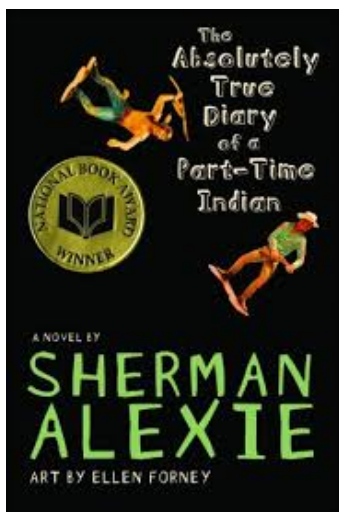


English 307: Improvement of College Reading and Writing

Spring 2017



Class Information

English 307 – Spring 2017

§5724: Mon 11-1 in 1601 Emeritus; Wed 11-1 in 1684 Emeritus

§4868: Tu 9-11 in 1601 Emeritus; Th 9-11 in 1684 Emeritus

About The Instructor

My name is Sheryl Cavales Doolan. The best way to reach me is via email at scavalesdoolan@santarosa.edu. Expect a 24-hour window to reply to email (except Sat/Sun when I'm offline). You may also reach me via phone at (707) 527-4429 during my office hours.

Official office hours for Spring 2017 are: Mon/Wed 1:00-2:00, Tu/Th 11:00-12:00, though you are welcome to stop by anytime. I am also available by appointment. My office is located in 1635 Emeritus.

**** This syllabus is subject to change throughout the semester.**

You are responsible for knowing any changes in assignments, deadlines, or readings

Course Description & Philosophy

English 307 is a composition course that will help you develop proficiency in academic and career/technical learning, reading, writing, and information competency skills necessary for college work. As a community of learners, we will learn how to become more critical thinkers about the world we live in through the close study of texts and how language and meaning both are constructed and structure our lives. In this class, we will use critical inquiry to question social systems and how they function to both enable and oppress groups of people. Together, we will explore how social justice may still be pursued in the face of oppression.

Emergency Evacuation Plan

In the event of an emergency during class that requires evacuation of the building, please leave the class immediately, but calmly. Our class will meet **on the lawn between Emeritus and the Race Health Sciences Building** to make sure everyone got out of the building safely and to receive further instructions. If you are a student with a disability who may need assistance in an evacuation, please see me during my office hours as soon as possible so we can discuss an evacuation plan.

Student Learning Outcomes

By the end of the semester, successful students will be able to:

1. Demonstrate proficiency in learning practices that foster literacy skills and promote student success.
2. Demonstrate proficiency in reading practices and comprehension of college-level readings, including full-length texts.
3. Use critical reading approaches to demonstrate an understanding of the meaning of college-level readings, including full-length texts.
4. Write text-based essays at the English 100 level.
5. Access, select, and evaluate research materials and accurately use the language of academic and career/technical research.

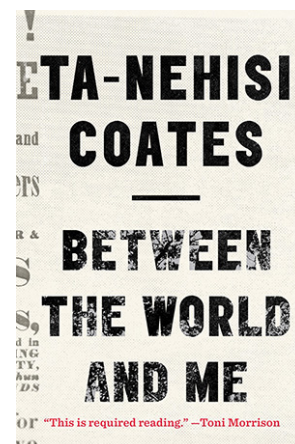
Required Texts & Materials

Books:

- Alexie, Sherman. *The Absolutely True Diary of a Part-Time Indian*. Little, Brown, 2009.
- Coates, Ta-Nehisi. *Between the World and Me*. Spiegel & Grau, 2015.
- Articles and essays will be provided, either in class, via email, or via the class website.

Other Materials:

- All formal essays are submitted and graded online at TurnItIn.com. Go to TurnItIn.com to set up your student account so that you can be enrolled in the online section of this class.
- Notebook or paper for writing daily class notes
- Binder or folder for keeping all class handouts, written assignments (including essays), and other materials. **Keep all graded assignments until you have received your final class grade.**
- Internet access for checking the class website, word processing, email, submitting essays on TurnItIn, and library research.
- Dropbox, Google Docs, or some memory device to save your written assignments. You should keep hard copies of all drafts and graded assignments and digital back-up copies.
- Two large size Green Books (or Blue Books)



Participant Responsibilities

As a member of this class, you are a participant in a community of learners with the following responsibilities:

Engage in Active Learning. Take responsibility for your own education by coming to class prepared; completing all readings and homework assignments; reading, rereading, and annotating texts; preparing questions, ideas, and observations for lively discussion; and being alert and ready to learn.

Plan Your Time. In addition to coming to class on time and staying for the full class session, you should also plan time outside of class **do your homework** and to **study for class**.

Make Respect a Top Priority. This class is a safe zone for students of all cultures, ethnicities, immigration statuses, gender identities, sexual orientations, and religions. Make every effort to use appropriate terminology for identity groups and to be sensitive to the impact of your words. We will not – and should not – agree on all issues, which is why we must approach this class and all education with open minds and hearts and to communicate respectfully.

