



Division: Language Arts
Course name: English 101:
Section: 0991 / **Semester:** Spring 2014

Instructor Name: A. Minami
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Office Hours: Mon: 9:00-9:35

School Website: www.wlaac.edu
Class Hours: MW 9:35-11am
Location: GC 150

Course Description: Welcome to English 101! This course is designed to teach critical thinking, reading and writing strategies for academic success. We will focus on *writing as a process* as we develop expository, analytical, and argumentative essays. Upon successful completion of this course, **STUDENTS WILL BE ABLE TO:**

- Apply critical reading/thinking/writing skills analyzing and writing, both in and out-of-class essays, about various freshman composition level readings including essays and the novel.
- Demonstrate the ability to follow academic conventions by formatting expository essays, including page-layout, parenthetical citations and Works Cited entries, in the current standard MLA format.
- Write freshman-level essays that follow the various stages of essay writing, including pre-writing, thesis development, illustration and support of the thesis using concrete, specific evidence/examples, editing, proofreading and which are free of most errors in syntax, grammar, punctuation, diction, and spelling.
- Demonstrate understanding of effective college-level argumentation by producing logically-supported arguments and by recognizing and avoiding common logical fallacies.
- Produce a research paper, which utilizes the various elements of research production, such as designing a research plan, compiling research notes, producing an outline, developing a draft, producing a finished paper that utilizes at least five sources and has a complete MLA-format Works Cited page.

Required Texts (bring to every class):

Axelrod, Rise B. and Charles R. Cooper. *The St. Martin's Guide to Writing*. Short Ninth Edition. Boston: Bedford St. Martin's. 2010.

Secondary Text: TBA

Classroom Etiquette: Let's review some of the obvious, so we don't run into trouble in the future. There is no food or drink (except water) in the classrooms—this is the school's policy, not mine. Please make sure to eat beforehand. It is very difficult to concentrate when you are hungry! Cell phones and all other electronic devices should be turned off and put away. In this class, you will not need your laptop, and I ask that you not use it. Rather, this course demands a

significant amount of discussion and peer interaction. I aim to treat my students with the utmost respect for their thinking and their learning process. I hope that you will do the same for each other, so that we may all feel safe to express our ideas and questions freely. Consider this space a learning community where we can practice effective communication and meaningful dialogue and where we can all be each other's students and teachers.

Attendance and Participation: Attendance in class is mandatory. It is when a student misses more than **3 classes** that he/she can expect to see his/her grade lowered. **A student who misses 6 or more classes will be automatically dropped from the class.** If a student is absent the first or second class meeting of the first week of the semester, then the student will be dropped from the class.

If you aren't in attendance, then you can't participate fully or benefit from the discussion and writing that happens in class. If you come late, it's your responsibility to get marked present. If you are more than 30 minutes late or have to leave early, I will mark you down as an absence for the day. You should still come so that you don't miss out on important information that will help you learn to be a better writer.

That said, I know that emergencies and illness happen. By all means, in those cases, I respect your need to take care of yourself. If you can't be in class, be sure to check with a classmate for any notes, assignments, etc. This policy accommodates emergencies and any legitimate reasons for being absent or tardy.

Contacting The Instructor: My office hours are before class. You may also arrange another time or email me. However, please keep your communication appropriate (Ex. can you find the answer from another source?) and know that I generally check email once a day.

Late Assignments: A late essay will go down a third of a grade for every 2 days that it is late. It will not be accepted more than a week after the due date unless you have made prior arrangements with me. If you are not going to be in class when an essay is due, **it is still your responsibility to turn in the essay on the due date on ETUDES. No other assignments will be accepted late**, though students are still expected to complete necessary work leading up to final essays. In-class work, homework and quizzes that are missed may not be made up. Reader Responses should be posted on ETUDES.

Writing Assignments: In order to receive a passing grade, you must turn in every Essay. Rough drafts due on scheduled peer review sessions will be counted as quiz grades and must be typed. (For Essay #1 + #2: 1pg. = 3pts., 2pgs. = 6pts., 3pgs. = 10/10pts. For essay #4: 3pgs./6pts., 4pgs./8pts., 5pgs./10pts.) All *final* drafts **must** be formatted in MLA style. **A paper copy must be submitted to me with a complete process packet of drafts and accompanying worksheets. Additionally, you must post your essay on ETUDES. Essays should be typed.** Follow these basic parameters *to avoid deductions*:

- use ONLY Times New Roman, 12 point font (NOT in bold, italic or script form)

- double space writings with 1 inch margins all around
- do not skip spaces between paragraphs
- all essays should also be originally titled in the same font/size as noted above
- all writings must include a header in the upper *left* hand corner of the first page listing your name, the instructor's name, the course and section number (English 101/Section 0991) and the date.

- also include a header in the upper *right* hand corner on each page of your essay with your last name and the page number

- when turning in essays with drafts, packets should be stapled (not paper clipped).

Please retain hard copies of all your work, including outlines, notes, drafts, and worksheets. I recommend you buy a binder that is designated solely for this course.

Course Grading:

Essay #1 - 15%

Essay #2 -15%

Essay #3 - 10%

Essay #4 - 20%

Midterm Exam (In-Class Essay) -15%

Final Exam (In-Class Essay) -15%

Homework (Reader Responses, Annotations, Outlines, Etc.), Quizzes, Participation 10%)

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%.

Academic Integrity: 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. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation. If you are suspected of academic dishonesty, you will be subject to disciplinary sanctions, ranging from a lowered grade to failure in the course, and you **WILL** be reported to the Dean of English.

Disability Accommodation Statement: Students with a verified disability who may need a reasonable accommodation(s) for this class are encouraged to notify the instructor 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.

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 "non degree-applicable basic skills courses." For more information on the limit and alternative noncredit

courses that provide basic skills services, please contact a college counselor and the Matriculation website.

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.

February 21 – Last Day to Drop without a W

May 9 – Last Day to Drop with a W

