Course Title: ESSENTIAL Reading and Writing

Course Code: ENGL 089, Section: 32286

Professor: Chere Berman, Chere.Berman@canyons.edu

Format: COC BONH 307, MON-WED 2-4:15 pm

Office Hours: Mon-Wed BONH 312 1-2:00 pm

Course Length: 12 week LATE START - FALL 2017

SUCCESS IS POSSIBLE IN MY CLASS, AND I WANT EVERY STUDENT TO SUCCEED!

Catalog Description: Provides an introduction to essential college skills including source-based composition, critical reading of fiction and non-fiction, and success strategies.

Student Learning Outcomes: By the end of this course, students will be able to:

• Compose well-organized, short essays using documented outside sources and personal observations to develop a unified thesis.
• Recognize main ideas, formulate inferences, and make connections among texts and ideas that lead to thoughtful, analytical, and expository writing.

Course Objectives:

• Apply active reading strategies to text readings.
• Connect ideas in a text to other texts, ideas, and events.
• Analyze elements of fiction.
• Analyze elements of non-fiction.
• Engage in the per-writing and writing process.
• Utilize source material to support the thesis of a short academic essay.
• Document sources using MLA style.
• Compose short essays with relevant and logical main points in support of a focused thesis statement.
• Employ basic conventions of English grammar and punctuation.

Required Texts and supplies:


Wooden: A Lifetime of Observations and Reflections On and Off the Court | Edition: 1


Also you will need:

- A three-ring notebook (1” wide) that you use only for this English class, including extra lined paper for assignments. A composition book for journaling.
- Miscellaneous: Pens, copy paper (for school printers), and an e-mail address that you will check consistently this semester.

**College Behavior and Classroom Etiquette**

This syllabus serves as a “contract” between you and your instructor that binds responsibilities on both sides. Refer to it frequently for requirements and schedules.

Please familiarize yourself with the College’s policies on Student Rights and Responsibilities and Student Conduct Code. These policies are available in your Schedule of Classes and online under the Student Services webpage.

Expected behavior in this class includes arriving on time, doing your homework, actively engaging in course activities, as well as respecting your instructor and classmates. Rude behavior and disrespect against one’s racial, class, gender, religious, or sexual orientation will not be tolerated. Students are expected to remain alert, focused, and on task. These rules apply to class discussions, in-class presentations, and email communications. Please be prepared to be asked to leave if you are warned a second time for disturbing behavior, and keep in mind that such behavior may warrant a referral to the Dean of Students.

Regarding *electronic devices*, I expect you to TURN OFF your cell phone or similar equipment. No cell phone is allowed in sight or on your desk. If your cell phone rings and you answer it, 50 points will be deducted from your score. Similarly, no text or instant messaging, or checking your email is allowed in class. I reserve the right to deduct points without an in-class warning. If you have an extenuating circumstance which requires you to leave your phone on, please see me prior to the beginning of class.

Equally important, this is a college course, which assumes an intelligent adult audience. Some of the materials and/or topics discussed may be controversial or disturbing. In discussing these issues, I expect the utmost respect and consideration for all reasonable points of view. You are encouraged to share your opinions on issues with rational engagement – personal attacks will not be tolerated under any circumstances. If you have concerns about the nature of any of the materials in this class, please discuss them with me.

Please familiarize yourself with the College’s policies on Student Rights and Responsibilities and Student Conduct Code. These policies are available in your Schedule of Classes and online under Student Services webpage:

[http://www.canyons.edu/offices/Student_Services/Academic_Info/Dean/Default.asp](http://www.canyons.edu/offices/Student_Services/Academic_Info/Dean/Default.asp)
College behaviors are expected. Students should: Do the homework and turn it in on time; respect the instructor and classmates in both postings and email; and practice academic honesty. No disrespectful comments attacking others because of their opinions, race, class, gender, religion, or sexual orientation will be tolerated.

A big part of being in college is to learn how to think critically and behave maturely, responsibly, and respectfully. Part of this learning process involves academic honesty when presenting your work either on the Discussion Board or to your instructor. Hence, plagiarism is absolutely NOT tolerated under any circumstances. See “How to Avoid Cheating and Plagiarism” under the Student Services webpage.

