

# Freshman Composition

English 101 38456 Hybrid 4 Units  
Thursdays 7:00 to 8:50 PM, Dunlop Hall 210

Fall 2017

Instructor Jennifer Carey

## English 101

- Ticket number 38456
- 4 Units
- 7:00 to 8:50 PM

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- \* Cell: 949-510-5306
- \* Class website: <http://rscdd.instructure.com>
- \* Instructor site: <http://sites.google.com/site/instructorjcarey>
- \* Skype address: jcareyinstructor
- \* Office hours: Wednesdays 7:30 to 9:30 PM (Virtual), In-person meetings by appointment



## What Will This Class Be Like?

### COURSE DESCRIPTION:

This course is designed specifically to teach students how to communicate clearly, think critically, and express their ideas and thoughts in college level essays. Students will learn to read and respond analytically to various sources and incorporate these sources into clearly organized academic essays while using college level concepts, diction, and textual support. Students will also learn to conduct academic-level research and incorporate it effectively into a research paper. The emphasis for this class will focus on how the media shapes American society.

In addition to the classroom instruction, this class is also a hybrid class. This means that the students are required to participate in online instruction and assignments through Canvas.

### COURSE REQUIREMENTS:

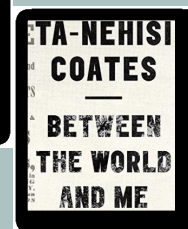
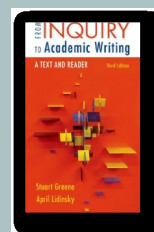
This course depends heavily on class participation; therefore, excessive absences, tardiness, and/or lack of preparation will adversely affect a student's grade. The students are responsible for all materials and work, and they will be required to download the assignments off the class Canvas website.

### PREREQUISITES

Completion of English 61 or EMLS 112 with a "C" or better or recommended score on the English placement test.

### What Materials Will I Need?

- \* Greene, Stuart and April Lidinsky, *From Inquiry to Academic Writing*, 3rd, Bedford St. Martins, 2015.
- \* Hacker, Diana and Nancy Sommers. *The Bedford Handbook*, 10th, Bedford St. Martins, 2017.
- \* Coates, Ta-Nehisi. *Between the World and Me*, Random House, 2015
- \* Canvas access
- \* USB Drive
- \* E-mail address



## Student Responsibilities

By enrolling in this class, students agree to:

1. To complete all assignments on time and to the best of your ability. The assignments include discussion postings, responding to discussion postings, essays, quizzes, homework assignments, and a research project.
2. To accept the online ground rules.
3. To dedicate an average of 8-10 hours a week to this class.
4. To login and review the weekly lecture and assignments under the weekly module every Thursday and post on the Discussion Board twice a week.
5. To regularly monitor your grades on Canvas and e-mail me immediately if you should notice a discrepancy.
6. To contact me immediately if an online ground rule is broken or violated.
7. To contact me if you have a question or need extra guidance with any of the assignments.
8. Understand that it is your responsibility to drop this course, if you feel it is necessary.
9. To read and accept the Academic Honesty policy and other policies outlined in the SAC Student Code of Conduct.
10. To contribute to this class so that it is interesting and **FUN!**

## WHAT IS A HYBRID CLASS?

Hybrid (blended) courses are courses that combine **face-to-face classroom** instruction with **online learning**. Students will be required to attend instructional on-campus meetings, as well as online instruction. On campus required meeting dates are listed in the catalog. Information about hybrid classes such as course orientation or meeting dates, time and place, Questions Discussion Board, course requirements, and instructor contact information can be found at SAC DistEd. The course site on Canvas also contains a Questions Discussion Board and a Help page specifically for our class. Students may access course materials via the Internet either at home or using an on campus computer. It is extremely important that the students' current e-mail addresses are correct in the Personal Information and Notification sections of Canvas. Please contact the Distance Education office, (714) 564-6725, if you do not receive your Canvas information in a timely matter.

