



WEST LOS ANGELES COLLEGE

Spring 2014: February 10 to June 9

Course # + Title: English 021: English Fundamentals (3 units)
Instructor: Luis Cordova
Section Number: 3934
Meeting Days: Tuesday
Lectures Times: 6:45pm - 10pm
Meeting Room: GC 230
Office Hours: Tuesday 5-6:30p / Thursday 2:30-3:30pm
E-Mail: cordovla@wlaac.edu
Course website: www.cordovla.weebly.com

I. REQUIRED TEXT:

Title of Text: *On Becoming a Leader*, Warren, Bennis

II. Course Description: English 021 is an introduction to English fundamentals in formal academic writing, focusing on basic grammar, reading, and writing skills. The goal of the course is to infuse life-long reading and writing skills that lead students towards successful completion of college level courses. Students learn a wide range of writing conventions of English, explore the writing process, and master the foundations of expository reading and writing. Consequently, this course will prepare students to expand their ability to speak, read, and write more fluently and confidently. This class incorporates an interactive and communicative approach to learning English.

III. Student Learning Outcomes: upon successful completion of this course, students will be able to argue a point and support it (in writing):

Course Objectives:

- A. Compose convincing, well-organized essays that use textual support.
- B. Apply proper grammatical, usage, and punctuation conventions in sentences.
- C. Summarize and paraphrase non-fiction work.
- D. Utilize a variety of reading comprehension strategies, i.e., skimming and scanning, making inferences, finding main ideas, and SQ3R method.
- E. Utilize the writing process to develop an essay; utilize prewriting, revision, and editing techniques; apply basic quotation conventions.
- F. Communicate effectively. Present arguments in a well-organized manner to persuade, inform, and convey ideas in academic settings.
- G. Navigate the college and utilize campus resources that enhance academic success.

IV. Grading:

Your final grade will be assessed according to your performance on the following assignments:

Assignments

7 Grammar homework assignments	35 points
6 Summary and Response Journals	30 points
2 Tests	100 points
Essay 1	100 points
Essay 2	100 points

Essay 3	100 points
Final Exam	100 points
Paragraph compositions	50 points
Attendance and Participation	50 points
Writing Lab participation (7+hrs)	Bonus
<i>TOTAL Possible points</i>	<i>665 points</i>

Please note: There will be NO extra credit or make-up assignments. Your grade will be determined solely on your performance on the assignments listed above. All assignments are due on the date indicated and late assignments will NOT be accepted. All assignments must be typed.

I will uphold the college policy on academic integrity. I will not tolerate plagiarism or any other form of academic dishonesty. Please read the college policy on academic integrity in the current LACC catalogue.

V. Grading Scale: Letter grades: A=89.5-100%. B=79.5-89.4%. C=69.5-79.4%. D=59.5-69.4%. F=below 59.4%.

VII. Course Requirements:

- A. Attend all class meetings. If an absence is anticipated, please inform me ahead of time. Students with more **than three absences will be dropped from the course.** Leaving class early or arriving late frequently will count as an absence. Please follow dropping deadlines carefully as stated in the college schedule of classes.
- B. Participate in all classroom activities and demonstrate commitment towards course. **Participation and attendance is a course requirement and is part of your final grade.**
- C. Maintain an organized notebook (binder) with all class handouts, notes, and Reading Log and bring it to every class meeting.
- D. Do not miss any assignments, as it will drastically affect your overall class grade. All essays must be submitted to pass the course.
- E. **Turn off cell phones:** no text messaging or answering phone calls allowed in class. Please place your phones on silent and off your desk. They assist in removing the focus from your learning.
- F. Adherence to District and Campus Rules of Conduct, including academic honesty and plagiarism regulations, as stated in the College Catalog
- G. Enroll in the writing lab and see a tutor regularly on a weekly basis. Tutoring is one way to increase your grade and it is FREE, so I urge you to take advantage of it early in the semester, and not wait till the third quarter to see a tutor. To receive bonus points, you must do a total 7 or more hours by the end of the semester
- H. Enjoy the class!

VIII. Disability Accommodation Statement: Students with a verified disability who may need a reasonable accommodation(s) for this class are encouraged to notify the instructor early and contact the Office of Disabled Student Programs and Services in HLRC 121 at 310-287-4450 as soon as possible. All information will remain confidential.

IX. District Academic Dishonesty Policy: 9803.28 Academic Dishonesty. 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.

X. Basic Skills Enrollment Limitation: Title 5, California Code of Regulations, limits student from taking more than 30 units of “remedial” course work, which is defined as “nondegree-applicable basic skills courses.” For more

information on the limit and alternative noncredit courses that provide basic skills services, please contact a college counselor.

X1. Writing Lab: I encourage students to visit the Writing Lab, located on the first floor of the library, to get help in writing their papers or online at <http://library.wlac.edu/writinglab.html>. Writing tutors can help you in sharing your response to the instructor's assignment. They do not, however, proofread or edit your writing. They also expect you to bring in clear directions for the essay assignment.

