

ENGLISH 100 F: COLLEGE WRITING (Online hybrid section)



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CRN # 11018 Section# F-HY7	M	7:00 - 8:50 p.m.	Room 523 (hybrid)
CRN # 12768 Section# F-HY8	W	7:00 - 8:50 p.m.	Room 523 (hybrid)
CRN # 11056 Section# F-101	MW	4:00 - 5:50 p.m.	Room 523 (traditional)
<u>Catalog Course Description:</u> This is a college level course in composition designed to develop reading, critical thinking, and writing strategies necessary for academic success. The emphasis is on reading and writing expository essays. The course includes research and documentation skills. (UC Credit Limitation) (Degree credit)		<ul style="list-style-type: none"> • Units earned: 3 Units. • Class hours: 4 lecture. (2 hours in class; 2 hours arranged online work per week.) CAN ENGL 2. • Grading Options: Traditional or CR/NCR. • Preparation Hours per week: 8 hours. • Prerequisites: Recommended score on the English Placement test or credit in ENGL 60F Preparation for College Writing or credit in ESL 186F Composition for Students of American English. • Recommended: Concurrent enrollment in READ 142F College Reading. 	

Introduction:

English 100 is a college-level transfer course in writing non-fiction expository essays. Fiction and poetry are forms of writing that, unfortunately, we will not compose in this course. However, you should think of the essay as a type of writing that is an art form like that of the novel, poem, or drama. For when written well, when infused with creative verve and thoughtful imagination, and when guided by rational, skeptical, critical inquiry, essay writing is indeed a form of prose to appreciate just like a novel or poem. This course, therefore, is an introduction of sorts to a type of writing that is commonly used in academic settings to express thoughts, opinions, arguments; to challenge, question, and reflect on the universe of ideas and assumptions. To accomplish these ends, we will involve ourselves with several "rhetorical" modes of organizing our prose by writing unified, coherent, logical essays. This freshman course in college writing is designed to give you an opportunity to work on your writing, critical thinking, and research skills so that you will succeed both in college and in the professional world. Upon completion of this course, you should be able to discern between logical and fallacious arguments, think more clearly and in greater depth, breadth and detail, and be a little more self-reliant in perceiving good from mediocre prose.

Humanities Student Learning Outcomes:

The Humanities Division at Fullerton College has compiled six learning outcomes it strives to achieve for all of its students who complete courses in our division. Students should be able to:

- Use language skills effectively in reading, writing, listening, or speaking to achieve personal, academic, or vocational goals.
- Use critical thinking skills to examine information, events, and ideas from a broader perspective.
- Recognize the significance of language and culture in human experience.
- Apply principles of academic honesty and integrity.
- Work cooperatively and collaboratively with others.
- Use campus and/or community resources to participate actively in their own education.

About This Hybrid Course:

Most likely, you have signed up for this course because half of the required 4 hours of class time is conducted on the Internet (online). And I hope that you are taking this course because you also see the convenience and flexibility of being able to pick the time and place that you complete the online half of the coursework. For some of you, this is the first time you will be in an online learning environment. Be aware that this hybrid of in-class and online learning is actually more demanding than the traditional “brick and mortar” classroom course, primarily because it requires much more discipline of yourself to complete the other 2 hours of work each week online. As a result, it is much easier to fall behind in a course like this, so carefully consider whether you have the right temperament, individual motivation, and personality for this hybrid course. Don’t let that scare you, but do be realistic about planning your school, family, and work schedules so that you are able to budget the appropriate amount of time for your coursework. The payoff, I believe, will be great, for you will have lots of opportunities to practice turning your thoughts to prose in not only the formal essay assignments, but also in several of the informal writing activities that will be done over the Internet.

