# English 120/020: College Composition and Reading

## Support Freshman Composition 0035/0036

Cuyamaca College Spring 2019

Lecture: Exclusively Online

Instructor: Cynthia Luna E­mail: cynthia.luna@gcccd.edu

Office Hours: Tues/Thurs 9­10am online and by appointment

## Welcome.

We are going to have a wonderful class filled with reading and writing. I know writing can be intimidating, but together we can build confidence in your writing abilities.

I am excited to embark on this journey of writing and discovery with all of you. We are going to have a fantastic passage through the art of writing and reading.

As someone who loves reading and writing, I am excited to take on this journey with all of you. Remember, this classroom is one of exchange, and we will be sharing and learning from one another, so I expect that we all be active and respectful participants in our online classroom.

Prof. Luna

## Catalog Description

Traditional freshman composition course. Students will study the elements and principles of composition through the practice of writing narrative and expository essays and a research paper. Utilizing word processing in the computer lab, revision is stressed as a means of achieving effective skills in writing. Assigned readings stimulate critical thinking and effective writing. Emphasis is on using outside sources and documenting them according to MLA format.

020 Support for Freshman Composition: This course is designed to review and reinforce the skills necessary to be successful in English 120 (freshman composition). Students will study the elements and principles of composition through the practice of editing and revising narrative, expository, and argumentative essays. Student will also be introduced to effective reading skills and strategies necessary for the reading of college level material

## Course Objectives (Student Learning Outcomes)

### ENGL 020 Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Pass ENGL 120
2. Utilize the various phases in the writing process—prewriting, writing revision, and proofreading—to produce clear, articulate, well-supported, well-organized essays.
3. Use meta-language of effective writing to comment on the ways in which their own work and the work of other students meets or fails to meet the standards and structures of required essay assignments.

### ENGL 120 Student Learning Outcomes

Upon successful completion of this course, students will be able to

1. Use active/critical reading strategies to produce accurate, concise summaries of college level/academic texts.
2. Synthesize researched material from multiple texts to create and support an argument in response to a prompt. Draw direct evidence from texts in support of claims and analyze how that evidence supports the claim.
3. Utilize the various phases in the writing process—prewriting, writing revision, and proofreading—to produce clear, articulate, well-supported, well-organized essays.
4. Avoid plagiarism by properly citing quoted, summarized, and paraphrased material using MLA format.

## Required Texts/Materials:

1. Nadell, The Longman Writer. New York: Pearson Education, Inc.
2. Aaron, *The Little, Brown Compact Handbook*. New York: Pearson Education, Inc., 2012. (8th  Edition)
3. Consist and Reliable Internet Access
4. Access to GCCCD student e­mail account
5. Dictionary, Thesaurus, and MLA information

## Canvas Help

You are required to use and participate in these tutorials as this is a fully online course. You need to be able to effectively use Canvas.

To become familiar with online learning and Canvas’ features, please access the [Online Readiness Tools](http://apps.3cmediasolutions.org/oei/students.html) .

Canvas is the content management system of this course, so for technical assistance you may do one or more of the following: call (619)­660-­4395 or send an email to [c­helpdesk@gcccd.edu](mailto:chelpdesk@gcccd.edu)

The following two resources are also available to you:

[Online Success Website for Students](http://www.gcccd.edu/online/student/default.html)

[Canvas Videos](http://www.cuyamaca.edu/academics/canvas/canvas-help-for-students.aspx)

Please access this document: [Get Started with Canvas](file:///C:\Users\Whalemelon\Documents\120%20020%20Canvas%20Shell\get-started-with-canvas.pdf)

## Attendance Policy

As an online writing course, student attendance is mandatory. By thoughtfully participating in the assignments, you breathe life into our classroom. Therefore, each person must do his or her own part in helping the class achieve success this semester. On the contrary, if a student does not complete regularly scheduled assignments, then we all suffer to some extent, since a significant amount of the course relies on the peer interaction of the Discussion Board activities. In short, we need you, so join us and let’s create a great community.

Missing any of the Discussion Boards, Writing Assignments, Quizzes, or the final Exam is equivalent to being absent. If a student misses three or more of those course assignments, then he/she will be dropped from the class. If a student accrues his/her third absence after the final drop date of the semester, then he/she may drop one letter grade for each absence starting with that third absence.

**3 Missed assignments = 3 Absences = Student is dropped**

Again, it is truly to your advantage to complete all the assignments, as they are all interconnected in some capacity. Now, I understand that you are all adults who lead complex lives. Trust me—I can sincerely identify with you. However, by signing up for this course, you are indicating to me, to the college, and to yourselves that you are willing to take on the workload. Thus, it is your responsibility to respectively manage your time, academic efforts, and other duties.