XII. Semester schedule of topics and assignments: This schedule may be subject to change depending on performance and interests; if changes occur, I will notify you ahead of time. Follow the schedule below promptly so that you complete all assignments in a timely fashion. In other words, *Do not leave what you can do today for tomorrow.*

TENTATIVE SCHEDULE

OBL = On Becoming A Leader

WEEK	TOPICS	READINGS, ASSIGNMENTS, & HW
2/11	Introduction: syllabus, writing assessment Intro to English fundamentals; Parts of Speech	HW: Read WG Ch. 3
2/18	Simple, Compound, and Complex Sentences Paragraphing / PC #1: Narration	Grammar HW 1 due
2/25	Combining Sentences Parallelism	Grammar HW 2 due HW: Online Reading
3/4	Reading Strategies & SQ3R Introduce Summary and Response Journal Project for OBL Sentence Run-ons & Fragments	Grammar HW 3 due Online Reading HW: Read OBL Ch. 1
3/11	Subject-Verb Agreement OBL Reading discussion / Test 1	OBL Summary & Response Journal 1 due Ch.1 Grammar HW 4 due
3/18	Pronoun-Antecedent Agreement Adjectives and Adverbs	Grammar HW 5 due, HW: Read OBL Ch. 2
3/25	Commas Semi-colons & Colons / PC# 2	Grammar HW 6 due, Summary & Response Journal 2 due Ch. 2
4/1	Apostrophes / OBL Test 2 (*Progress Reporting)	Grammar HW 7 due / PC# 2 due HW: Read OBL Ch. 3-4
4/8	Spring Break	
4/15	The Writing Process Essay Structure; The Thesis Introduce Essay 1	Summary & Response Journal 3 due Ch. 3-4 HW: OBL Ch. 5-6

4/22	Narration Introductions / Body Conclusions	Summary & Response Journal 4 due Ch. 5-6 HW: Online Reading provided
4/29	Essay 1 Draft due: revising and editing exercise Description Introduce Essay 2	Essay 1 Draft due Read OBL 7-8
5/6	Essay 2 Draft Due: revising and editing Comparison and Contrast	Essay 1 Due Essay 2 Draft due / Prepare for test HW: Read OBL Ch. 7-8
5/13	Literary Analysis Argumentation Introduce Essay 3	Essay 2 Due Summary & Response Journal 5 due Ch. 7-8
5/20	Argumentation Con't Essay 3 Draft Due: revising and editing	Summary & Response Journal 6 due Ch.9-10 Leadership workshop / OBL / Sign up for reports
5/27	College Closed	
6/3	Final Exam / Reports	Final Essay Due

XII. VERY Important:

Class format:

Students are expected to arrive to class on time with the necessary materials and **having completed the assigned reading** and/or writing in advance of class. Classroom activities will include discussion of assigned readings, in-class writing and peer editing of student drafts. A considerable portion of a student's grade will depend on class attendance and performance. In addition to quizzes on the assigned reading, students will also do short writing assignments, which may form the basis of the major essays.

Group Work:

We will be doing lots of small group work in this course. Participating actively in the small groups as well as in larger classroom discussion is essential! To do so well, please read, study and think about the assigned material *before* coming to class. Participation in these activities counts towards the participation/attendance portion of your grade. Participation means you are actively contributing to the class, not just showing up.

Responses to Essays:

For your peer responses, you will assist two students through the process of writing their paper and provide formative and summative evaluation. Then, you will send your responses to the student and me via email. This will count toward your essay grade. Detailed instructions will be provided.

Chapter Discussions: teams will present a chapter from *On Becoming a Leader* and create a formal discussion.

XIII. Best wishes: I hope to make this class the best learning experience of your educational career. I am committed not only to building confidence and motivation in your reading and writing skills but also to providing exciting material that is relevant to a diverse population, creating a comfortable environment where communication is constant, and challenging you towards higher-academic thinking. Feel free to contact me whenever if you have questions or interest about class topics and discussions.

"Our destiny is not written for us, but by us" - Barack Obama

Spring 2014: Traditional Semester

SESSION PERIOD	Feb 10 - June 9 2013
APPLICATIONS ACCEPTED BEGINNING	Mon, Oct. 14
REGISTRATION BEGINS	
-Priority	Nov 13 - 17
-Continuing Students	Nov 18 - Dec 8
-New & Returning Students	Dec 9
-Residency Determination Required	Feb 9
Special Registration Hours	Feb 3 - Feb 21 Mon - Thur: 8:30am - 7:00pm Fri: 8:30am - 2:00pm
M-F CLASSES Begin	Mon, Feb 10
Sat CLASSES Begin	Sat, Feb 22
FINALS (pdf schedule)	JUNE 3 - JUNE 9
LAST DAY TO	
Third Attempt Petitions	Fri, Jan 31
Add/Audit Traditional Classes	Online: Feb 9 In-person: Feb 21
Drop a Class with a refund/no fee owed	Feb 21
Drop a Class w/o a "W"	Feb 21
Drop w/ a W	May 9
File Pass / No Pass	Feb 21

GRADUATION PETITION ACCEPTED	Nov 18 - April 25
GRADUATION CEREMONY	June 10
CAMPUS CLOSED	Presidents' Day: Feb 14-17 Cesar Chavez Day: Mar 31 Spring Break: Apr 7 - April 13 Memorial Day: May 26 Non-Instruction Day: May 27
<i>NOTE: Short-term courses and other accelerated program classes have different deadlines. Please check with your instructor.</i>	