Computer Proficiency:

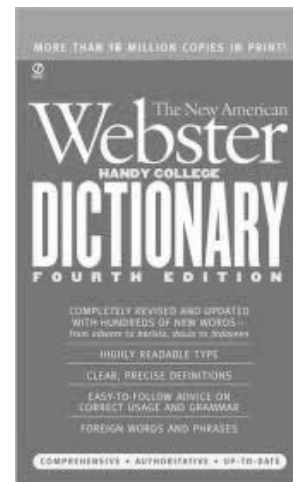
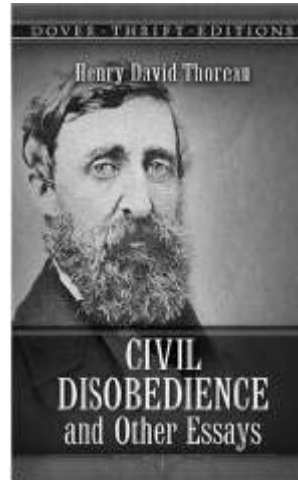
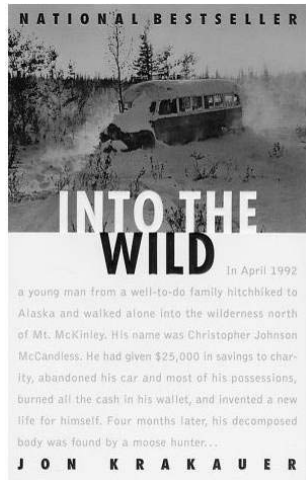
Because this hybrid section requires 2 hours of online work each week (see also the section on “Student Responsibilities”), you are required to know *already* how to use a computer and access the Internet. This course assumes a minimum level of computer, email, and Web proficiency skills. All your work will need to be word-processed, and many course materials will be available only on the Internet. If you have a phobia of computers, this course may be frustrating for you. The following is a list of skills that you **must** be comfortable with to be successful in this course:

- basic keyboard and mouse proficiency
- word processing (typing, cutting, copying, pasting)
- working with files (opening, saving, “saving as”)
- email (sending, receiving, replying, forwarding, attaching documents)
- WWW (navigating the Web and understanding how it works)

If you are not already proficient in all these skills, you should first enroll in the Intro to Personal Computers course (CIS 100).

This course promises to be an interesting but challenging 18 weeks during which your writing will improve, your intellect will expand, and your life will be enriched. When this course is over, you will also learn something about your learning style, valuable information that you will use throughout your college career.

REQUIRED TEXTS AND MATERIALS



1. Krakauer, Jon. *Into the Wild*. New York: Anchor, 1997. ISBN: 978-0385486804.
2. Ruszkiewicz, John, Maxine Hairston, and Daniel E. Seward. *SF Writer*. 4th ed. Upper Saddle River, NJ: Pearson, 2007. ISBN: 978-0205633203.
3. Thoreau, Henry David. *"Civil Disobedience" and Other Essays*. Mineola, NY: Dover, 1993. ISBN: 978-0486275635
4. *New American Webster Handy Dictionary* (bundled with the *SF Writer* handbook) or any other good college dictionary such as *The American Heritage*, *Webster's Collegiate*, or *Random House*.
5. Supplemental readings on the Internet and any photocopied handouts provided.
6. Access to a computer outside of class.
7. A personal Internet account. *AOL accounts not allowed (unless you can make your profile display your name)*.
8. An FCNet student computer account (Rm 901).
9. Student ID card to generate your FCNet computer account. The card costs \$2.50 (College Center, Rm 214).
10. Xeroxing money (for conducting research and printing your files).

REQUIRED COURSE WORK

Essays:

We'll be writing 4 essays of 3-5 pages in length throughout the semester. 3 papers will be written out of class and 1 will be an in-class essay. Some essays will allow you free choice of topics to write on for each essay assignment; however, the rhetorical skills that everyone practices on the assignments will be the same. When we meet for peer critiques, **your workshop draft must be word-processed**. I will provide a handout with more specifics on "document design and layout." (*For the correct manuscript **layout**, you must download and customize the Microsoft Word MLA essay template from the course web pages:* <www.wiredprof.com/100H>.)

In English 100, we will learn to use the **Modern Language Association** (MLA) style guide (2009 version). This **MLA** style of formatting and documenting writing is a widely accepted style that you can use in many other academic courses that require writing of you, so this standard will be of value to you beyond this course.

All work in this course must be original, and *you may not submit writing assignments that you are working on for another course*. Most likely, assignments for other classes will be course-specific and not satisfy the assignment objectives for English 100. If you have questions, please do not hesitate to ask me for clarification.

