

VICTOR VALLEY COLLEGE SYLLABUS

Fall 2021

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| COURSE: | ENGL 101: Composition and Reading | SECTION: | 84244 |
| TIME: | MW 3:45 – 5:50 p.m. | ROOM: | W-10 |
| INSTRUCTOR: | Carl Lindner | PHONE: | [REDACTED] |
| OFFICE HOURS: | F 12:00 – 1:00 p.m. (Zoom by Appointment) | EMAIL: | [REDACTED] |

Course Texts

- [*The Bedford Guide for College Writers, 11th Edition*](#) (ISBN: 978-1319039592)
- [*Isabel Quintero's Gabi, a Girl in Pieces*](#) (ISBN: 978-1935955955)

In addition to the textbook, I will also provide online readings on Canvas. Often, these will be crucial, project specific materials. Please check Canvas regularly so you do not accidentally miss them.

Course Description

English 101 is a writing intensive course designed to introduce you to the methods of academic research and critical writing. You will read and analyze college level materials, learn to incorporate those materials into your own writing, and compose expository essays that demonstrate an understanding of rhetorical strategies and critical thinking skills. You will progress from learning active reading strategies through finding, evaluating, and citing research materials to finally writing focused arguments supported with sound evidence and reasoning.

Course Objectives

By the end of this course, you **should** be able to:

- Analyze the audience, purpose, style, and content of college-level essays and articles
- Locate digital and print research material and evaluate them for quality and accuracy
- Paraphrase and quote research material appropriately using MLA style guidelines
- Plan and write an essay that uses an array of diverse sources to support a clear thesis
- Provide constructive feedback and strengthen your writing through collaboration and peer review
- Revise an essay through multiple drafts to improve its clarity, organization, and persuasiveness

Student Learning Outcomes

By the end of this course, you **will** be able to:

1. Research sources using the library's catalog, databases, and the Internet to develop information competency skills.
2. Compose a researched argument which analyzes sources and incorporates appropriate research material.

3. Format, document, and integrate sources according to the MLA style manual.
4. Compose independent clauses and integrate prepositional phrases, dependent clauses, and parallel verbs to develop content of sentences.

Grading

Grades will be determined on a percentage basis. Major assignments will be graded on a standard letter-grade scale. Minor assignments are typically pass/fail. Your overall grade is based on the following percentages:

A = 100 – 90 %

B = 89 – 80 %

C = 79-70%

D = 69 – 60 %

F ≤ 59%

Assignments

You will compose **four (4)** writing projects in this course. In the process of completing each project, you will have assigned readings and complete various writing exercises. *Each and every* assignment contributes to your final grade. Use the table below to track your performance in this class:

| Components | Overall % | Points |
|--------------------------|-------------|----------------|
| Writing Project 1 | 10% | 100.00 |
| Writing Project 2 | 15% | 150.00 |
| Writing Project 3 | 20% | 200.00 |
| Writing Project 4 | 20% | 200.00 |
| Drafting and Peer Review | 10% | 100.00 |
| Weekly Assignments | 15% | 150.00 |
| Participation | 10% | 100.00 |
| | 100% | 1000.00 |

Assignment Submissions

While each assignment is different, there are **three (3)** guidelines for their submission:

1. All assignments must be submitted through Canvas by the scheduled deadline. Projects submitted in the wrong location, in an improper format, or with an incorrect filename **will be considered late**.
2. All essays **must** be formatted according to MLA guidelines *and* they **must** meet the minimum length requirement, or they will be penalized a *minimum* of **one letter grade**.
3. Computer problems, related to computer malfunction or internet access, are **not** a valid excuse for late work or incomplete assignments. Assignments submitted late or incomplete will be graded as such.

Late Work

All assignments can be turned in *up to a week* past their due dates. “Late” is defined as after midnight on the day it is due. Any assignments submitted late will earn *no higher* than a C (75%). Anything **not** submitted within a week of its due date will earn a *permanent zero* (0%). This is an across-the-board policy—no excuses or explanations needed.

Peer Review

If you do not submit your draft for peer review on time and/or you do not complete peer review by its due date, you will earn a *permanent zero* (0%) for the peer review. **There is no way for you to “make up” missed peer reviews.**

Late Paper Pass

You will receive **one (1)** Late Paper Pass to turn in the Final Draft of **one (1)** Writing Project late without affecting its grade. The fourth writing project will **not** be accepted late. If you **do not** use your pass, you will have the opportunity to turn it in for *extra credit* at the end of the semester.

Class Participation

To receive full credit for participation, you must come prepared *and* willing to participate in class. This means you have completed any reading or writing assignments required and are ready to discuss them with your classmates. Since this grade consists primarily of class discussion and group activities, **active participation is necessary**. You **will** need to join in on discussions, contribute to the lessons, and regularly engage in the activities provided.

Attendance

Students are expected to come to class regularly. Victor Valley College Instructors have the right to terminate a student’s enrollment if they miss *more than* an hour of class for each unit of class credit. Students will be dropped from the class if you have more than **four (4)** unexcused absences. If you have a medical or otherwise legitimate reason to have a missed class excused, discuss it with me *beforehand*.

