



## Course Materials

You will need the following skills and materials for this course.

## Technical Requirements

- Frequent access to a computer with a high-speed Internet connection and web browser. For more information, visit the [Canvas Supported Browsers web page](#)<sup>i</sup>.

## Recommended Skills

- Basic computer skills (word processing, e-mail, file management).
- Basic Internet skills (use of browser, searches, uploading/downloading files).
- Ability to resolve technical issues.
- An open mind and patience for learning new tools.

## Learning Management System (LMS)

- You will use the Canvas LMS to take the course. To access Canvas, visit the [Sierra College Canvas web page](#)<sup>ii</sup>. If you have trouble logging in, click the Help button at the bottom of the Canvas Login page.

## Word Processing Program

- Word processing program and the ability to create .pdf files.
- If you do not have a program, you can use free Google Docs, as well as the student computers on campus.

## Textbooks

- You will use the following free online textbook: [Successful Writing](#)<sup>iii</sup> by Scott McLean.

## Time Expectations

You should plan for about 12 hours of outside coursework each week. (The formula for most college courses is 2 hours of outside assignments per lecture hour). Outside assignments for this course typically include research, reading, and writing.

## Course Organization

The course is organized into weekly resources to study and activities to complete.

### Resources

Resources to study may include textbook chapters, full-length books, articles, and lectures. They provide the comprehensive information and details that you need to learn about the topics.

You should study the resources before we meet in class.

### Activities

Activities to complete may include exercises, quizzes, and essays.

Some activities are completed in class while some are completed as "homework."



## Course Ground Rules

Following the ground rules will ensure that the course runs smoothly and is fair for all students.

## Communication Policy

Email is the best way to contact me. I check email several times a day, less often on weekends. I typically respond to email within 24 hours, possibly longer on weekends. If you don't hear back from me within 24 hours during the weekdays, assume I did not receive your email and resend it.

When you send an email, identify yourself with your name and the course you are in. Also be sure to use complete sentences and proper grammar. Remember that your reader is an English instructor who appreciates these things.

## Drop Policy

If your attendance drops below 80% (missing 10.8 hours of class), you may be dropped from the course. The number of hours includes time being late and missing entire class sessions.

If you choose to drop yourself, be sure to officially drop through the Admissions Department and be mindful of the drop deadlines.

## Late Work

You cannot make up missed in-class exercises. You can submit late homework assignments one day after the deadline with a 5-point penalty. You can submit late out-of-class essays up to three days after the deadline with a 15-point penalty each day the essay is late. You can make-up one in-class essay at the end of the course with no penalty. You cannot makeup the Mandatory Final Exam.

## Distributive Behavior and Communication

If your communication or behavior is intended for ill will or distracts anyone from learning or teaching, you may be referred to the college Student Discipline Officer for disciplinary action. Examples of obvious and not-so-obvious disruptive behavior: interrupting, excessive lateness, sleeping, offensiveness, snarky comments, nonverbal disrespect, whininess.

## Plagiarism

Plagiarism is representing another's work as your own. Avoid plagiarism by properly citing your sources and never letting anyone else make edits to your paper. You can receive suggestions and instruction, but you must always have control of your paper--you make the edits yourself.

I use TurnItIn.com for plagiarism detection. I also compare essays to student emails and classwork (every piece of writing exhibits a certain skill level and tone). If an essay contains plagiarism issues, the essay grade may be lowered or receive a zero depending on the severity. If you demonstrate a pattern of plagiarism (submitting more than one essay with plagiarism issues), then you will be referred to the college Student Discipline Officer for disciplinary action.

## Accommodations

If you have a health problem, a learning disability, or a physical need of some kind, contact the Disabled Students' Programs and Services (DSPS) to discuss your needs and obtain documentation for me. Visit the [DSPS web page](#)<sup>iv</sup> for more information. I am committed to helping all students achieve their educational goals.

## Technology in the Classroom

You can use technology to help you in class. Using your technology device for activities unrelated to our class is disruptive and may negatively impact your Participation grade.

## Activities and Grading

You will complete in-class exercises, homework assignments, and essays.

Item	Description	Points
Activities	In-class exercises and homework	400
Essay One	In Class	120
Essay Two	Out of Class	120
Essay Three	Out of Class	120
Essay Four	Out of Class	120
Essay Five	In Class	120
	<b>Total:</b>	<b>1000</b>
Final Exam	In Class	Pass/Fail

In order to pass English A, you will need to earn a passing grade in class, as well as pass the Department Proficiency Essay Exam that determines eligibility for English 1A. The Department Proficiency Essay Exam is a two-hour in-class writing on the Rocklin campus.

**If you have a passing grade in the course and pass the final exam, then you will pass the course.**

**If you do not pass the final exam, then you cannot pass the course—even if you had a passing grade up to that point.**

If you have a bad day and do not pass the final exam, you may submit an appeal that includes a portfolio of two in-class essays that you completed in our class. An Appeals Committee will assess your portfolio and make a determination.

Your final course grade is based on the following points:

Points	Final Grade
900-1000	A
800-899	B
700-799	C
600-699	D
0-599	F

I grade all activities within a week after you submit them. If you do not receive a grade after one week, contact me to make sure I received your submission.

Note that you cannot get an Incomplete as a grade for this course.

# Schedule

The following schedule lists the chapter readings and essays. You will write in the in-class exercises and homework assignments as we go. Remember to plan for 12 hours to study the resources and complete the homework assignments each week.

	<b>Resources</b> <i>Study this . . . :</i>	<b>Activities</b> <i>Do this . . . :</i>
<b>Week 1</b>		
June 9		In class: _____ Homework: _____
June 10		In class: <u>Baseline Essay</u> Homework: _____
June 11	Chapters 1, 8	In class: _____ Homework: _____
<b>Week 2</b>		
June 16	Chapters 9, 6	In class: _____ Homework: _____
June 17	Chapters 2, 3	In class: _____ Homework: _____
June 18	Chapter 4, 5	In class: _____ Homework: _____
<b>Week 3</b>		
June 23	Chapter 10	In class: <u>Essay One</u> Homework: _____
June 24		In class: _____ Homework: _____
June 25		In class: _____ Homework: _____
<b>Week 4</b>		
June 30		In class: _____ Homework: <u>Essay Two (by midnight)</u>
July 1		In class: _____ Homework: _____
July 2		In class: _____ Homework: _____
<b>Week 5</b>		
July 7		In class: _____ Homework: <u>Essay Three (by midnight)</u>
July 8		In class: _____ Homework: _____
July 9		In class: _____ Homework: _____
<b>Week 6</b>		
July 14		In class: _____ Homework: <u>Essay Four (by midnight)</u>
July 15		In class: _____ Homework: _____
July 16		In class: _____ Homework: _____
<b>Week 7</b>		
July 21		In class: <u>Essay Five</u>

		Homework: _____
July 22		In class: _____ Homework: _____
July 23		In class: <u>In-Class Essay Make-up</u> Homework: _____
<b>Week 8</b>		
July 28		In class: <u>Final Exam</u> Homework: _____
July 29		In class: _____ Homework: _____
July 30		In class: _____

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<sup>i</sup> <http://guides.instructure.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support>

<sup>ii</sup> <https://sierra.instructure.com>

<sup>iii</sup> <http://2012books.lardbucket.org/books/successful-writing/index.html>

<sup>iv</sup> <http://www.sierracollege.edu/student-services/specialized-programs/disabled-students/index.php>