Statement on Academic Integrity at College of the Canyons

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain.

You will receive instruction in principles and practices that will help you avoid plagiarism. At College of the Canyons, we are promoting a culture of academic integrity! If your essays contain plagiarized material, you will be referred to the Dean of Student Services. See attached page explaining Academic Integrity at College of the Canyons, and this contract will be signed and uploaded week 2 of the semester.

Plagiarism and Academic Honesty

Learning how to think critically and behave maturely, responsibly, and respectfully all contribute to a student’s college development. Part of this learning process involves academic honesty when presenting your work online or to your instructor. Hence, plagiarism is absolutely NOT tolerated under any circumstances. Plagiarism takes other’s words and/or ideas and claims them as their own. The first offense will give you a zero, not an F, for the assignment, and the second, dismissal from the course with a "no credit" grade the second time regardless of previous performances. A plagiarized final research paper will result in an F for the course. See “How to Avoid Cheating and Plagiarism” under the Student Services webpage and the specific course policy as stated below.

Email Communication

Please keep in mind the conventions of Standard English as well as the use of proper etiquette when sending me an email or I will not respond to your email.

1) Be sure that you have “089 Your Name Brief Question” in your subject (such as: “089 J. Smith Thesis Question”),
2) Address the Instructor properly: Dear Ms. Berman,
3) Employ proper language and style in your message, such as using complete sentences and proper punctuations, and
4) Sign/Spell out your name, since some of your email addresses do not indicate who you are.
5) I only respond to emails from students using COC email, i.e., student@mycanyons.edu.

Email messages sent to me that do not observe the basic etiquette as mentioned above may not receive replies from me to address your concerns.
**Reaching your Instructor:** During normal workdays (Monday through Friday, excluding holidays), you can expect a reply to, or an acknowledgement of, your email from me within 24 hours. I will answer general questions about course requirements and assignments through Announcements and through Discussion Board so the whole class can benefit from your questions and concerns. Post your questions on the Discussion Board at the Q&A Forum. So, before emailing me questions about requirements and assignments, please check the Q&A Forum on the discussion board. If there are no similar questions already posted, please post yours. I will answer them there accordingly. When you do have personal matters and concerns, please do email me about them.

**Attendance:** Each session of this course represents a normal WEEK of work within the normal class scheduling, so attendance is both crucial for instruction and gaining participation points that contribute to the cumulative grade. If you miss more than two sessions in a row, you will be dropped from class. Keep in communication with me if you need to miss a class. In addition, come on time and do not leave early; this class is conducted like a workplace. We will be doing a lot of small group work. To pass this class, students need to arrive on time and attend consistently. Two late arrivals or two early departures count as one absence. **In accordance with COC attendance policy, students with more than two unexcused absences may be dropped from the class before the drop deadline or receive an FW for the class after the drop deadline.** If you miss a class, it is your responsibility to find out what you missed, make up any work, and come to the next class prepared.

**Additional Resources**

**Canvas**
The course can be accessed via the Canvas icon on the COC website or [www.coc.instructure.com](http://www.coc.instructure.com) on the first day of the course. Follow the login instructions at the bottom of the screen to log in. Here, you can also access Canvas user guides and tours with helpful tips for navigating and using Canvas. For any Canvas related issues please call the Canvas Student Support line at (661)362-3344 during college business hours, or (877)889-9052 for 24/7 support. **Once you access our Canvas classroom, go to PAGES>Eng 103 General Resources for links to materials that will help you throughout the course. Each Essay will also have a Resource Page in PAGES.**

**Distance Learning**
Check out the [Distance Learning website](http://www.coc.instructure.com) for more information on a variety of topics that can help you be a successful online student such as: exam proctoring, learning styles, computer skills, and tips for student success. If this is your first online course, feel free to take our [online learning readiness assessment](http://www.coc.instructure.com) to assess your skills.

