

Course: English 21, *English Fundamentals* 10:00am–11:25am, M,W. **Section:** 0936
Instructor: Dr. Long, Adjunct Professor **E-Mail:** longhb@wlac.edu
Office Hours: Library, 1st Floor, Mondays 11:00am – 12:10pm **Telephone:** 287-4207

Syllabus for English 21, Section 0932

The Student Learning Outcomes for English 21

The term a “learning outcome” identifies an ability that a student must acquire during a class in order to pass that class. English 21, *English Fundamentals*, is a reading and writing course in which students must demonstrate mastery of four learning outcomes. That is, at the end of this course, a passing student will be able to:

1. Argue a point and support it in writing.

In addition, successful students will also be able to:

1. Write a convincing, well-organized paragraph-composition and a convincing, well-organized essay.
2. Use textual support in a composition.
3. Use specific vocabulary words correctly and follow the most important grammar and punctuation rules in writing.
4. Read actively (be able to identify and annotate elements in prose writing and interpret and analyze rhetorical principles).

Texts You Will Need

To obtain these skills in this class, you will need to purchase *Essential English Grammar*, *Quick Study English Vocabulary*, and Ishmael Beah’s *A Long Way Gone: Memoirs of a Boy Soldier*. You may get all other texts used in the course via the Internet or the Reference Desk at the Library. For copies, you may download these texts from the Internet or check them out for reproduction from the Library. As needed, these texts will be announced during the semester.

Unless told otherwise, you will need for every class to any relevant reading texts, any relevant assignments, college-rule 3-hole paper, pens or pencils, and any simple binder you choose to hold the 3-hole paper.

Grading

- 1) 6 Formal Compositions:
 - a. Three at 50 points each
 - b. Two at 75 points
 - c. One (the Final) at 100 points400 points
- 2) Re-Writing:

You will be allowed to re-write your first three assignments for additional credit equal to 1/2 of the difference between your score and the possible total of points. For example, if you receive 2 points on a 5 point writing

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assignment, you can correct all noted errors and problems by the next class, and receive an 1.5 points added to your grade.

- 3) Vocabulary Quizzes:
 - a. 5 vocabulary/grammar assignments at 40 points 200 Points
- 4) Your Portfolio: Up to 10 In-Class Quizzes or Homework Assignments:
 - a. All to be turned in; I will randomly select 4 exercises (3 points each) 150 points
- 5) Attendance/Participation 150 points
- 6) ‘Learning Skills 50’ at 100 points 100 points
1,000 points

I will total points that a student receives from all of the above assignments to establish that student’s grade. Students must receive a passing grade to advance to English 28.

Points Accumulated from All Assignments and Grade
930 to 1000 points ⇔ A
850 to 929 points ⇔ B
780 to 849 points ⇔ C
700 to 779 points ⇔ D
699 points or less ⇔ F

Notes on Grading

In English 21 a paper receiving a point total in the “A” range must read well overall, demonstrate the writer’s fluency in English, and provide evidence that the writer is learning to use class vocabulary and apply the grammar and punctuation rules being taught in class. It is possible that “A” range paper may contain a few errors, but in the main the writer must clearly state his or her thesis, organize its ideas, structure its sentences sensibly, and support its thesis with appropriate evidence. This letter grade scale will be pro-rated for the points associated with a particular assignment. For example, a 10 point assignment, a paper deserving an “A” grade would receive between 9.3 and 10 points. I will post a complete rubric on the *Estudes NG* website.

Assignments

All writing assignments will be generated from class topics or assigned readings. Also, I will post all assignments and any changes to assignments on the English 21 NG *Estudes* web page. Please do not offer an excuse for not completing an assignment.

Attendance

Given the critical importance of the skills to be acquired in this class, I will require strict attendance and punctuality. I will permit no more than three absences without penalizing a student. For each subsequent absence, I will deduct 4 points from that student’s final point total. I do not distinguish excused from unexcused absences. Lastly, two tardies

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constitute one absence, as do two early departures.

Work Submission Policy

I will neither accept nor grade any late, sloppy, or careless work; such submissions will receive no points. “Late” means not turned in at the beginning of the class period for which the assignment is due. No exceptions.

