

**English 100 Course Syllabus
Fall Semester 2017**

Course Name: English 100
Instructor's Name: Michael Hale
Office Hours & Location: 1654 Emeritus 8-9 TTH
Campus Phone: (707) 527-4593
Campus E-mail: mhale@santarosa.edu (This is the best way to reach me)

Catalog Description: This reading and writing course is designed to develop skills to the level required for success in ENGL 1A and other transfer-level courses.

See SRJC's official **Student Learning Outcomes** for 100 at our section's home page, at http://busapp02.santarosa.edu/SRweb/SR_CourseOutlines.aspx?CVID=23835&Semester=20137

Required Textbooks

Author	Title	Publisher	ISBN	Required
T. Coates	Between The World And Me	Penguin/Random House	1925240703	Yes

Beyond the required textbook, all of the other reading assignments will be distributed via the class website: Canvas.

Additional Requirements

- Access to the Internet and a computer that can read PDF documents and also open and save documents in Microsoft Word format. (If you do not have a computer at home or if you have an old computer, every computer on campus will have these basic applications).

Here is a list of regular activities:

1. Reading from our textbooks and a variety of online materials posted to the class website (Canvas). Short 5-10 question reading quizzes will test if you have read these assignments.
2. Completing short writing assignments, specifically Reading Reflections
3. Oral presentations, individually and in groups. These presentations will be thoughtful responses to reading assignments
4. Completing pre-writing activities, writing short responses to essay assignments, or critical thinking questions, and discussing these in class. These will be collected in class or uploaded to the class website.
5. Conducting peer review to help your fellow classmates and attending instructor conferences to create plans for revision.
6. Drafting, revising, and posting essays to the class website (Canvas).

GRADING:

Reading Reflections (6)	300
Reading Quizzes (6)	150
Essay 1	100
Essay 2	150
Essay 3	200
Final Exam	100
Total	1000

Grading Scale
1000-900 = A
800-899 = B
700-799 = C
600-699 = D
Less than 599 = F

SPECIFIC COURSE POLICES:

The guiding principle of this class is **RESPECT!** I promise to respect you as individuals and as a class. I require that you respect your colleagues/peers and the classroom learning environment.

Participation: You are expected to come to class every meeting prepared to participate actively. You do not receive points for just showing up. Participation means that 1) you have completely finished the assigned readings and other activities, 2) brought the readings and other activities with you for the day as well as your notes, 3) you freely raise questions, make comments, and offer insights on the assignments, and 4) that you take notes during discussion and refrain from any rude or distracting behavior. Failure to demonstrate the above 4 levels of participation could result in you being marked as absent for the day.

Communication: We will use email and the class website (Canvas) to communicate outside of class. It is essential that you monitor the class website and email often. I will assume that if it's on the website or your email, you know about it. You download some of your reading assignments, and you submit all of your written assignments via the class website. I will respond to your emails within 24 hours Monday to Friday. I do not respond to emails on Sunday.

Document Format: Please use Modern Language Association (MLA) document design and citation for all assignments. (You will learn about this in class).

Academic Honesty and Classroom Conduct: Plagiarism or academic dishonesty of any type will not be tolerated. For further information, please review SRJC's standards of student conduct, on the web, at http://www.santarosa.edu/for_students/rules-regulations/student-conduct.shtml

Attendance: This class only meets 4 days per week, so your attendance and participation are extremely important to your success. Attendance will be taken every class period. **More than 4 unexcused absences will result in an F.** It is your responsibility to track your number of absences. Unless there are dire circumstances, I do not give excused absences. You have 4 free absences to use any way you wish. Beyond 4, you will need a doctor's note or other substantiating documentation that explains the dire need for additional absences. For further information, please review SRJC's attendance policy <http://www.santarosa.edu/polman/8stuserv/8.1.5P.pdf>

ADDITIONAL POLICIES:

1. **YOU ARE RESPONSIBLE** for understanding what each assignment is asking you to accomplish, when the assignment is due, and where to upload it. If you do not understand an assignment or when it is due, you need to ask a question in class or email me ASAP.
2. **Due Dates** Assignments are generally due at the start of the class period it is due (unless otherwise indicated by the instructor). An assignment is late if it is **not** uploaded to Canvas by the start of the class on the date it is due, or by the alternative time indicated by the professor.

3. **As a general rule, I DO NOT accept late assignments.** An assignment is late if it is not uploaded to the class website using the link indicated in the assignment by the specified due date and time. I will make *exceptions* to this general rule in special circumstances. You must email me a detailed explanation of the special circumstances for my consideration. I am much more accommodating if you negotiate an extension at least 24 hours prior to the due date.
4. **All of your grades** will be posted on the class website. Unless otherwise notified, I will update your grade 7-10 days after an assignment is due. **If I grant you an extension on your assignment, it will sometimes take me longer to update your grade.** It is your responsibility to check your grades, and let me know ASAP if I have not posted your grade by mistake, or if I have posted an incorrect grade.
5. There will be several opportunities for **Extra Credit**. These opportunities are events or activities announced in class. Extra credit cannot exceed 25 points. To submit extra credit, write a 300-500 word evaluation of the event or activity you attended. Email it to me with the subject line "Extra Credit." I will not grade your extra credit unless it changes your grade at the end of the semester.
6. The use of **cell phones** or other distracting devices is **not allowed** in class. Such electronic equipment must be turned off and put out of sight before you enter the classroom. You may use your laptop to take notes in class. However, you must keep the sound off at all times. Furthermore, if you are found to be using the laptop for a purpose other than taking notes, or if it appears disruptive to other students, you will be asked to put it away and will be prohibited from bringing it back to class. I will not warn you more than once. After your warning, I will simply mark you absence for the day. Accumulating absences will seriously impact on your grade.
7. In this class, we will be reading essays and **discussing themes that are at times controversial**. It is fine to disagree. In fact, it is encouraged to discuss our disagreements openly and honestly, but please be respectful of each other and the professor. In addition, please be aware that it is very easy to misunderstand the intention of an online post. Things that would otherwise be harmless, seem aggressive or hurtful online. Learning can only take place if people feel safe to discuss their disagreements and ask questions without abuse.
8. Lastly, racist, sexist, homophobic, and/or a repeated pattern of vulgar language or distracting disruptions **WILL NOT** be tolerated. After a warning, you will be suspended from class and referred to a disciplinary committee. For further information, please review SRJC's standards of student conduct, on the web, at http://www.santarosa.edu/for_students/rules-regulations/student-conduct.shtml

SUPPORT SERVICES

- **The Writing Center** http://www.santarosa.edu/english/writing_center.html

The English Department Writing Centers on the Santa Rosa and Petaluma campuses provide free writing tutorial services and computer/printer use to all registered SRJC students. Tutorial assistance is provided by English department faculty and instructional assistants. Instructors work with students on the full range of the elements of composition, including brainstorming, thesis development, essay organization, paragraphing, topic sentences, style, clarity, coherence, MLA documentation format, research techniques, mechanics, grammar and punctuation.

Santa Rosa Campus Writing Lab: 1629 Emeritus Hall, (707) 521- 7836

- **The Doyle Library** <http://www.santarosa.edu/library/> You can drop-in, chat, phone, or email a librarian for help with your research
- **Disability Resources Services** <http://online.santarosa.edu/presentation/page/?35762> Tel: (707) 527-4278
- **Mental Health Services:** (707) 524-1595 PLOVER HALL, ROOM 559
- **Nurse Practitioner:** (707) 527-4445 RACE BUILDING, ROOM 4017