Be Mindful of Your Behavior and Its Impact on the Class. Respectful behavior includes coming to class on time; saying “excuse me” if you must come in late or leave early; participating in class activities and discussions; not interrupting; listening attentively; and silencing cell phones and other unnecessary electronic devices *before* coming to class. Please **do not use your phones** during class time. Commit to being fully present mentally and physically for the two hours of class time.

Follow Standards of Student Conduct. All students must follow the Santa Rosa Junior College Student Rules and Regulations, including policies on Academic Integrity and Standards of Student Conduct. http://www.santarosa.edu/for_students/rules-regulations/

Graded Assignments & Policies on Late/Make-Up work

(Please note: Full directions for all assignments will be given in class.)

In-class practice assignments: We will be reading extensively throughout the semester from our books and supplemental readings. To improve and develop your reading comprehension and written expression skills, you will complete different exercises in class, such as writing response or summary paragraphs, taking quizzes, answering questions, responding to group discussion questions, essay development and revision activities, and completing language style and grammar activities. These assignments are intended to give you opportunities to practice your analytical reading, critical thinking, and writing skills; hence, they are graded CR/NC. Points are earned based on how many practices you complete. **No make-ups are allowed for missed practice assignments.**

Class Notes: One of the best ways to develop your engagement with the class is to take notes *every day*, even if we are having a class discussion. Taking notes will help you to remember more information in greater detail, as well as providing you with a written resource from which to study outside of class. Three times during the semester, you will show me your class notes as evidence of your daily engagement in the class. Each check will be graded CR/NC. As long as your notes are consistent, thoughtful, and show concerted effort, you will receive full credit. **There are no make-ups for missing or incomplete class notes at the time of the notes check.**

Reflection Journal: Most of our classes will either begin or end with a brief daily journal entry that you will write in a large Blue or Green book. These are daily reflections on your learning process, examining not just *what* you are learning, but *how* you are learning. The journal is a space for you to reflect on your learning, your study practice, your habits of mind, and your educational growth. Entries should be ½ - 1 page in length each. I will collect journals twice during the semester. As long as you are writing enough and showing genuine effort, you will receive full credit. **There are no make-ups for missing or incomplete journals at the time of the journal check.**

Reading Assignments (Engage the Text assignments): In this class, you will be reading and writing every week. Readings will come from the textbooks and from supplemental articles I provide. Readings should be completed by the day on which they are listed on the calendar. On most days when we have assigned readings, you will be asked to complete different reading assignments to help you “engage the text.” These assignments include answering reading questions, annotating essays, writing double-entry journals, and writing discussion questions. These assignments should be typed and MLA formatted. They are your opportunity to more deeply engage with the concepts from the readings. Details of the reading assignments will be given in class. They are often used as the basis for starting class discussions, so they must be completed as homework prior to class. **Two readings assignments can be turned in late, but make every effort to turn them all in on time.**

Midterm Exam: For your midterm exam, you will annotate a text and write an in-class, timed essay in response to the reading. **Make-ups for missing the midterm exam are given under rare and extraordinary circumstances. Please make every effort to be in class on the day of the midterm. If you know in advance that you will be absent on the day of the midterm, you may request to take the exam early.**

Revised, Outside-of-class Essays: Drawing from our readings, class discussions, and library research, you will write four out-of-class, revised essays during the semester. Essays will range from two to four pages in length. As a class, we will work together to collaborate on the revised essays; you must be present and bring your drafts/notes to class on the days we have writing workshops and peer review. Outside of class, plenty of help is available from me, from classmates, and from the Writing Center.

One final draft of a revised essay may be turned in late, but you must consult with the instructor at least one day before the deadline. Late essays are due the next class session after the deadline. The one exception is the last paper, for which no late papers will be accepted.

Group Presentations: Working in small groups or pairs, you will do a brief presentation related to one of our class topics. You will also write a short reflection paper to accompany your topic. Presentations will be about 10 minutes in length. Reflection papers are due on the day of your group presentations. **There are no make-ups for missed group presentations. Late reflection papers will not be accepted.**

Class Participation: There are many ways to participate in class, and you are expected to fully engage with class activities and assignments. However, the graded class participation points come solely from participation in class and small group discussions. On days when we discuss assigned readings, I will keep track of how often and how much you contribute to both large class discussions and small group discussions. Points are earned based on how often and how much you speak and participate. **No make-ups are allowed for missed discussions.**

Grading and Evaluation

Your grade in this class will be based on your performance on the assignments and in the class.

In-Class Practice Assignments	80 points
Class notes	45 points
Reflection Journal	75 points
Reading assignments (10@10pts ea)	100 points
Midterm Exam	100 points
4 revised essays (100, 125, 125, 150pts)	500 points
Group Presentations & reflection papers	50 points
<u>Class discussion participation</u>	<u>50 points</u>
	1000 points total

If you are uncertain about your class standing at any point in the course, please arrange an appointment or see me during office hours.

