

English 307 Course Syllabus Summer Semester 2018

Course Name: English 307 Improvement of College Reading and Writing
Instructor's Name: Dr. Michael Hale
Office Hours & Location: 1654 Emeritus Mon-Thur 9am-10am
Campus Phone: (707) 527-4593
Campus E-mail: mhale@santarosa.edu (This is the best way to reach me)

Catalog Description: This course develops student proficiency in academic and career/technical learning, reading, writing, and information competency skills necessary for college work.

See SRJC's official **Student Learning Outcomes** for 307 at our section's home page:
https://portal.santarosa.edu/srweb/SR_CourseOutlines.aspx?CVID=37433&Semester=20175

Required Textbooks and Materials

World of Wakanda, by Roxanne Gay ISBN: 130290650X

Kindred, by Octavia Butler ISBN: 978-0-8070-8369-7

All other texts will be made available for free on the class website
<https://santarasajc.instructure.com/courses/31455>

Other 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. See me for a list of computer labs on campus.

Here is a brief summary list of the weekly activities:

1. Reading 25-50 pages per week from our textbooks and a variety of online materials posted to the class website.
2. Short 5-10 question reading quizzes will test if you have read these assignments.
3. Oral presentations individually and in groups. These presentations will be thoughtful responses to reading assignments and composition lessons.
4. Completing pre-writing activities, writing short responses to reading assignments, or critical thinking questions, and discussing these in class.
5. Conducting peer review to help your fellow classmates and attending instructor conferences to create plans for revision. These will be conducted in class or in my office.
6. Drafting, revising, and posting essays to the class website.

Grading:

Assignments	%	Points	Due
Journals (8)	20	200	Every week
Quizzes (8)	20	200	Every week
Essay 1	10	100	6/27 & 7/5
Essay 2	15	150	7/18 & 7/25
Essay 3	20	200	8/1 & 8/8
In-Class Assignments	10	100	Every week
Total	100%	1000	
Grading Scale			
1000-900 = A			
800-899 = B			
700-799 = C			
600-699 = D			
Less than 599 = F			
You need a C or better to move to English 100.			

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 or a referral to a student conduct hearing.

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 generally do not respond to emails on the weekend.

Document Format: Please use Modern Language Association (MLA) document design and citation for all assignments.

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 meets four times per week for eight weeks, 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 beginning of class (unless otherwise indicated by the instructor). An assignment is late if it is **not** uploaded to Canvas by the due date and time indicated on Canvas.

DRAFTS: It is required that you turn in a draft of your essay before the final revision is due. Not turn in a draft will result in zero points for the final revision. Draft are usually due one week before the revision is due. Check Canvas for due dates.

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 CANVAS. For essay assignments, unless otherwise notified, I will update your grade 10-14 days after an assignment is due. **If I grant you an extension on your assignment, it will take me longer to update your grade.** It is your responsibility to check your grades on CANVAS, 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 campus events or local activities announced in class. Extra credit cannot exceed 30 points. Most extra credit assignments are worth 10 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 grade the extra credit at the end of the semester only if it will change your grade. In other words, extra credit will not show up in the grade book, so do not look for it.

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
Student Resource Center	https://resources.santarosa.edu/ Referrals, information, listings, for Food, Housing, Transportation, School Supplies, Shower Kits, Fire Relief Information and Applications, tips for lowering your everyday costs and so much more.
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
Dream Center	https://dream.santarosa.edu/ (707) 521-7947 PLOVER HALL
EOPS	(707) 527-4383 Bertolini Student Services Center 2nd Floor, Room 4722 https://eops.santarosa.edu/
Scholarships	https://scholarships.santarosa.edu/
Canvas Help	(844) 303-0344 24/7 hotline https://de.santarosa.edu/content/student-help-canvas