to class at least 20 minutes late, you will be marked absent. Do not be late from a break because it is disruptive to the class. If you are late from a break, it will count as a tardy.
- Students who miss the first meeting without contacting me ahead of time with what I consider a legitimate reason may be dropped from the class in order to accommodate students in attendance at the first meeting with the hope of adding the class. Students who miss the first two meetings will be dropped from the class.
- Don't miss class just because you're unprepared to turn in an assignment. Everyone has a rough week on occasion. Missing class can make things even more challenging for you in the course, so help yourself by coming to class and just take the late grade by turning in the paper the next day.
- If you can't remember how many absences you have or how often you've been tardy, it has probably happened too often. If, for some reason, you'll be missing two classes in a row, you need to contact me right away so that we can discuss why you can't be in class. Students who have missed consecutive classes in the past have usually not been successful in the course, so I highly discourage you from ever missing two in a row unless it's really an emergency. I will always try to take roll and begin class on time. I highly

recommend you don't miss any classes, except for an urgent situation. Save your absences for such a situation; don't be absent just because you're tired or just don't feel like going to class.

- You are considered absent if you leave early without making some arrangement with me ahead of time.
- Attendance counts starting on the first day of the term when the class meets, not the first day a student adds the class; students who add a class after its first official meeting collect the earlier absence(s).
- If you are absent or tardy, it is your responsibility to drop off any assignments to my mailbox or office or send them to class with someone. **It is also your responsibility to contact a classmate to find out what we did and what was assigned.** Absence does not excuse any lack of understanding about new dates and assignments. I highly encourage you to exchange phone #s and/or e-mail addresses with classmates. If, *after* you've contacted a classmate to get the information, you don't understand something about what we covered or what is assigned, then please contact me early enough to be able to help you, but do not expect me to go over what I covered in class. Don't be the **"Blue-haired Boy"** from the video that I show you: <https://www.youtube.com/watch?v=qeSdC7IbAIA>
- In case I am ever absent, submit homework due that day to the Homework Box (right next to Room 631 of Call Hall, lower level). It must be submitted on time in order for you to receive credit.
- Go to the bathroom BEFORE class, or wait until the break or after class. It is disruptive and disrespectful to wander in and out of class during a discussion. If you really have to leave class, I will not say no, but this shouldn't happen often.
- The best time to reach me is during my office hours, and my office is where you should see me if you have any questions about your grade, the number of absences/tardiness you have, or anything we're doing in the class.
- Withdrawals must be completed according to college policy (see catalog) or risk a grade of F. **You may not count on being dropped by me;** if you plan on dropping the class, you'll need to do so officially.
- We'll have regular (but unannounced) **quizzes** based on readings—no makeup's! Quizzes are meant to encourage you to do careful reading and have regular attendance, so if you're late you don't get the quiz.
- As a student here, you are required to abide by SRJC's Student Code of Conduct: http://www.santarosa.edu/for_students/rules-regulations/student-conduct.shtml
Failure to do so will result in suspension and/or dismissal from the class.
- Cellular phones must have the volume turned OFF in class. Please have your phone and any electronic devices such as iPods, laptop computers, so-called smart watches, and any recording devices out of your sight (not on your desk or in your lap) so that they don't distract you and others. **If you use either of these in class, your semester class participation grade will be an F. If you use either of these again, your semester class participation grade will be a 0, and you will be suspended from class, which counts as an absence.**
- There should be nothing on your desk except for the course materials that you're using at that particular moment. Backpacks, handbags, and other such materials may not be on your desk to distract you or serve as cover while you text or read messages on your cell phone.
- Please do not chew gum or eat during class time. Use our short break to have a quick snack, or eat before or after class.

GRADING

Letter grades equal the typical grade percentage (for example, a B = 85%, a B- = 80%, etc.). The grading breakdown below has to do with how much weight each assignment or category is given.

- 20% = Essay 1 (Social Media)
- 20% = (In-class) Essay 2 (Issues of Race)
- 20% = Essay 3 (College Sports)
- 20% = Essay 4 (American Politics)
- 10% = Quizzes
- 10% = Class Participation

IMPORTANT DATES

25 Sept.	Last Day to Drop (without a W)
19 Nov.	Last Day to Drop (<i>with</i> a W)
23 Nov. (Th)	Thanksgiving Day Holiday (No Classes)
11 Dec. (M)	Final

ADA STATEMENT

SRJC is committed to providing reasonable accommodations for students with disabilities upon timely request of the student and upon verification of disability. Please contact the Disability Resources Office (Jacobs Hall, Room 101): (707) 778-2491. On the Santa Rosa Campus (Bertolini Hall, 3rd floor), call (707) 527-4278.

E-MAIL ETIQUETTE

- Do not *expect* to reach me during weekends. If you need to see me during the regular week, the best place and time is my office during my posted office hours. If you need to reach me during the week but outside of that time, please e-mail me. E-mail messages must be professional: address me by name (e.g., Professor Sarraf), and use Standard Written English (not language that is acceptable when texting your friends).
- Understand that you are not the only person trying to reach me, so if your need is urgent, then you really need to come to the office directly. Otherwise, I will get to your message once I can.

JUST TRYING TO HELP

- In order to pass the course, you must expect to attend regularly, take notes, contribute to class discussion, complete assignments, and pass the quizzes. Please keep all the work that is returned to you until you receive your grade from the college.
- I encourage you to be open to different approaches that we take and to different views on various subjects. Challenge yourself by considering different ways of doing things.
- Check out the Online Writing Lab at <http://srjcwritingcenter.com/lab.html> for help with any writing issues.
- You know at the end of class when most students are shuffling their bags, books, and folders while the instructor's assigning/explaining the homework for the next meeting? That's when students miss things that the instructor says about the homework and are then unprepared the next meeting. Don't let this happen. Please hold off getting ready to go until I've finished completely.
- I highly encourage you to meet with me during my office hours (or make an appointment) to get help on your writing or to talk about anything we're covering in class or any problems you're having in the class. Your concerns are not "silly" or "stupid" to me, but I can try to help only if you make it known that you need help. Please do not e-mail your drafts to me for feedback; instead, come by my office in person, with a copy of your essay and a focus for your visit, something particular to address in your writing. I would be very happy to help you then.
- It is inappropriate to lobby an instructor for a higher grade than the one that you are earning. If you would like clarification for a particular grade earned on an assignment, you're welcome to come by my office during office hours, but do not persist in making comments like, "But I'm an A student" and similar remarks.
- **Extra Credit** will be given to students with perfect attendance (including not having tardiness equal an absence). This will go towards your class participation grade and could make a difference if you find yourself on the borderline between grades. Plus, by always being in class, you give yourself a better chance to be successful in the course, as students who have not been in class regularly have done poorly.
- This is our contract, so as an enrolled student in our class you understand your responsibilities and accept the conditions for being a student in it. Please speak to me if you have any questions. It is also a good idea to review the syllabus periodically throughout the term. Just because you couldn't remember anything from the syllabus does not mean it does not apply to you.

- I find learning and teaching to be stimulating, and I really enjoy being in the classroom and playing a part in helping students reach their goals. I try to foster a healthy, comfortable environment in my classes, and I hope that you will sense that right away and allow it to help you reach your full potential.