### ACCESS REQUIREMENTS:

Online and hybrid courses require students to have access to a computer with an individual e-mail account and Internet access. In this course students are required to access the course on Thursday to download the weekly assignments and notes. Students will also need to access Canvas throughout the week to complete the assignments. I recommend that students who take this course have their own computer and a reliable Internet connection from home.

- ◆ Computers with Internet access are available to students in the Academic Computing Center in the Cesar Chavez Building (A106) and the SAC Nealley Library.
- ◆ Students taking online or hybrid courses should know how to use a browser, open and close applications, cut and paste, save a file and retrieve it, as well as view videos online.
- ◆ Students should also have basic Canvas skills to include:
  - ◇ Open, enter, and post to the discussion board
  - ◇ Submit an assignment and upload a document to Canvas.
  - ◇ Submit, read, and review comments on Turnitin.

- ◇ Check and monitor your grades.

Hybrid and online classes are not easier than traditional, face-to-face courses. In fact online classes are a significant time commitment and require a tremendous amount of personal discipline. Online classes (especially Freshman English) are in high demand, so be sure you are ready to accept the commitment to this class.

### ONLINE GROUND RULES:

1. Treat all students' contributions with respect, even if you disagree with the statements. Understand that diverse opinions create interesting dynamics for the course.
2. Be patient with the technology used in this class. If something is not working, do not panic. E-mail me and I will try to help you as soon as possible.
3. Ask for help from me or your classmates when you need it, and offer to help your fellow classmates.
4. Understand that virtual communications are usually taken at face value; therefore, jokes and sarcasm rarely translate well to other readers and contributors.
5. Post thought-provoking discussion responses that include examples and evidence or support to prove your point. Avoid responding with an unsupported opinion or just agreeing with the post.
6. Cite your sources – whether it is an online article or another classmate's post in all your written work.



## Expectations

This is a college-level course. College credits are based on the Carnegie Unit, the structure of the US Education System, for a system of "units". One semester unit represents one lecture hour of required classroom time and two hours of student preparation time. Thus, this four unit course requires, 4 lecture hours and 8 hours of student preparation, or approximately 10-12 hours total, per week that you will need to spend on this course.



### COURSE POLICIES:

## What Do I Need to Know?

### ACADEMIC HONESTY POLICY

Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. As institutions, we also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty ([SAC Academic-Honesty-Policy](#) and [SAC's Student Code of Conduct](#)). In this class, if a student is caught with an essay that is plagiarized, borrowed, or purchased, he or she will receive a failing grade for the assignment and it will be reported to the dean as well as noted on his/her permanent record.

### TURNITIN.COM STATEMENT

In its commitment to academic honesty and accurate assessment of student work, this class uses Turnitin to prevent and detect plagiarism.

This instructor reserves the right to submit student assignments to Turnitin.com to check for similarities between student submissions and the internet, various research databases, and the Turnitin.com database of previous student submissions. Furthermore, this instructor may also submit essays to other instructors seeking plagiarism matches.

Students may be required to electronically submit their written work to the Turnitin link on Canvas, and by taking this course, students agree that all assignments are subject to plagiarism detection processes and plagiarism penalties.

Assignments submitted to Turnitin by the student or instructor will become part of their database and will be used for plagiarism prevention and detection. Student papers, however, will remain the intellectual property of the author.

### LATE ASSIGNMENTS AND MAKE UP POLICY

Assignments turned in **late** can receive no higher grade than a **79% (C+)**. If the student has an excused absence, he or she may submit work for full credit on the day that the student returns to class. No make-ups will be allowed for the research paper and the final exam. **NO WORK** will be accepted after **December 14, 2017**.

### COMMUNICATING WITH ME

The best way for students to reach me is through **e-mail**. The phone number listed on the syllabus is my cell phone, so students may text me, if I do not respond to their e-mails within 24 hours.