Research Skills:

Completion of this course involves learning how to conduct college-level research. That means by the end of the semester you should have learned and mastered the skills to be able to

- look up print sources in a library—like books, periodicals, and reference materials;
- comfortably find and use electronic media—like the Internet (WWW and email), databases, compact disks, video;
- compile a bibliography of these various resources and document your citations of them;
- and successfully integrate these sources with your own essay writing.

Some of your essay assignments will require some level of incorporating and documenting outside sources into your writing so that you can practice the MLA system of documentation.

Peer Critique Workshops:

For most essays that we write, we will have an opportunity to share our work in small workshop groups. These audiences usually will not change, so you will become familiar enough with your classmates that you can offer honest comments about one another's writing. Your peers will appreciate that. Some of you may have anxieties about publicly sharing your written words, but you'll find that the feedback you receive from your workshop group is an excellent way of "testing" whether your writing is effective. Peer critiques are a **required** part of your participation in the course; attending them will contribute to your writing success and increase your chances of passing this course.

Quizzes:

You can expect regular online quizzes to let you know how much of the material you understand. I reserve the right to conduct in-class pop quizzes that are *unannounced* and are given at the very beginning of class, so be sure that you are in class on time, for these quizzes may not be made up. For the online quizzes, you will have a timed window period during which to take the quizzes. These scores become a small part of your grade (see "**Grade Criteria**"); they are not detrimental but should be taken seriously so that you are able to maintain the course grade you desire. They are mainly meant to give you a sense of how you are doing on a weekly basis.

Electronic Discussion Forum:

The electronic discussion forum in **CE 6 (formerly WebCT)** will constitute a large part of the 2 hours of "arranged time" when our class does not meet. You will not only be posting original comments, but also you will be responding to your classmates. This forum is probably one of the most exciting components of the course, for it is *the* place to be "seen" and heard.

Research Project:

This is a guided assignment, and we will work through several stages as you prepare your final paper. You will want to get an early start on this project, for it has three components.

- 1) You will be writing an **abstract**—a half to one-page summary of your essay's purpose, what it intends to do;
- 2) an **annotated bibliography** that is a working list of sources you are tentatively planning to use;
- 3) and the **research essay** itself.

With the exception of some excluded topics, you are free to pick your own subject. The only provision is that you may not submit research papers written for another class; hence your research project must be original and will be approved by me.

Final Exam:

Anyone who does not complete the final exam will earn an 'F' grade and will risk not passing the class.

Official Exam	M	7 p.m. class:	Dec. 14 from 7 to 9 p.m.
Dates & Times:	W	7 p.m. class:	Dec. 9 from 7 to 9 p.m.
	MW	4 p.m. class:	Dec. 9 from 7 to 9 p.m.

Grading Policy:

Your course grade is based upon how well you fulfill all your student responsibilities, which are the basic requirements for this course. *To receive a passing grade in this course, you must fulfill **all** of the course requirements mentioned above.* Failing to write one essay will severely jeopardize your chances of passing the course: i.e. your course average will suddenly drop approximately one half to one full grade lower than you were **previously** earning. Additionally, you must earn a "C" average (at least 70%) to pass this course.

Criteria for Final Semester Grade & How the Coursework is Weighted:

4 Essays (3@20 pts/ 1@ 30 pts.)	90 pts. (45%)	A = 180 - 200 pts. (90 - 100%)
Research Project	45 pts. (23%)	B = 160 - 179 pts. (80 - 89%)
Final Exam	20 pts. (10%)	C = 140 - 159 pts. (70 - 79%)
Quizzes	20 pts. (10%)	D = 120 - 139 pts. (60 - 69%)
Class Participation	15 pts. (7%)	F < 120 pts. (<60%)
Peer Critiques	10 pts. (5%)	
Course Totals	200 pts (100%)	

STUDENT RESPONSIBILITIES AND COURSE POLICIES

Time Obligation—8 Preparation Hours Per Week + 4 Classroom Hours Per Week:

For every hour of class time the College expects you to spend at least two hours of your own time outside of class preparing. Thus, since this is a four-hour course, you are expected to spend a *minimum* of eight (8) hours of work outside of our class each week this semester. Think of these as “prep” hours. An additional 2 hours per week will be spent doing online work (*in-lieu of the second weekly class meeting*) such as reading lecture notes, taking quizzes, and participating in electronic discussion forums. Your 8 “prep” hours per week will involve reading—lots of reading; planning, drafting, writing, revising, and editing your essays; reviewing your notes from in-class and online lectures and class discussions; studying for quizzes; and conducting library research. *So, the 2 hours of in-class work, plus the 2 hours of online work, plus the 8 hours of prep time for the course equal a total of 12 hours at a minimum you should devote to the course each week to be able to earn a passing grade.* If you find you are having trouble keeping up with the schedule and the amount of writing, *PLEASE* talk to me before it is too late to find options. I will do my best to help anyone who is struggling with the course, but understand that the solution may require extra effort, time, and commitment on your part.

Classroom Participation:

Classroom participation is what makes or breaks a class, especially the online segment of it. The course might be pretty boring if you have to listen to just me talk. Besides, I will probably run out of things to say. So, the more you participate by asking questions, by speaking your mind, by offering your personal insights about the material we’re discussing, and by *provoking* the rest of us to think a little bit differently, the more fun this course will be. What I find much more interesting are the opinions of all of you who are reading and writing about this material for the first time. So, make a decision not to sit vapidly in your seat. Speak out when you have an opinion about the authors we are reading. Let your ideas be known so that the rest of the class and I will benefit from your insights and be encouraged to contribute our own. And remember, participating is an important way of distinguishing yourself from other students when I have to decide between borderline grades at the end of the semester.

NOTE: *You must obtain my permission to use any electronic recording devices (tape recorders, computer laptops, video cameras, etc.) during any lectures, discussions, or activities in class.*

Academic Honesty:

A brief word about PLAGIARISM: **DON'T**. It is my biggest pet peeve. Plagiarism involves willfully claiming work that was produced by someone other than you. Quoting or just citing material without giving credit to the original writer constitutes plagiarism. Copying another student’s work and submitting it as your own is plagiarism. Even having a parent, boyfriend, girlfriend, or significant other assist in the writing of your essays constitutes plagiarism. Hence, plagiarism can be either a deliberate attempt to cheat or an accident of not correctly documenting your outside sources correctly. The English Department, the college, and I take this offense **very** seriously. The best thing to do is turn in your own writing. Plagiarism is easy to detect and much harder to conceal. And the burden of proving the authenticity of any writing in this class is always the student’s responsibility. *Anyone caught plagiarizing will receive an automatic zero (0) grade for that assignment.* Accidental plagiarism will receive an “F” grade worth 50% of the assignment’s possible points. Please refer to the college’s policy on “Academic Honesty” (at the end of your syllabus) excerpted from the current *Fullerton College Catalog*.

In its commitment to academic honesty and accurate assessment of student work, Fullerton College uses Turnitin.com to prevent and detect plagiarism (see *Fullerton College Catalog* pg. 33 for a definition of plagiarism). For each essay, all students are required to submit

gadgets. If you are caught using one of these devices during class, I'll collect it until class is over.

Nature's Call:

Everyone gets it. But while not everyone has the same endurance level when nature does knock, I do know that most people can sit tight for a couple hours. Yes, this is college and yes, you can leave class anytime you want, but save this privilege for the real emergencies in life. You have plenty of time to attend to your personal needs before and between classes.

Attendance Policy:

Your attendance in the course *is required* for you to pass, and the entire class expects you to attend every session because our growth as individual writers depends on the attendance of each class member. Since a large part of this course is structured around activities in addition to lectures and discussions, I consider absences and lateness discourteous to the whole class and particularly to the discussion group that needs input from the missing student. If your work schedule conflicts with your ability to arrive on time to class, you should drop this course and find another class at a better time.

The Fullerton College attendance policy states that “[a]fter a student accumulates in any class more than a week's absences (more than the number of times the class meets per week), consecutive or nonconsecutive, an instructor may drop the student according to the drop deadline dates” (*Fullerton College Catalog* 25).

