



Division: Language Arts
Course name: EN 28: Intermediate Reading and Composition
Section: 8059 / **Semester:** Fall 2014

Instructor: S. Lyons-Burns (Mrs. Burns)
Meeting Days: Online Only; No Class Meetings
Course Website Login: <http://myetudes.org/portal>
West L.A. College Website: <http://www.wlac.edu>
Online Site: <http://myetudes.org>
Office Hours:
Instructor E-Mail: lyonsbsm@wla.edu
Session Dates: 10/27/2014 – 12/21/2014

*This syllabus may be changed by the instructor.
An updated syllabus will be posted in the syllabus section on the class site.*

Course Description:

This is an intermediate course in written composition and critical thinking. It is a prerequisite to English 101. This course meets the A.A. reading and writing requirement. This course will enable students to practice paragraph and essay writing, with an emphasis on critical thinking and critical reading of non-fiction works. This course emphasizes the fundamentals of English grammar, punctuation, spelling, reading, and composition. This is an intermediate level course in written composition and critical reading. In this course you will learn to analyze university level prose and to write essays in response to reading. In the course, we will cover the fundamentals of academic writing, including how to write a well-supported college paper with a thesis. We will also learn how to overcome or at least to minimize problems in grammar, punctuation, spelling, and word choice.

Course Prerequisite:

Completion of English 21 with a grade of “C” or better or appropriate placement level demonstrated through English assessment process.

Required Texts and Other Materials:

- *A Writer's Reference* by Diana Hacker and Nancy Sommers (either the 6th or 7th edition)
- A flash drive or an online file saving device such as dropbox.com to save your assignments

Student Learning Outcome:

At the end of the course, the successful student will be able to research, evaluate, and cite outside sources for use in the student's own writing.

Outcomes:

As a result of successfully completing of English 28, you will attain the following **West Los Angeles College Institutional Learning Outcomes**:

1. Critical thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
2. Communication: Effectively communicate thought in a well-organized manner to persuade, inform, and convey ideas in academic, work, and family setting.

You will also attain the following **English Program Outcomes**:

1. Read effectively for gathering information, for meaning, cultural understanding and enjoyment.
2. Write effectively, using the conventions of standard English, a clear focus, appropriate support/evidence and logical organization.
3. Begin to collect and organize research data, using credible sources to write a convincing/persuasive document.

Course Objectives: Upon completion of this course, the students will have an understanding of, or be able to apply, the following principles and concepts:

1. Develop a paper using two to three sources.
2. Revise a paper to improve content, style, and presentation.
3. Analyze challenging reading materials, especially academic materials.
4. Apply logic and other strategies of effective argumentation.
5. Summarize, evaluate, analyze, and synthesize the ideas of other writers in a variety of writing tasks.
6. Revise an essay effectively and thoroughly.
7. Proofread written assignments, demonstrating control of English grammar, punctuation, spelling, and usage.
8. Demonstrate an understanding of appropriate tone and phrasing in addressing audiences, especially academic audiences.
9. Complete a timed reading-based essay successfully.

Technical Requirements:

Please carefully review the ETUDES system requirements located at: <https://etudes-ng.fhda.edu/portal/site/!gateway/page/4243c7b4-9b68-45fc-0016-148ad08653aa>. Make sure you have configured your computer correctly before the course starts.

Assignment Guidelines:

On Monday of every week a new module will open, and it will remain open so that you can review it at any time. Make sure that you begin each module during the week that it opens in order to remain in chronological order, and so that you can complete the assignments that coincide with the module before the due date.

Quizzes

Quizzes will be given regularly to ensure that you are keeping up with the readings and logging into the class site regularly.

Assignments

After you read each module, you will be led to the Assignments, Tests, and Surveys section (ATS) to put your knowledge of that module into practice by completing an assignment. It is your responsibility to make sure all of the assignments are submitted before the due dates.

Make sure that you save all of your assignments for your own records and read the opened module(s) before completing the work. All of the instructions will be in the ATS for every assignment.

If you have any questions about an assignment, please post it in Questions forum on the discussion board—NOT on the page where you submit your assignment.

Also, do NOT send any assignments to my email address or to my personal messages unless you have trouble submitting an assignment in the ATS. If you believe an assignment did not go through, or if you are having technical difficulties, please send me a PM or email with the assignment attached *before it is due*.

Due Dates

All of the assignments are due according to the dates on the Assignments, Tests, and Surveys (ATS) section. You will have a one-day grace period after the due date of the assignments, so assignments can be submitted up to one day after the due date without any penalty. However, after that grace period, assignments will NOT be received. If you have an extenuating circumstance and need me to be more lenient in regards to the due dates for the assignments, please let me know in a timely fashion, and I will consider giving you an extension.

Course Policies:

Dropping the course

If you decide to drop the course, be sure to do so at the Admissions and Business Offices. Otherwise, the grade drops to a “D” or “F” and cannot be removed. If you do not drop the course, then you may automatically get a failing grade. If you do not login to the class for more than 7 days, then you may be excluded from the class, so make sure that you login regularly.