## Class Contacts

All class activities and assignments will be listed in the weekly folders, and/or discussed in class on the discussion board, announcements page or via email. I will not answer any emails asking what was missed in class; however, I am more than willing to answer any questions regarding the clarification of an assignment. Therefore, you will need to get the contact information from your fellow classmates in the event of an absence.

Classmate Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Late Work Policy

This is a fully online course, which means that the coursework can be completed and submitted from just about anywhere, and students are given ample time to complete the course work. For assignments and their deadlines, students have the weekly modules on Canvas to stay on course. This helpful resource is designed to keep students on track and to help them plan their semester. Please make absolutely certain to use these two resources regularly because I do not accept any late work. Our course is an online course, so I expect that you are online and the classroom at least four days out of the week. We must have 70 contact hours to fulfill minimum requirements. ​*I do not accept late work, so your attendance online and fulfillment of assignments in crucial to remaining in and completing the course.* If there is an emergency, and you need an extension, then please contact me; otherwise, be advised that you need to be present in the classroom several times a week. Remember that class time is a crucial part to passing this course successfully.

Students must keep up with all my announcements throughout the term. I commonly post two or more announcements per week, and they generally include reminders, important notices, and suggestions. Please make sure that Canvas has your preferred email address, so you can keep up with my announcements.

## Communication

I am always happy to meet with you during office hours or by appointment. I hold live office hours each week, so please see the Canvas classroom for details. If you have questions concerning your writing or an assignment, please contact me. I will do my best to return any emails within 24 hours.

## Learning Environment

Our classroom is a place of safety. Please be respectful of your fellow students’ viewpoints, opinions, and lifestyles. We will set out on a path of self-discovery through the art of English, and I expect that along the way we all learn to embrace critical thinking skills. Please use proper etiquette while in our virtual classroom.

### Netiquette

The Core Rules of Netiquette are excerpted/adapted from the book ​[*Netiquette*](http://www.albion.com/netiquette/corerules.html)​ by Virginia Shea.

Remember the Human: When you communicate electronically, all you see is a computer screen. You don't have the opportunity to use facial expressions, gestures, and tone of voice to communicate your meaning; words ­­ lonely written words ­­ are all you've got. That goes for your correspondent as well. Computer networks bring people together who'd otherwise never meet. However, the impersonality of the medium changes that meeting to something less ­­ well, less personal. Golden rule: Do unto others as you'd have done unto you.

* Mean­spirited, offensive, homophobic, sexist, racist, or anti­religious language will not be tolerated in this class. Students are expected to refrain from using language that interferes with my teaching and other students’ learning. By being rude to me or another person in the class, the student violates a major rule of conduct and will be suspended from the course until further action is taken. He/she may also receive up to two absences.
* Adhere to the Same Standards of Behavior: In real life, most people are fairly law­abiding, either by disposition or because we're afraid of getting caught. Perhaps because people sometimes forget that there's a human being on the other side of the computer, some people think that a lower standard of ethics or personal behavior is acceptable in cyberspace. Be ethical: Don't believe anyone who says, "The only ethics out there are what you can get away with." If you encounter an ethical dilemma in cyberspace, consult the code you follow in real life. Breaking the law is bad Netiquette: If you're tempted to do something that's illegal in cyberspace, chances are it’s also bad Netiquette.
* You Are Not the Center of Cyberspace: You're taking up other people's time (or hoping to). It's your responsibility to ensure that the time they spend reading your posting isn't wasted. When you're working hard on a project and deeply involved in it, it's easy to forget that other people have concerns other than yours. Please don't expect instant responses to all your questions. Don't assume that all readers will agree with your passionate arguments.
* Make Yourself Look Good, Share Expert Knowledge: You may not be judged by the color of your skin, eyes, or hair, your weight, your age, or your clothing. You may, however, be judged by the quality of your writing. Use proper spelling and grammar. Pay attention to the content of your writing. Be sure you know what you're talking about; bad information propagates like wildfire on the net. In addition, make sure your writing is clear and logical. It's perfectly possible to write a paragraph that contains no errors in grammar or spelling, but still makes no sense whatsoever.
* Be Forgiving of Other People's Mistakes, Never Be Arrogant or Self Righteous: When someone makes a mistake ­­ whether it's a spelling error, a silly question or an unnecessarily long answer ­­ be kind about it. If you feel strongly about it, think twice before reacting. If you do decide to inform someone of a mistake, point it out politely rather than sarcastically. Give people the benefit of the doubt; assume they just don't know any better.