Please be sure to include the class and section number (ex: Eng 101 11511), and the first initial and last name in the subject line of the email.

**Note: If you send me e-mails through Canvas, the subject line will already be formatted correctly.**

## Virtual Office Hours

Wednesdays from  
7:30 to 9:30 PM

I can meet with students in person, by phone, or virtually through Skype or e-mail.

### COURSE POLICIES:

#### OFFICE HOURS:

I will be available for conferencing after class, by appointment, and by e-mail. I can also meet with students virtually through Skype. My virtual office hours are on **Wednesdays from 7:30 PM to 9:30 PM**. Students should conference with me whenever they wish to discuss their goals, progress, concerns, and/or grades. Please contact me by e-mail or text.

#### DROP POLICY

It is the student's responsibility to drop this course officially if he or she chooses to do so, though I may drop any student for excessive absences and or unsatisfactory progress. If the student does not drop this course in the allotted time, he or she may receive an "F" for this course.

#### SPECIAL ACCOMMODATIONS:

Your success in this course is important to me. Santa Ana College and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible. Also, please contact Disabled Student Programs & Services, so that we can all collaborate on your classroom accommodations in a timely manner. DSP&S is located in VL-203, and their phone number is 714-564-6264 or TTY: 714-564-6384. Video Phones: 714-660-3075 or 657-235-2999. The DSP&S office requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation, they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

#### EMERGENCY RESPONSE STATEMENT:

Take note of the safety features in around the classroom. Also, please study the posted evacuation routes. The most direct route of egress may not be the safest. Running out of the building during earthquakes may be dangerous. During strong earthquakes, it is recommended to duck, cover, and hold until the quaking stops. Follow the guidance of the instructor. Students' cooperation during emergencies can minimize the possibility of injury to oneself and others.

#### TECHNOLOGY NOTES

Canvas and Turnitin are powerful tools, but as with most technology, students may experience technical issues. Should this happen, please do not panic. If a student experiences an issue, please e-mail me immediately and I will try and help to resolve the issue. Keep in mind the following things:

- Canvas works best with Mozilla Firefox and Chrome. They also each have a built in spell-checker that comes in handy.
- Canvas is generally supported on mobile devices, but it is NOT recommended to take tests on a mobile platform.
- Our Canvas course contains a **General Questions section** as well as a **Help section**. I will answer Canvas functionality/feature questions within the first weeks of the semester, but I also encourage students to answer other students' questions posted in the online Questions discussion board.



## College-Level

### Grade

#### Descriptions:

- A**—Excellent (Far exceeds minimum requirements)
- B**—Good (Exceeds minimum requirements in several areas)
- C**—Meets minimum requirements
- D**—Does not yet meet (but is close to meeting) minimum requirements
- F**—Does not yet meet minimum requirements in several ways

## How Will Grades Be Determined?

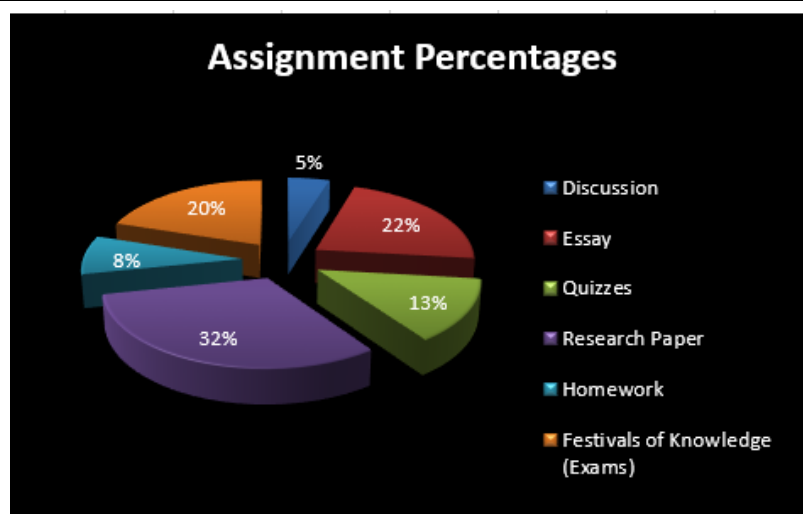
This is a points based class, so it is important to turn in all the assignments because a zero on an assignment substantially lowers a student's grade.