For my attendance policy, you may think of missing class in terms of sick leave: you are **allowed two (2) absences** to use any way you desire throughout the semester. Absences are neither excused nor unexcused; they just are. When life intervenes uncontrollably, use your sick leave. If you do not participate in any of the CE 6 online activities for a 7-day period, I count that inactivity as a half absence for that week. **Upon your third absence, however, I will drop you from the course.** (Authorized absences for campus-related activities do not count against you (towards your sick leave), but if you know you will be missing a great deal of class, you should find another section that better fits your schedule.) As a courtesy, please contact me (via email or phone) when you know in advance that you are going to be absent. And, remember, it is always **your** responsibility to find out what you missed.

Three (3) tardies are equivalent to 1 absence.

(NOTE: If you are absent on the second class meeting, you will be dropped from the course, so be sure you attend all classes, especially during the first couple weeks.)

Keeping Graded Work:

I ask that you **do not** discard any work (essays, drafts, notes, and so forth) you have completed until the semester is over and you have earned your final grade. On the one hand, you will want to keep all your papers since one assignment will ask you to choose a previous paper and revise it. On the other hand, I am human and sometimes make mistakes recording grades. Keeping all your graded work guarantees that your grades are protected.

Make-up Work:

You will **not** have the opportunity to make up work you either missed or did not turn in, (either in-class or online) with the exception of the late essay coupon at the end of the syllabus (read the section on “**Late Assignments**”). If you miss a quiz or a discussion posting, you will not be able to make it up; and if one quiz is all you miss, it is not going to jeopardize your grade.

But habitually missing quizzes or postings will affect your grade negatively. If you are absent on a day we are doing peer critiques, you will not be able to make up that work either.

Extra Credit:

The main opportunity for extra credit is in the form of the late essay coupon explained below, but occasionally I may offer impromptu opportunities in class to earn extra credit.

My philosophy on extra credit: I distinguish, between extra credit and “replacement” credit. Extra credit is earned credit beyond a completed assignment. Replacement credit is credit for not completing the original assignment. That is to say *the only way you can earn extra credit points is to have completed all the assignments*. The idea of extra credit is to *supplement* the points you already have to pull up your grade. You cannot earn extra credit, for example, if you skip turning in an essay, miss a quiz, or fail to submit any other assignment. However, let’s say one of your essays earns a “C” grade. In this case, the extra credit you earn could then compensate for the low grade and possibly raise your overall grade for the course, assuming you have enough points at the end of the semester. If you have any questions about the difference between extra and replacement credit, please do not hesitate to ask me.

Late Assignments:

Generally speaking, the deadline policy in this course is that I accept **NO LATE PAPERS**. In the “real world,” you will have real deadlines and must be accountable for your work; otherwise, your job will be in jeopardy. So, unless you individually have negotiated a different agreement with me ahead of time, you must either submit your assignment at the beginning of class or deliver it to my mailbox (1300, Theater Arts Bldg., down the 1322 hallway) **BEFORE CLASS** on the due date. **I do not accept papers after the class period is over**. The standing policy on essay deadlines is as follows:

- If you are ill or otherwise detained on a day that an assignment is due, you are responsible for delivering it to me on time **BEFORE** class by email, FAX, or courier.
- Running out of printer ink or paper is not an acceptable reason for not having your essay. Use your FC Network accounts as a back-up plan for emergencies. Your other two options are to submit your essay electronically via email **before class** or to use the late essay coupon below.
- If your computer breaks down or needs to be serviced, arrange to use one of the computer labs on campus or the computers in the library so that you can submit your work on time. (Avoid scheduling any hardware or software updates during the semester to minimize something going wrong with your computer.)

However—we all are human, and sometimes circumstances beyond our control prevail that prevent us from meeting those deadlines. So, at the end of this syllabus, you will find one late essay coupon. This coupon allows you a 1-week extension for one late essay.

Late Essay Coupon Rules:

- You get only 1 coupon for the semester. (You are not required to use it!)
- The coupon is worth 5 extra credit points if you do not use it and surrender it on the expiration date. *These extra credit points are not valid if you fail to complete any assigned work in the course.*
- The coupon cannot be used as replacement credit. (See “**Extra Credit**” section above).
- I am not responsible for lost coupons.
- The paper cannot be more than **one week late**.