Grades are based on the following grading scale:

- 900-1000 points = A
- 800-899 points = B
- 700-799 points = C (minimum to pass the class)
- 600-699 points = D
- 599 and below = F

Per the SRJC Course Catalogue, students may repeat a course designated as a non-repeatable in efforts to alleviate substandard academic work. All courses taken at SRJC District for which substandard academic performance is recorded (D, F, NC, NP) may be repeated twice (three enrollments total).

Other Course Requirements

Class Participation: Learning occurs through experiment, error, and practice, not through lecture alone, so regular attendance and *active* participation are required. Participation includes contributing to class discussions, leading small group discussions and activities, and following the Participant Responsibilities as described on the syllabus. It also includes coming to class prepared with your textbooks, notes, and binders.

Class Website: Most additional readings, assignments and handouts will be posted on our class website. I will also post important notices and announcements about class. You will need to check the website several times a week and download and print all class materials to bring with you to class.

Studying: Studying is different from doing homework, yet it is an equally important skill that is essential for academic success. It includes re-writing and re-reading class notes, reviewing class readings multiple times, doing independent research that might not be assigned but will enhance your understanding of class materials, and practicing activities and exercises you've learned in class on your own for no points, but for your great benefit.

Use of TurnItIn: All formal, revised essays must be submitted to TurnItIn.com for originality reports. Go to TurnItIn.com immediately to register for an account.

Use of MLA Style:

All assignments done outside of class must be typed and formatted according to MLA style standards:

- Assignments must be typed, double-spaced, and have 1" margins
- Font should be Times New Roman in 12-point font size.
- The heading should be placed at the left margin with your name (line 1), instructor's name (line 2), course (line 3), and date (line 4) double-spaced.
- The title should be centered on the line following the date.
- Tab once to indent; be sure to indent all paragraphs. Do not allow for extra lines between paragraphs.
- Insert page numbers in the top right corner and then double click on the number to insert your last name before the number; be sure to show page number on the first page.

Getting Help: One-to-one writing tutorial assistance is available in the English Department Writing Center (1629 Emeritus in Santa Rosa & 690 Call in Petaluma) and the Tutorial Center (bottom floor of Doyle Library). These centers are invaluable assets and should be treated as such. Take advantage of regular tutorial sessions where you can sit down with tutors who will read and discuss your work, shoulder-to-shoulder. One rule concerning the Writing Center: Do not ask the person who is helping you to guess what grade they think you will receive on the assignment. Only I have the answer to that question. Their job is to help you to improve your writing skills, not just your paper. Be sure to have your prompt with your work; this will save their time and yours.

If you have any questions about the course, an assignment, a grade, or anything else related to our class or school in general, I invite you to stop by my office hours or arrange an appointment to see me.

Students with Disabilities

If you need disability related accommodations for this class, such as a note taker, test-taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to the instructor as soon as possible. You may also speak with the instructor privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact Disability Resources (527-4278) in Analay Village-C immediately.

Attendance and Timeliness Policy

Absences: Any student who misses the first class session will be dropped unless prior arrangements have been made with the instructor. It is your responsibility to contact me if you wish to discuss your attendance.

You will be dropped from class if you miss more than 10% of the total hours of class time. As a result, you may miss four (4) class sessions without penalty. **ANY STUDENT WHO MISSES FIVE (5) CLASSES – FOR ANY REASON – WILL NOT BE ELIGIBLE FOR A PASSING GRADE IN THE CLASS.**

PLEASE NOTE! I do not distinguish between excused and unexcused absences. Either you are present to participate or you are not. If you miss a class, always attempt to contact your classmates to obtain information about homework assignments and missed classes *before* you email the instructor with questions. In the space below, list the names and contact information for two fellow classmates:

1.

2.

Partial Absences: Class begins promptly at start of the hour. Being late to class, returning late from the break, or leaving class early constitutes 1/3 of an absence; thus, leaving early or being late to 3 classes counts as a full absence. Missing an hour of class will count as a full absence. Absence is *not* an excuse for being uninformed; you are responsible for any and all information presented at missed classes, including changes to assignments and deadlines.

Academic Integrity

Be sure that you read and understand the SRJC academic policy regarding classroom conduct and academic integrity published in the Catalog. (http://www.santarosa.edu/for_students/rules-regulations/academic-integrity.shtml) You are expected to write all of your own work, to document sources appropriately, and to act with full honesty and integrity as a college student.

To avoid academic sanctions, familiarize yourself with the SRJC procedures on dealing with academic dishonesty: <http://www.santarosa.edu/polman/3acadpro/3.11P.pdf>. Academic dishonesty includes, but is not limited to, **cheating, plagiarism, collusion, or other academic misconduct**. I strictly enforce the academic integrity policy and will apply academic sanctions in cases of academic dishonesty; most notably, any plagiarized work will receive an “F” grade with 0 (zero) points. In accordance with the SRJC policy, I will report cases of academic dishonesty to my supervising administrator and will submit an Academic Dishonesty Incident Report to the Vice President of Student Services. Please take responsibility for your education and do your own work.