



## **English 21: English Fundamentals**

Fall 2013

Section 0942 (Tuesday/Thursday, 1 – 2:25 p.m. in GC 140)

Dr. Kimberly Manner

Email: [mannerke@wlaac.edu](mailto:mannerke@wlaac.edu)

Office Phone: (310) 287-4551

Student Drop-In Hours: Tues. 2:30 – 6:30 and Wed. 5 -6:30 in GC 280D

### **Course Description**

From the 2012-2014 *West Los Angeles College Catalogue*:

#### **21 English Fundamentals (3) (NDA)**

*Prerequisite: Appropriate placement level demonstrated through the English assessment process.*

This is a reading/writing course that teaches basic skills in composition, reading, and grammar/mechanics.

Objectives relate to writing effective sentences and structuring academic prose based on readings. The course prepares students for transfer-level English and technical/vocational courses.

We will begin the semester by focusing on writing clear, grammatically correct sentences. Building on those skills, students will learn to write paragraphs that are unified, cohesive and developed. We will conclude the semester with short essays in response to specific writing prompts.

#### **Student Learning Outcome:**

At end of the course, the successful student will be able to argue a point and support it (in writing).

#### **Student Success**

Skip Downing, in his book *On Course: Strategies for Creating Success in College and Life*, notes that successful students are those who:

- 1) accept personal responsibility, seeing themselves as the primary cause of their outcomes and experiences.
- 2) discover self-motivation, finding purpose in their lives by discovering personally meaningful goals and dreams.
- 3) master self-management, consistently planning and taking purposeful actions in pursuit of their goals and dreams.
- 4) employ interdependence, building mutually supportive relationships that help them achieve their goals and dreams.
- 5) gain self-awareness, consciously employing behaviors, beliefs, and attitudes that keep them on course.
- 6) adopt life-long learning, finding valuable lessons and wisdom in nearly every experience they have.
- 7) develop emotional intelligence, effectively managing their emotions in support of their goals and dreams.
- 8) believe in themselves, seeing themselves as capable, lovable and unconditionally worthy human beings.

If you have not already adopted these choices of successful students, this course will help you to do so as you develop your reading, writing and critical thinking skills. Each student will develop his or her personal goals for this course at the beginning of the semester. We will also establish success teams to help keep you on course as you pursue your goals.

#### **Textbooks and Materials**

The following book is required:

- Boutry, Katherine, Clare Norris-Bell, and Holly Bailey-Hofmann. *The West Guide to Writing: Success from Community College to University*. Dubuque, IA: Kendall Hunt Publishing, 2012. Print. ISBN: 978-1-4652-0589-6.

This book is designed to be used in all levels of English composition at West Los Angeles College; it is likely

you will be able to keep the same book as you proceed through English 28, English 101, and English 102 or 103.

The following book is recommended, but not required:

- Hacker, Diana and Nancy Sommers. *A Pocket Style Manual*. 6th ed. Boston: Bedford, 2012. Print. ISBN: 978-0-312-54254-2.

In addition, the following materials are required:

- A three-ring binder
- Plenty of 8 ½" x 11" notebook paper
- A file folder

### **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.

### **Attendance and Participation**

Your regular attendance and active participation are crucial to your success in this class. You cannot learn if you are not in class. I realize that people fall ill and that medical appointments sometimes cannot be scheduled outside the three hours a week reserved for this class. If you experience serious health problems or other impediments to your completing the class, please talk to me. We will discuss your options and find the best solution for your situation. (Sometimes the best solution might be to drop the class and to take it again after your health or situation has stabilized.)

If you miss class, you are responsible for finding out from your classmates what you missed and for ensuring your work is turned in on time.

It is also important that you come to class prepared and on time. Not only does tardiness disrupt the class, it also results in your missing crucial information.

### **Reading Requirement**

Expect reading assignments for each class meeting. In addition to the textbook, you will read several essays and short stories. You will be required to participate in discussions of the reading, as well as to complete activities and respond to journal questions on the reading assignments. You will, therefore, need to read the assignments thoroughly before the class session in which we will be discussing the reading assignment.

### **Writing Requirement**

You will learn to write well-developed paragraphs and short essays. You will write in class and outside of class. The specific requirements for each essay will be different and will be detailed on the individual assignment sheets.

### **Grading**

Your final grade will be determined by your performance in each of the following categories:

Reading Exercises (Journals and Activities):	10%
Grammar Exercises:	10%
Midterm Exam (Objective and Essay):	20%
Writing Exercises (Paragraphs and Essays):	30%
Final Exam (Essay):	30%

Semester Grade	
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

**Late Work Policy**

I do not accept late work. If you cannot make it to class the day an essay is due, please arrange for someone else (such as a member of your success team) to hand it to me at the start of class. I also will not accept final drafts of paragraphs or essays without the prewriting exercises and rough drafts.

I will make an exception to my late work policy one time, with the No Questions Asked coupon found at the end of the syllabus. If you choose to use your NQA coupon, you will have until the next class meeting to turn in your late work.

**Academic Integrity**

According to LACCD Board Rule 9803.28, “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.”

Plagiarism—passing off another’s work as your own, **either intentionally or unintentionally**— is a very serious offense. If you plagiarize, you will receive a zero for the assignment and will be forwarded to Student Services for disciplinary action. I would rather mentor than police; please ask me for help if you are having problems with an assignment.

**Students with Disabilities**

Students with disabilities--whether physical, learning, or psychological--who believe that they may need accommodations in this class are encouraged to contact Disabled Students Programs & Services (DSP&S) as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization, based on verification of disability, is required before any accommodation can be made. The phone number for DSP&S is (310) 287-4450, and they are located in SSB 320.

**Classroom Conduct**

All electronic devices that can cause a distraction or disturbance (pagers, cell phones, video games, etc.) must be turned off. If there is an urgent reason why you need to be accessible during class, please speak to me before class begins. We will figure out how to accommodate your situation without disrupting class. *Under no circumstance may students text message during class.*

We will determine additional conduct codes and consequences as a class. At a minimum, I expect each person to treat his or her classmates and instructor with respect.

**And finally...**

Visit <http://www.wlac.edu/services/index.html> for up-to-date information on Campus Resources, such as the Library, Learning Resources Center, Financial Aid, and special programs you might qualify for (Puente, Umoja, EOPS, LEARN, etc.).

I look forward to working with each of you this term. If you have any questions, please ask. If I don’t know the answer, one of your classmates will.

**NO QUESTIONS ASKED COUPON**

This coupon entitles the bearer to turn in one homework assignment late one class period, no questions asked. One coupon per student. The coupon must be turned in on the day an assignment is due. The assignment must be turned in the following class period to earn credit. Unused coupons may be redeemed for extra credit at the end of the semester.

Used by: \_\_\_\_\_

Used for: \_\_\_\_\_

Expires: November 26, 2013

Valid only in Dr. Manner's class