- The coupons cannot be sold or transferred to other students. (I keep a record of who has used the coupons, so don't get stuck buying a scalped coupon.)
- Fill out the coupon completely, with your name, student ID, and the original due date.
- Attach the coupon to the **top** of your essay when you submit it.
- The coupon is valid **only** for one of the out-of-class essay assignments and **not** for the final exam, any research project components, or any other assignments.
- You must surrender the unused coupon to redeem your extra credit points at the semester's end.
- See coupon for expiration date.

Some advice: Try to avoid using the late essay coupon for the first essay just out of laziness. You never know what kind of circumstance may pop up unexpectedly later in the semester. I have known students who used their coupon early in the term even though they did not really need to use the coupon. Their semester grade suffered later because they could not write one of the later essays and had to take a zero for a score. Getting an F on a paper means you earn *some* points. Turning in nothing means *zero* points.

OTHER RELEVANT COURSE INFORMATION

Course Content Disclaimer:

While I do not choose readings or other course content with the express purpose of offending students, you need to be aware that you may encounter print, electronic, or visual materials whose language or images could offend you. In such a case, I ask that you keep an open mind and consider why such language or images are being used; the author may actually have a purpose. However, do bear in mind that this *is* college and that you inevitably will be exposed to ideas that are inherently controversial; as a responsible member of a democracy, you have a social obligation to prepare and nurture your critical mind beyond the comfort zone of individual safe ideas. If you encounter material that you consider unsuitable to your liking because you find it offensive, please see me, and we will work together to make other arrangements for assignments.

Wait Time for Late Instructors:

If, due to unforeseen emergencies, I do not arrive at the scheduled start time for class, campus policy states that students are to wait for fifteen (15) minutes (*unless otherwise notified by the division or instructor*). If they do not receive notification to wait for their instructor to arrive, after fifteen (15) minutes, the students may leave with no penalty for absence or assigned work due for that class meeting.

ADA Statement:

Pursuant to the American Disabilities Act, any student with an identified disability is eligible to be registered with the Disability Support Services program. If you are a disabled student and you have need of special services, it is your responsibility to alert your instructors. Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability.

Emergency Response Statement:

Please take note of the safety features in and close to your classroom, and study the posted evacuation route. The most direct route of egress may not be the safest because of the existence of roofing tiles or other potentially hazardous conditions. Similarly, running out of the building can also be dangerous during severe earthquakes. During strong quakes, the recommended response is to duck—cover—and hold until the shaking stops. Follow the guidance of your instructor. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

Grievance Procedure:

Be aware of the grievance procedure at Fullerton College if you have been the victim of discrimination, sexual harassment by anyone on campus, or any other academic issues. You can read more about this information in the current *Fullerton College Catalog* under the section called "Policies, Regulations, and Procedures."

Fullerton College and Class Schedule:

The *Fullerton College Catalog* and the *Class Schedule* contain a number of policies relating to students that are important to you. Please be sure that you have read these publications thoroughly. You may purchase copies of these publications at the campus bookstore, or you may read them online at the Fullerton College website, <www.fullcoll.edu>.

FCNet Accounts:

As I mentioned earlier under the "Required Texts and Materials" section, you need to get a campus computer account. The process is very easy and free. Take your student ID card to any computer lab, and a lab aide can generate your FCNet account for you. If you point your

Web browser to the FCNet Support Services home page at <<http://support.fullcoll.edu>> and click on the Accounts link, you can read the most current information about student accounts. To print on the FC network, you must add money to your FCNet print account by paying at the bookstore and bringing your receipt to any of the campus computer labs, where a lab aide will assist you. Track your account balance at <<http://inside.fullcoll.edu>>. Your FCNet account also must be activated before being able to access the wireless network on campus.

Staying in Contact:

The best way to succeed in this course is to stay in touch with me. On the front of this syllabus, you will find my office hours, phone number, email address, and Skype address. When you have questions, contact me; when you are confused or need some extra help, give me a call, stop by my office, or send me email. My office is always open, and I will do whatever I can to assist you throughout your semester at Fullerton College. So, make an effort to come by my office at least once to say “hello” or to ask about your grades, to get help, or just to have a cup of coffee. You will find that stopping by for a little help on an assignment can really be an asset to your college experience on this campus. I am frequently in my office beyond my “official” hours, so come by and drop in.