**Student Rights and Responsibilities:**

2. The Student Services Division web page describes the Student Conduct Code and student disciplinary process. [http://www.canyons.edu/offices/Student_Services/Academic_Info/ConductPolicy.asp](http://www.canyons.edu/offices/Student_Services/Academic_Info/ConductPolicy.asp)

**External links for Citing Sources and Avoiding Plagiarism:**
1. The following site assists students with citing sources correctly:  
   http://www.plagiarism.org/learning_center/how_to_cite_sources.html
2. UCLA Young Research Library provides information about how to cite Internet sources:  
   http://www.library.ucla.edu/libraries/url/reference/citing.htm
3. University of Purdue provides information about avoiding plagiarism:  
   http://owl.english.purdue.edu/owl/resource/589/01/

Also, check out the COC website for COLLEGE SUCCESS TIPS!

YOU WILL BE ASKED TO FILL IN THE CONTRACT ON ACADEMIC HONESTY to UPLOAD WEEK 2 OF OUR SEMESTER TO VERIFY YOUR COMMITMENT TO DOING YOUR OWN WORK WITH INTEGRITY.

LET’S TALK STUDENT SUCCESS

College of the Canyons, our faculty and staff are committed to creating services and an atmosphere that supports student success. Please let me know or access the COC website to locate services that may help you.

TLC Hours: Students are strongly encouraged to take advantage of the tutoring services and workshops available through the TLC. For additional TLC information, please visit:  
http://www.canyons.edu/offices/tlc/ or use the link on Canvas

Valencia Campus-- The Learning Center is located in LTLC-126 adjacent to the library.

We also have Supplemental Learning, Skills Labs, and many other workshops to help build your skills or assist you with learning strategies.

COC Library Databases for Research will be updated in our Canvas classroom: User name: fish
Password: chips

The Learning Center (TLC)

   The TLC provides FREE tutoring resource to COC students including:
   - Face-to-face & ONLINE tutoring
   - Testing Center: offers test proctoring services for courses that have required proctored exams
   - Study Jam Review Sessions
   - Computers with over 300 software programs
   For more information visit the TLC Website.

Disabled Students Program & Services (DSPS)

College of the Canyons DSPS provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at COC. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of the college programs and activities through appropriate and reasonable accommodations. For more information on their services visit the Disabled Students Program & Services website.
Online Counseling

The Counseling Department offers appointments online. You can schedule an appointment by visiting the Online Counseling website. Counselors can help you map out a plan to reach your educational goals as well as advise you on course selection and registration.

MANAGEMENT OF STRESS AND MENTAL HEALTH:

Often the pressure on our students is very strong, involving academic commitments, relationships, outside jobs and family pressure to name a few. The staff and faculty of College of the Canyons are here to see you succeed academically and care about your emotional and physical health. You can learn more about the broad range of confidential student services, including counseling and mental health services available on campus by visiting the Student Health & Wellness Center in the Student Services Building (across from the bookstore) or by clicking on http://www.canyons.edu/offices/Health/Pages/default.aspx. The phone number is 661-362-3259. At the Canyon Country Campus the Health Center is in 1B adjacent to Administration, Admissions and Records.

Also, the National Suicide Hotline number is 1-800-273-8255(TALK). All students at COC are encouraged to enter that phone number in their cells. You can it call when you, or someone you know, is having thoughts of suicide or is in severe distress.

Assignments:

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<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>B</td>
</tr>
<tr>
<td>79% - 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% - 0%</td>
<td>F</td>
</tr>
</tbody>
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Class Notebook……………………………………………………….(12@120)
Essay # 1 College Success……………………………………….(1@130)
Essay # 2 Motivation .......................................................(1@150)
Essay # 3 Survival .........................................................(1@150)
Prewriting………………………………………………………..(3@25)
Outline & Rough Drafts…………………………………….(3@25)
Presentation ………………………………………………..(1@50)
Quizzes………………………………………………………….(2@50)
Final Portfolio ………………………………………….(1@150)

A student’s total earned points at the end of the semester will determine their final grade.

Keeping up with your work daily and staying in communication with your instructor will help you succeed!