

**DE ANZA COLLEGE
LANGUAGE ARTS DIVISION
GREEN SHEET
EWRT 1A - COMPOSITION AND READING - Fall 2009**

Instructor: Suzanne Helfman

Office: F31G

Office Hours:

MW 2:30 – 3:20

TuTh 12:30 - 1:20, and by appointment

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Description and requirements

English 1A is a transfer-level course designed to prepare you to analyze college-level texts and write academic papers, which should also help you develop stronger reading and writing skills for your life beyond the classroom. We will be working on critical reading and the writing process together, discussing and exploring ideas, developing and supporting claims, gathering and organizing information, proofreading and editing drafts. By the end of this course, you will have sharpened your ability to read published texts, the texts of your peers, and your own written work. And you will have gained practice in probing why you feel the way you do about various issues and where your ideas come from. The success of our class--our discussions, activities, and writing assignments--will depend on your careful reading of assigned texts, your completion of the writing exercises, your willingness to investigate your own beliefs, and your respect for opinions that differ from your own.

Over the quarter, you should learn to:

- Generate ideas and topics for your essays.
- Organize, focus, and develop your ideas.
- Write to engage different audiences.
- Explore stylistic options.
- Read for comprehension and with a critical perspective.
- Analyze and articulate your own beliefs and the beliefs of others.
- Revise and proofread your own papers.

To achieve these objectives you can expect to:

- Complete 4 essay assignments, including a final exam.
- Write several short paragraphs, numerous pre-writing assignments, reading responses, and tackle various writing skills exercises.
- Read and discuss a number of essays and one full-length work.
- Actively contribute to peer review of classmates' drafts.
- Participate actively in group discussions and presentations.
- Stay up-to-date on the reading and assignments.
- Attend class regularly and on time. *

***Attendance**

For the first two weeks, you must attend every class or I will drop you. Since all the work we do in this class is directly related to the development of your essays, faithful attendance is essential if you expect to do well. If you miss more than two classes, each two classes that you miss after that will lower your grade 1/2 a grade. If an emergency arises and you can't make it to class, please contact someone from the class to get any materials and/or homework, and let me know by leaving me a message. If you must miss a class, you are still expected to turn in the homework for the class you missed and for the next class--no exceptions--and to keep up with the reading so you will be fully prepared when you return to class. Be on time to class. Latecomers not only disrupt class, but also miss valuable information and feedback on assignments. If you are habitually late or absent, you will be asked to take the class another quarter.

In-class assignments, and peer-review sessions cannot be made up. I suggest you exchange phone numbers with a few classmates so you can keep track of assignments if you are absent.

Texts

Reading Our Histories, Understanding Our Cultures.

Kathleen McCormick, editor. ISBN 0-321-12369-7

Jasmine.

Bharati Mukherjee.

Homework

I will collect and check homework assignments for each essay unit. I will check idea and rough drafts on the days that they are due. For other homework assignments, you will turn them in with that particular essay, as outlined on your "Essay Due Dates" handout. They will not be graded for perfect grammar or neatness; I will, however, grade this work with a check, check plus, or check minus (worth 3, 2, 1 points) based on its thoroughness.

Grades

Your grade is based on 1) the quality of writing that you produce, 2) the successful completion of all assignments including reading responses and other homework assignments, 3) your participation in peer review sessions and class discussions.

94-100%=A	90-93%=A-	87-89%=B+,
84-86=B	80-83=B-	77-79%=C+
70-76=C	60-69=D	59 and below = F

You will write a total of four essays (including the final).

Essays: 100 points each, including the final

Homework, class participation, peer review: a total of 100 points

I will base your essay grades on the quality of your work: your carefully thought-out ideas expressed in well-organized, well-developed paragraphs and carefully crafted sentences. Excessive proofreading errors do detract from otherwise competent writing and will negatively affect your grade, so remember to proof your essays carefully.

For the first two essays, if the paper you turn in still needs substantial work in one or more area, I will mark it RW (rewrite), in which case you should make an appointment with me as soon as possible to develop a revision plan and establish a due date for your revised essay. When you turn in your revision, **please give me your original draft with grading sheet, and highlight the changes you've made on the revised version.** I will NOT accept a revision if these stipulations are not met, in which case your essay will earn an F.

Essay format

Type all take-home essays, double-spaced on one side of the page. Please staple your pages together. Attach all drafts and pre-writing materials to your final drafts.

Late papers

Essays should be handed in at the beginning of class on the day they are due.

Late papers will be marked down a 1/2 grade if the paper is turned in one class period later unless you have made a prior arrangement with me. (Please don't expect to make such an arrangement more than once and then only for a very good reason). For each class meeting that the essay is not turned in subsequent to this, your grade will go down another 1/2 grade and you must turn in the essay before the next essay is due.

An essay with excessive proofreading errors will be returned ungraded for your correction and counted as a late paper.

Plagiarism and academic integrity

We will be working on the correct way to document sources, and I'll expect that any time you use writing or ideas that are not your own in an essay, you will cite your sources. Using others' words or ideas in whole or in part without acknowledgment is plagiarism and will certainly result in a failing essay and possibly failing the course. It's fine to seek help with your essays from the Writing and Reading Center (WRC in ATC309), but it is not acceptable to have anyone else correct your errors for you. You cannot rewrite an essay that's been plagiarized; repeated plagiarism will result in failing the course.

Cell phones and other technological devices

It should go without saying that I will not be taking calls, checking my phone, texting, tweeting, checking email or Facebook during class, and that I expect you too will refrain from all such activities while in class.

So, please turn off and put away cell phones and other technological devices once class begins. I will give ONE warning if such items are being used in class. If your cell phone goes off in class or you are using such items after a warning, it will equal one absence. If the behavior continues, you will be asked to leave the class, resulting in

another absence, and if the behavior still continues, I will ask you to take the class another quarter.

Office hour visits

You are each welcome to come to my office hours any time you have a question or want help with your writing, and you'll definitely need to come if I have requested you do so on one of your essays.

Final Notes:

- Always make a copy of your essay before you hand it in.
- Save all essays and homework until the end of the quarter.
- See me when you have questions or concerns.
- Anyone who misses class within the first **two** weeks will be automatically dropped as will anyone who does not turn in Essay #1 on time.
- The Writing and Reading Center is located in ATC 309 (drop-in).
- The Tutorial Center is located in L47 (weekly appointments).

I look forward to working with you this quarter!

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