Skype and Online Office Hours:

If you wish, you can set up a Skype account <www.skype.com> and communicate with me by voice during my online office hours. Skype uses Voice over Internet Protocol technology (VoIP), so after setting up your free account, downloading the free software, and purchasing a headset with microphone, you can place a Skype call to me to discuss your paper or any questions you might have. My Skype address is on the front of the syllabus.

A Word About Email:

When you do email me, include two identifier words for your course in the subject line, followed by a colon, and then your actual subject heading. Depending on what section you are enrolled in, please follow the appropriate example below:

Your class:	Email subject line example:
If you are in the M 7 p.m. section →	To: darrencs@fullcoll.edu Subject: 100 alpha : Essay 1 Question.
If you are in the W 7 p.m. section →	To: darrencs@fullcoll.edu Subject: 100 beta : Essay 1 Question.
If you are in the MW 4 p.m. section →	To: darrencs@fullcoll.edu Subject: 100 delta : Essay 1 Question.

The reason I ask you to include these key words is that my email client software filters my mail and files it into a specific folder for your class, and if you do not use these key words, I might not find your message as soon as I would otherwise.

You will find more extensive information about online Netiquette on the course website, but please keep these important points in mind when sending me email:

1. Treat emails—for college classes at least—as professional communications.

2. Don't send me email attachments with a blank email message; I have no idea what to do with these and usually delete the mail message.
3. *Always* write a note in the body of your email.
4. Be sure to sign your name. A closing salutation signals to your reader that your message is complete and that you didn't accidentally press the SEND button.
5. Though email is an informal communication medium, please observe standard rules of written communication. Not all readers know the shorthand abbreviations we use in casual emails and in text messaging with our phones. Forgetting to follow standard writing conventions, like using capitalization and punctuation, will make readers question your communication skills.
6. Edit your email. Poorly written prose, haphazardly composed thoughts, and neglect of grammar and punctuation rules reflect on your overall work in the course.
7. The more clearly written your email communications are, the more quickly I can respond to your messages.

Submitting Work Electronically:

I am glad to receive essays and drafts of essays via email attachment. The word processing software I work with is **Microsoft Word**, and this is the file format I prefer because of the way I will write my comments throughout your essay. **Word** is a standard in the electronic community, and if you never used a word processor before, **Word** is an excellent choice and your proficiency in it will add to your marketable job skills in your future. Even though **Word** will interpret other popular file formats like **WordPerfect** and **Microsoft Works**, try to save your work in the file type of **Word** in its highest/latest version. If for some reason that file format is not available on your word processing software, then save your work in Rich Text Format (RTF), and I will be able to read it. I also prefer seeing drafts as an attached document rather than as text being copied and pasted into your email message. If you send essays as email attachments, please follow the directions above when sending me your document(s).

Exchange names, phone numbers, email addresses with some of your classmates:

Name	Phone	Email

STUDENT RESOURCES

Course Website:

During the semester you should visit the course website <www.wiredprof.com/100H> for any information regarding this course. You will be able to find a copy of this syllabus, a copy of the course schedule that lists reading assignments and essay deadlines, and so forth. The course website is the best place for me to disseminate news about the course or any changes in the schedule. Remember, it is your responsibility to access the web on a regular basis (2-3 times per week, **and definitely the day of class**) to check for updates. Check the “last updated” date (especially on the Message Board webpage) to determine whether there is any new content you should be aware of.

CE 6 Site:

Another tool for this hybrid online course will be the CE 6 site. CE 6 is a course management environment that contains the primary tools you will need throughout this course. With it, you will be able to take quizzes, access quiz scores, and participate in discussion forums about the readings. To access the CE 6 site, follow the link off of your course website at <www.wiredprof.com/100H>.