Students who are late, leave early, or are unprepared for class will be penalized $\frac{1}{2}$ **absence**. So, it is possible to have a grade deduction, to fail, or to be dropped from the class simply by being late and/or unprepared consistently. **You’ve been warned.**

Class Conduct

We are a class full of adults, so I expect considerate behavior. **Respect your classmates and instructor as you would have them respect you.** General rudeness, abuse, and/or ridicule directed toward others or me will not be tolerated. Victor Valley College follows a “zero tolerance” policy when it comes to any behavior that disrupts the learning environment. After an initial verbal and/or written warning from me, students who are deemed disruptive or dangerous will be removed from the online classroom and administratively dropped from the course.

Ethics Policy

Academic integrity is a legitimate concern for every member of our campus community. Plagiarism and cheating offenses are taken *very seriously* by Victor Valley College. By choosing to join the VVC community, you accept the expectations outlined in the Student Conduct Code and are encouraged to always take the ethical path. For a complete list of definitions, procedures, and sanctions, see: <https://catalog.vvc.edu/student-resources/policies-regulations/#campusregulationstext>

Plagiarism, whether intentional or accidental, constitutes grounds for failure in this course. Students who commit academic plagiarism—using the words or ideas of another, from the internet or any other source, without

proper citation of the source—will receive an **F** for the assignment. If it occurs a second time, the student will receive an **F** for the course.

Electronics Policy

This is a **NO CELLPHONE CLASSROOM**. All cell phones **must remain silent/off** and put away during class. I reserve the right to confiscate electronic devices and place them on my desk for the duration of class and/or request students leave the classroom if they are using technology inappropriately. When you are here, I want you to be present and attentive.

Instructor Communications

If you wish to speak to me about your work or the course, you have **three (3)** options:

Phone Call

Phone calls are for *longer* conversations and/or questions. You can call me from 9 a.m. – 5 p.m. any weekday and I will answer if I am able. If the issue is time-sensitive, texting me would be faster. If the issue is more complicated, an email would be better. This is the *least* preferred method for you to contact me.

Text Message

Text messages are for quick questions and/or short conversations. You can text me 24/7, but I will only respond from 7 a.m. to 10 p.m. when I am able to do so. This is the quickest way to speak with me, but I am not always available to respond right away. It may take up to an hour or two to respond.

Canvas Conversations (Email)

The **Inbox** in Canvas allows you to send and receive email messages from ALL your VVC courses. Inbox is for detailed, personal, and/or private questions. Monday through Friday (excluding VVC holidays), I will answer emails **within 24 hours**. Emails submitted **after 12:00 p.m. on Friday** will receive a response on the following Monday, unless an issue is important and/or time sensitive. If you **do not** receive a response in a timely fashion, feel free to inquire via email.

Revision Policy

Most writing in academic contexts must be professional quality (i.e. excellent), so document review and revision is commonplace. You will have the opportunity to receive help from both me and your peers before submitting any writing project for a final grade.

However, since you have limited experience with academic writing, “failure is always an option.” If you receive less than an B (80%) on any major assignment, you can resubmit it for a higher grade provided you meet the following requirements:

1. You submitted the project on time and you *fully* participated in Peer Review
2. You re-submit the revision within **one (1)** week of receiving the project evaluation
3. You provide an explanation of the specific changes, additions, and subtractions you made

Once you have re-submitted your work, I will re-evaluate it. However, if your revisions appear haphazard and/or you do not show significant consideration of my comments on your paper, your grade will remain *unchanged*.

Grade Disputes Policy

If you disagree with my evaluation of a project and/or the grade you earned, I am *always* willing to discuss it and to reevaluate my assessment. I will ask that you do **two (2)** things before we talk:

1. Take the time to carefully consider my comments on the assignment and reread the requirements
2. Define the specific reasons that you feel that the assignment deserves a different grade

Then, contact me and we will set up a time to discuss and evaluate the assignment together.

Special Accommodations

Students with accessibility needs are encouraged to meet with me as soon as possible to discuss the opportunity for academic accommodation and potential referral to the Accessibility Coordination Center and Educational Support Services (ACCESS) Resource Center and services per Administrative Procedure (AP 3440) and (AP5140). You can find more information and resources at the following web address: <https://www.vvc.edu/access-resource-center-2>

Student Guidance and Counseling

Victor Valley College provides academic assistance to all students taking VVC courses. Whether you want additional information on courses, continuing on to earn a degree, or transferring to a four-year college, guidance counselors are available to help you achieve your academic goals as well as discuss personal issues with you in confidence. You can find more information at: http://www.vvc.edu/offices/guidance_and_counseling/index.shtml

Tutoring

One-on-one assistance with writing is available to all VVC students at the Writing Center, located in the Advanced Technology Center Building 21, Room 177. Walk-in consultations are available, and you can e-mail writing questions and/or essays to one of the tutors through the Writing Center website. You can find more information at: <http://www.vvc.edu/tutoring-services/writing-center.shtml>

Withdrawal Policy

A student may drop or withdraw (or be dropped by an instructor), before the 75% point of the completion of the class. Students **may not** drop or be dropped after this point, and instructors **must** issue a grade beyond this point. A student who drops a class (or who is dropped by an instructor) on or prior to 20% of the course will have **no** record of that class on their permanent transcript, although they may still be responsible for payment of fees. Drops that occur after 20% of the course, and on or before 75% of a course, will result in a **W** symbol being entered. **Students may be dropped for lack of attendance or for 'good cause'** as defined in the Education Code, Article 3, Sect. 76033.

NOTE: CAMPUS IS CLOSED, and CLASSES WILL NOT BE HELD ON THE FOLLOWING DATES:

- Labor Day: September 6th
- Veteran's Day: November 11th
- Thanksgiving Holiday: November 25th – November 27th