Also, a student may make up graded exercises only if he or she has notified me ahead of time that he or she will miss the class. It is your responsibility to schedule with me a make-up time that is equitable to you and the other students.

Please understand that, if you do not notify me of an absence in advance, you cannot receive points for the missed exercise. I offer no make-ups for quizzes, homework, in-class essays, or exams required because of student absences or tardies not cleared with me in advance. Again, your grade is cumulative; if you miss an assignment, you lose those points; the point value for that assignment cannot be added to the total points that will determine your grade.

Additional Instruction

Please do not let any obstacles prevent you from completing this class successfully. If you are having difficulty of any kind—reading, fluency, writing, grammar, attendance, work schedule, family commitments, or home conditions—, please let me know so that we can devise solutions. My office hours are every Monday, from 11:00am to 12:10pm; my email is longhb@wlac.edu; and my phone number and voice mail is: (310) 287-4207 (to be posted in class). Please know that we can also arrange tutoring for you, assistance with learning disabilities, and help from our counseling office.

For essays submitted late (the beginning of class on the due date,) I will deduct one full grade for every 48 hours of lateness. For example, a student not submitting a paper due at the beginning of class on a Tuesday, can submit it the following Thursday at the beginning of class and suffer a penalty of a one letter-grade deduction. That sample paper, if not delivered until the following Tuesday would be penalized three letter grades (three two-day periods of lateness).

Mobile Communications Devices

The noises produced by pagers, Blackberries, cell phones, MP 3 players, and walkie-talkies have no place in a classroom; I devote our class time to the difficult tasks of developing fundamental writing, reading, and critical thinking skills. These abilities are essential to the advancement of students in the English curricula. You may have these electronic devices in my class, but you must turn them off, place them on vibrate, or otherwise silence them. If you receive an emergency call (emergencies only) that you detect silently, I suggest you step to the rear of the class and leave the room quietly. I ask you to re-enter the class quietly from the rear of the room.

Eating and Drinking

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You may sip from a covered cup in class, but you may not eat. If you spill your drink, you can cover it with newspapers during class and clean up the mess after class. I will provide with newspaper and paper towels for this effort.

Plagiarism and Cheating

At the heart of West Los Angeles Community College are its goals of promoting critical reading skills, effective communication, and intellectual honesty among its students. For this reason any work that you submit as your own should be in your unique style and words and be exclusively the work of your hand alone. If you submit work that purports to be your own, original work, but uses another person's ideas, language, or style, you have committed plagiarism. I consider plagiarism a gross violation of the College's academic principles. It attempts both to gain advantage over other students and to deceive me. Plagiarism includes but may not be limited to the following acts:

- Copying another's work and submitting that person's thought and effort as your own.
- Falsely taking credit for another person's unique method of treatment or expression.
- Falsely representing yourself as the author or originator of ideas, language, or manner of expression that another person devised or conceived without giving that person appropriate credit for those ideas, words, or expressions.
- Allowing another person to research a topic for you in order in order to complete an assignment.
- Allowing another person to compose a paper or complete any homework or classroom exercise that you then submit for academic credit.

I will report any acts of plagiarism or dishonesty that I detect to my Department Chair and to the Dean's Office. Plagiarism justifies assigning a lower or failing grade.

Learning Disabilities

As noted above, WLAC has many students with learning disabilities that succeed here if they take appropriate action. If you are aware that you have a learning disability, or think that you might, let me know immediately. I will need this information in order to tailor instruction that will be effective for you. You must first contact a Learning Disability Specialist on campus so that the disability can be documented and a learning plan formulated for your instructors.

Etudes Website

I will be making use of the English 21 *Etudes* website for discussions, assignments, class announcements, and student questions of me. Please ensure that you have consistent access to this site.

Changes to the Syllabus

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The instructor of this class reserves the right to make any necessary and appropriate changes to this syllabus. The instructor will announce any such changes in class or on the Etudes website; it is your responsibility to learn of these changes.

Learning Skills 50

Students in English 021 are required to complete an online, self-paced program that is administered in the Library. It is called Language Skills 50 and completing this course is a requirement for receiving a passing grade in English 021.