Writing Center:

The Writing Center, located in LLRC 808, is a resource where students can receive help on their compositions. Particularly, you can bring your essay to the Writing Center and work on a specific skill, such as refining a thesis, organizing your paragraphs, expanding your ideas, or tightening your sentences just to name a few. While the tutors will not “clean up” or “fix” your essay, they can assist you in spotting *patterns of mistakes* that you make so that you can learn how to find and fix them yourself. Additionally, the Writing Center offers workshops in skill areas such as punctuation rules, the writing process, developing your ideas with more details, sentence fragments, and run-ons. To view this semester’s hours of operation, please visit the hyperlink to the Writing Center on the English Department’s Web pages at:

<<http://english.fullcoll.edu>>

Book Reserve:

During the semester, you may be required to read materials I have placed on reserve in the library, like the *MLA Handbook*. These will be available for you to check out for a few hours or to read while in the library. I will talk more about this as the need arises.

Periodical Databases:

At the Fullerton College library’s web site, <library.fullcoll.edu>, you will find a link to periodical search engines like *EBSCOHost*, *CQ Researcher*, *Opposing Viewpoints Resource Center* and others. For some, you will need a username and a password from the library to be able to access the database from off campus. These resources will give you a list of print and online articles that you will find useful for this and other courses. Remember the real advantage of the Web is that you can use it from anywhere, anytime, so getting the username and password from the library will be quite advantageous to you. I will talk more about this when we get into the research unit of the course.

Essay Rubric

Below you will find the criteria for essay grades. The criteria qualitatively describe what each essay grade looks like. Pick a grade that you want and aim for fulfilling the criteria.

- A:** This grade marks **excellent** work. It is unique and stands apart from other essays because of its creativity and originality. An “A” paper will have a solid essay structure and an especially incisive thesis statement that guides and controls the essay and that is developed thoroughly in each paragraph. It will be aware of its audience and effectively invoke thought within the reader. This essay will employ unified paragraphs, transitions, and clear topic sentences. This essay will demonstrate adeptness at manipulating language in terms of well-chosen, appropriate diction and a variety of sentence types. This essay has very few and minor errors. The paper is free of sentence boundary errors.
- B:** This grade marks good or **above average** work. A “B” paper will have a clear essay structure and a good thesis statement that is fully developed. It has a sense of audience in that it anticipates questions or issues readers may raise. This essay will employ mostly unified paragraphs, use transitions between most paragraphs, and contain topic sentences. This essay will demonstrate an above average ability to use language in terms of diction and sentence variety. Some errors may be in a “B” paper, but they are ones that do not seriously distract the reader or confuse meaning. The paper may contain a couple sentence boundary errors.
- C:** This grade marks **average** work. Statistically this is where most essays rank. A “C” paper will use an obvious essay structure, but only an adequate thesis statement that is partially developed. This essay uses details, examples, or reasons, but they are not necessarily the best-chosen kind to convey the writer’s thoughts convincingly or forcefully and therefore weakly develop the thesis. This essay will struggle with language expression, and the diction will not be mature. A few sentence errors will mar the paper, and it may contain sentence boundary errors.
- D:** This grade marks **below average** work. A “D” paper will usually contain one or more of the qualities in these criteria: the lack an obvious essay structure; a missing or ineffective thesis statement; the essay’s main body is developed only partially. This essay usually lacks sufficient details, examples, or reasons to fully develop the thesis. If it uses any to develop the thesis, the paragraphs are not consistently developed and contain poor or no coherence. This essay has severe problems with language expression, and the diction will be imprecise and immature for college-level writing. Usually a third or more of the sentences will have errors that mar the readability of the essay, and multiple sentence boundary errors will abound.
- F:** This grade marks **failing college-level** work. An “F” paper indicates one of the following: either a complete misunderstanding of the assignment; insufficient time spent on an assignment so to produce unacceptable work at the college level; or plagiarism.

Fullerton College Policy on Academic Honesty

(excerpted from the *Fullerton College Catalog*)

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as
 - A. stealing or passing off as one's own the ideas or words of another, or
 - B. using a creative production without crediting the source.

The following cases constitute plagiarism:

- paraphrasing published material without acknowledging the source,
- making significant use of an idea or a particular arrangement of ideas, e.g., outlines,
- writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment, or
- submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as

- A. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
- B. misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an "F" on all or part of a particular paper, project, or exam.
3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

See "Student Conduct" for additional information.