## Plagiarism

Plagiarism is using another author’s ideas or writing as your own. This is an English course and we will be doing an extensive amount of writing, so keep in mind that just as it is easy for you to find information to plagiarize, it is also easy for an instructor to catch acts of plagiarism.

It is your responsibility to document all outside sources, even when you paraphrase. If you are caught plagiarizing, it will be reported to the Dean of Student Affairs, and it will be placed on your student record. In addition, you will fail that assignment, and you may fail the course. All essay assignments must be submitted to SafeAssign through Canvas and will not be accepted without report of submission attached. When your work is submitted to SafeAssign, it is compared to a nationwide database and your work will be added to that data base.

**The Communication Arts Department has a zero-tolerance policy for cheating or plagiarism.**

According to the Cuyamaca College Catalog, Student Code of Conduct, Academic Dishonesty such as cheating or plagiarizing, is grounds for instructional and administrative sanctions. That means that if you present the words (even three or more in a row), ideas, or work of someone else as your own, or if you have your work heavily rewritten by someone else and turn it in as your own, your instructor has the obligated to fail the assignment. All material taken directly from a source must be placed inside of quotation marks, and the source of the information must be cited both in the body of the text immediately following the outside material as well as in the works cited page. All paraphrased material, statistics, dates, etc, which may not appear in quotation marks must also have a source indicated in the body of text immediately following the added material, and the source of the information must also be listed in the works cited page. The same is true if you are seen or otherwise caught cheating on a quiz, exam or other non­collaborative assignment. In addition to the penalty the instructor applies to your graded work, he/she will also report your misconduct to the Department Chair, the Instructional Dean and the Associate Dean of Student Affairs. The Associated Dean of Student Affairs keeps a master list of cases of student misconduct. Any student who is reported to have cheated or plagiarized twice will be called in for a meeting with that dean. It will be up to the dean's discretion to determine what action to take, but students may be SUSPENDED FROM THE COLLEGE OR PERMANENTLY EXPELLED for repeated acts of cheating or plagiarism.

Please feel free to consult the college catalog for further information.

## Students with Disabilities

If you are eligible for DSPS services, please contact me during the first week of the course, so I can make the necessary accommodations. I am more than willing to accommodate students with disabilities.

## Writing Center

The Writing Center is an absolutely wonderful on campus resource, which offers FREE writing tutoring for all students, and provides an excellent opportunity for you to practice your writing skills outside of class. I​​strongly encourage you to visit the Writing Center multiple times throughout the semester.

## Course Work

In this course, you will write 5 full essays, one being a research paper with sequential drafting steps. Furthermore, you will be completing a number of responses to articles, videos, or textbook readings as read or viewed in our Canvas classroom. You will also take part in peer review.

### Grades

|  |  |
| --- | --- |
| Assignments | % of  Grade |
| Writing Projects    Essay Project 1 (5%)  Essay Project 2 (15%)  Essay Project 4 (20%) | 40% |
| Discussion Boards,  Peer Review Boards | 15% |
| 020 Connections | 15% |
| Midterm/Essay Project 3 | 15% |
| Final Exam | 15% |

### Grade Scale:

93%-100% A 80%-82% B- 60%-69% D

90%-92% A- 78%-79% C+ 0%-59% F

88%- 89% B+ 73%-77% C

83%- 87% B 70%- 72% C-

## FAQ

### Study Time

Q: How much study time is recommended?

**A:** For each hour/unit of class, I encourage students to allocate about two hours of “study time.” Therefore, around six hours of study time per week is recommended for this course. Please keep in mind that some may need more time to complete the coursework, and some may need less time. It is important for reach student to gauge what is necessary for her/him and make the respective arrangements.

### Weekly Modules

Q: What are Weekly modules?

**A:** Your one­stop­shop! Each week of this term will have its own module (Week 1, Week 2, Week 3…Week 16 button). Within each week’s module, you will find all of the assignments (with due dates) and assignment links for that specific week; please make sure to scroll down to read everything for that week. This feature is a tool designed to help organize the semester for you. It is to your advantage read everything in the weekly folders in order to ​have a clearer understanding of what you must complete in the current week and in future weeks. It’s best to be prepared for what’s ahead.

### VeriCite

Q: What is VeriCite?

**A:** VeriCite is an electronic portal through which students submit their major Writing Assignments and it scans the student’s document in order to track plagiarism.

Q: Where and when can I access the VeriCite portal?

**A:** Weekly modules are the access point to the ​**VeriCite** ​electronic portal for each of the four Writing Assignments. About a week before each assignment's deadline, its respective VeriCite portal will be available in the respective week’s module, so students can electronically submit their final drafts. Submissions will then be scanned electronically for plagiarism.