Email/Personal Message (PM) Correspondence

In order to get in contact with me, you can either send me a Personal Message (PM) from the class site or send me an email at lyonsbsm@wlac.edu. I believe that email and personal message correspondence is an excellent opportunity to improve your netiquette and written communication skills, so make sure that you practice proper netiquette when sending me a message or I may comment on it and have you redo the message. Module 1 contains a PowerPoint lesson on email etiquette.

If you send me a message and you do not receive a reply from me within 24 hours, please send me another message. It is NOT necessary to send a message through both the class site and email in order to get a response. If it is the weekend, then you may not get a response to your email until Monday.

Grading:

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
Quizzes, Assignments, and Discussion Posts	Approx. 20	10 - 50	400	40%
Essay 1	1	100	100	10%
Essay 2	1	200	200	20%
Essay 3	1	200	200	20%
Timed Essays (Pre-test and Post-test)	2	50	100	10%
Grand Total	Approx. 24	-	1000	100%
900 - 1000 = A	800 - 899 = B	700 - 799 = C	600 - 699 = D	599 and below = F

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, academic dishonesty is prohibited and will not be tolerated in this class. Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing citations and/or a Works Cited page.

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Campus Resources:

Office of Disabled Student Programs and Services (DSP&S)

Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration,

registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks, which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

Other Resources

Online Student Helpdesk: <http://usdegreeonline.wlac.edu/helpdesk>

Course Login: <http://usdegreeonline.wlac.edu/pages/168.asp>

Technical Requirements: <https://etudes-ng.fhda.edu/portal/site/!gateway/page/4243c7b4-9b68-45fc-0016-148ad08653aa>

ETUDES FAQ: <http://www.wlac.edu/online/etudesfaq.asp>

WLAC Online Homepage: <http://usdegreeonline.wlac.edu/pages/104.asp>

WLAC Online Counseling: <http://www.wlac.edu/online/counselingonline.asp>

WLAC Online Tutoring: <http://www.wlac.edu/online/tutoring.asp>

Netiquette: <http://www.albion.com/netiquette/corerules.html>

Strategies for Online Learners: <http://www.uidaho.edu/eo/dist8.html>

Be a Successful Online Student:

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp>

Tips for Online Success: <http://www.ion.uillinois.edu/resources/tutorials/pedagogy/tips.asp>

Frequently Asked Questions

1. How can I contact you?

I am available to you online via email, private messages (PMs), and the discussion board. I do not hold a physical (offline) office hours for online students. For the quickest response, send me a PM or post the question on the discussion board if it's not too personal.

2. I submitted an assignment before the end of the grace period, but it shows as "late." I thought you had a one-day grace period after the due date. Does this mean I won't get credit for this assignment?

Yes, you will get credit for that assignment. It's just that if you submit an assignment after the due date, the system will mark it as "late," but you will NOT be penalized for it. As long as you're able to submit the assignment, then it's not completely "late." Now, if you try to submit an assignment after the grace period then the computer won't let you do that. So, as long as you can submit the assignment, then you're okay.

3. Will we ever have to meet in class?

No. This class is completely online. We will not meet in class any time during the session. So, feel free to travel during the session if you'd like. It should not be a problem as long as you have access to the Internet and your books.

4. How many hours are we supposed to participate online, and do we have to sign in so you can keep track of who is in?

The amount of time that you spend online is up to you. It's important that you log in at least once every other day to check announcements and messages on the discussion board.

Important Dates

Fall 2014: 8 Week Session #1		Session #2
Applications Accepted	Year Round	Year Round
DATES	Sept 2 - Oct 26	Oct 27 - Dec 21
LAST DAY TO		
Apply Online		
Apply In-Person	1st Day of Class	1st Day of Class
Add Classes	Aug 31 (online) Sept 8 (in-person)	Oct 26 (online) Oct 31 (in-person)
Drop a Class w/o a Fee	Sept 8	Oct 31
Drop a Class w/o a W	Sept 8	Oct 31
Drop a Class w/a W	Oct 10	Dec 5
File Pass / No Pass	Sept 8	Oct 31
CAMPUS CLOSED	Labor day, Sept 1	Veteran's Day, Nov 11 Thanksgiving Nov 27 - Nov 30

Tentative English 28 Course Schedule

This syllabus may be modified by the instructor. If this happens, you will be given proper notification. Detailed assignment guidelines will be given in the Assignments, Tests, and Surveys (ATS) section of the site. **All of the assignment due dates are in the ATS section on the class site.**

Modules	Major Assignments	Due Dates
Module 1	Timed Essay Due (Pre-Test)	Sunday, November 2 nd at 11:45 PM
Module 2		Sunday, November 9 th at 11:45 PM
Module 3	Essay # 1 Due	Sunday, November 16 th at 11:45 PM
Module 4		Sunday, November 23 rd at 11:45 PM
Module 5	Essay # 2 Due	Sunday, November 30 th at 11:45 PM
Module 6		Sunday, December 7 th at 11:45 PM
Module 7	Essay # 3 Due	Sunday, December 14 th at 11:45 PM
Module 8	Timed Essay Due (Post-test)	Sunday, December 21 st at 11:45 PM