



ENGLISH 103 Composition and Critical Thinking, Winter 2015

Course Prerequisite: Grade of C or higher in English 101

Instructor: H. Bailey-Hofmann
Office: GC 280E
Online Site: <http://myetudes.org>

Section: 8539 (TTH 10:45-1:20)
Office Hours: After class

Email: baileyhh@wlaac.edu
Phone: 310-287-4547

Course Description

This course, which meets the transfer critical thinking requirement, is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 101. The course will focus on the development of logical reasoning and analytical and argumentative writing skills. There is an online component to this section for which you will need access to a computer and the internet. (Both are available in the library.)

Course Texts

Boutry, Katherine, Clare Norris-Bell and Holly Bailey-Hofmann. *The West Guide to Writing: Success from Community College to University*. Dubuque, Iowa: Kendall Hunt, 2013. **Required.**

Online readings, free.

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.

CLASS POLICIES

Winter Session Advisory

Because winter session is so compressed, I strongly recommend that you take this class during intersession only if you earned an A or a B in English 101. Otherwise, I recommend that you take English 103 in a full 16 week semester.

Disabilities

If you have any learning or physical disabilities, please contact the Disabled Student Programs and Services Office in HLRC 121 at (310) 287-4450. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, note taker, etc. Do not be embarrassed to seek help. Disabilities are not a reflection of who you are, but of how your brain works. Understanding how you learn is to the first step to success.

Standards

You are responsible to buy your books, do your own work, read your syllabus, and complete the assignments. It is

not my responsibility to inform you what assignments are late or missing. You have the wonderful opportunity to take a class, learn things, expand your mind, and get my feedback to help you improve your writing. Don't waste it.

- No late papers are accepted during Winter session.
- Missed exams/quizzes cannot be made up.
- You must obtain the books and do all the work for the class or you cannot pass. Missing even one essay is enough to fail you.
- If you disappear for 2 classes in a row, I will assume you are not returning and drop you.
- The college classroom is not a place to eat food or take cell phone calls. Please do these things in the hall.

But what if there are extenuating circumstances?

There always are! Nearly every WLAC student works 40 hours a week. We all have personal responsibilities: bodies that get sick, cars and computers/printers that break down, loved ones that get sick and (heaven forbid) die. Some have families and children to attend to. This is a given. That's what makes it necessary to manage time and plan ahead in order to succeed!

We all go through tough times, myself included, which is why I can sympathize with your troubles, but I cannot make exceptions. There's nothing that feels as good as a grade that you earned, despite difficulties. If your 'extenuating circumstances' become too overwhelming, withdraw and take the course at a more convenient time (if you can find one!)

Dropping the course

According to college policy, you may be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you 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. Pay attention to drop dates in the Schedule of Classes.

ASSIGNMENTS

ETUDES

As a supplement to this class, an online ETUDES-NG site will be available to enrolled students. (Students adding the class will have a delay in access.) This site will feature lecture content, handouts, etc. and is a helpful resource for the class. You can access our class Etudes site at: <http://myetudes.org/portal> For help logging in, contact the Distance Learning Office at 310-287-4306.

Essays

Unlike in 101, I do not CORRECT essays. English 103 students should be able to find their own grammatical errors. This means that students are responsible for proofreading their own papers. Your instructor "evaluates" essays and makes suggestions for improvements in organization, use of evidence, critical thinking, and style. With the exception of the first essay, there will be no corrective remarks on a proofreading level; only general remarks.

Spell Check can be turned on in Microsoft Word at Tools>>Options>>Spelling and Grammar. You are welcome to visit me in my office for a line by line correction of your essay.

The following guidelines apply to **REVISIONS**.

- Only 1 revision is possible in Winter session.
- In order to be revisable, the essay grade must be lower than an 80 B-.
- The maximum amount of points possible for revision is 6.

- The revised essay must be stapled to the original, graded essay.
- You must bring the revision (with attached original) to my office and explain to me what you revised.
- Each student is limited to two revisions per semester.

Essay Format

There will be four take-home essays, plus a written midterm and final. All essays must be typed. Format is standard MLA: 12 point Times New Roman double-spaced, 1 inch margins. Other fonts will not be accepted. Please teach yourself how to use headers and footers and number your pages with your last name and the page number. Title pages/binders are not necessary; just head the first page in the upper left corner as follows:

Student Name
Date
Course
Professor's Last Name

...and remember to give each essay a title!

There are many valuable resources for essay formatting, including sample student essays, in *The West Guide*, for your convenience.

MLA Format

Your essays must follow MLA format, which was introduced to you in English 101, and which we will review together. **Essays without a Works Cited page will automatically have 10 points subtracted.**

Plagiarism

Understand and avoid plagiarism – you can also refer to this website re. plagiarism:

<http://www.indiana.edu/~wts/wts/plagiarism/htm> *You must turn in your own work* (not a “modified” paper submitted for another class) and cite your sources appropriately, using MLA Style. We will go over MLA Style, but you are also expected to refer to your handbook for details relating to in-text citations and Works Cited. **Plagiarism is unacceptable and will result in a failing grade for the assignment.**

Why Shouldn't You Plagiarize?

1. An Educational Reason

You cheat yourself out of the opportunity to develop your skills and become a better writer.

2. A Philosophical Reason

Cheating is stealing. Would it be ok if someone took your car, put his/her name on the song you wrote, or took credit for your project at work? What goes around comes around. Don't tempt fate. It's much more satisfying to take satisfaction in what you fairly accomplish. This might mean taking a C that you earn instead of an A that you steal.

3. A Practical Reason

There are teachers out there who don't look closely at student work, but unfortunately for my social life, I'm not one of them. I read every essay, and I will catch you. And fail you.

Grading

- Essays and Final Exam = 65% of your grade.
- Quizzes, Reports and other small credit assignments =30%
- Participation, Attendance=5%

Grading Key for Small Assignments:

Essay grading gets stricter as the semester progresses. Take care to apply the instructor's suggestions and remarks in essay feedback to your work in subsequent essays. If you continue to make the same mistakes, it will cost you more each time. This is not to frighten you, but simply to motivate you!

Final Grade is based on instructor evaluation of **all** written work (exams, quizzes, essays, etc.) as well as meaningful participation in class; therefore, it is important not only to attend as often as possible but to come prepared to discuss the readings and to write in class. Each essay assignment through the semester earns increasingly more points, based on the assumption that, over the semester and with practice, your writing/thinking/research will sharpen and improve. Research from credible sources and in-text citations, with correct MLA Style, are incorporated into/required of all writing assignments as this is expected and required at 4-year institutions. *Quizzes and other assignments as specified also earn points toward your final grade, and, in general, cannot be made up.

Honors Requirements

You may not take my winter 103 for Honors credit.

How to Succeed in this Class

- Attend all class sessions, do the required reading, thinking, rereading and writing. DO look up vocabulary words you're not sure of. Observe due dates. Listen carefully and follow all instructions. Seek help as needed. Challenge yourself to do the very best work that you can.
- Be sure to do the assigned readings on the syllabus *before* coming to class, preferably more than once. There may be unannounced quizzes to check on your comprehension of the readings. *Quizzes cannot be made up*. Look up words you are unfamiliar with or unsure about to ensure accuracy in your understanding/comprehension.
- You are also welcome to visit the instructor during office hours to share your concerns and/or get extra help. **Office hours are the hours that the instructor is available to you**. Often you might catch me in early afternoons during "unposted" times as well. Ring my phone and see if I'm there.

****All the handouts that you need for the class are available in the Etudes shell.*****