All essay grades will be based on the degree to which they meet the student learning outcomes (SLOs) for the course and the essay rubric.

### GRADE POINTS & PERCENTAGES

A+= 100-98, A= 97-95, A-=94-90, B+= 89-88, B= 87-85, B-= 84-80, C+=79-78; C=77-75; C-=74-70, D+= 69-68; D= 67-65; D-=64-60; F=59 and below.

Assignment	Points
Participation/Discussion	72
Essay	330
Quizzes	200
Research Paper	475
Homework	123
Midterm/Final Exams	300
Total	1500



## How Can I Keep Track of My Grades?

Students can track their progress and their graded assignments in the Grades section of Canvas. However, students should also:

1. **Keep all your work.** You'll be revising your work and turning in multiple drafts, so hold on to each of the drafts in case there is a grading discrepancies.
2. **Monitor the Grades list in Canvas** and keep track of which assignments you submitted and the grades you received.
3. **Write down any questions or concerns** you have about the assignments and grades, and e-mail me or make an appointment to discuss them with me.



## Student Learning Outcomes

### STUDENT LEARNING OUTCOMES

1

Students will use the writing process to write, in proper MLA format, academic essays, including a documented research paper, using appropriately chosen details, organizational strategies, more complex sentence variety, and sufficiently correct grammar, punctuation, effective word choice, and style.

2

Students will be able to read critically for literal and implied meaning, identify main ideas, organizational strategies and authors' writing strategies as well as summarize, paraphrase, and analyze written works.

3

Students will evaluate and ethically use primary and secondary sources to avoid plagiarism and will use the library's resources, including online databases, to locate appropriate academic source material.

## What Do I Need to Do?

Throughout the learning units, you will be assigned a variety of assignments (lecture notes, readings, quizzes, discussion posts, etc), which will measure your comprehension and participation in the class.

### DISCUSSION POSTS:

This course depends heavily on class participation; therefore, students need to participate in the discussions each week by posting a well-thought-out reply to the topic on Thursday night by 11:59 PM. Students need to answer any questions and post replies to their classmates' responses by Tuesday at 11:59 PM. Plan on writing anywhere from three to five sentences for each discussion posting (grammar, spelling, and mechanics do count!). Late postings will not be accepted. In addition to the discussion questions, students should follow the course calendar for assignments, lecture notes, and quizzes each week. It is the student's responsibility to download the assignments and to complete them on time.

### ONLINE HOMEWORK EXERCISES

The homework exercises for this class are to be completed on Canvas. Each of these assignments is worth 10 points and students may retake the assignment multiple times in order to learn the concepts and improve their scores. I will take the highest grade for all the attempts.

### RESEARCH PAPER PROJECT

All Freshman Composition classes are required to complete a research essay. For this class, students will be turning in part of the essay throughout the semester. After the sections are turned in, I will comment on them and return them to the students, so they can make changes and corrections before the final research essay is due. These research assignments include, but are not limited to:

- Working thesis assignment (10 points)
- Library Workshop (online through Canvas) (50 points)
- Research Annotated Bibliography (100 points)
- Research Formal Outline (75 points)
- Research Rough Draft (50 points)
- Research Final Essay (200 points)

The research paper cannot be turned in late.

***All assignments and due dates will be published and updated on the Canvas calendar.***



# MLA 8

Essays must be in MLA 8 format. The changes between MLA 7 and MLA 8 mostly have to do with the works cited entry formatting.

## COURSE POLICIES:

### GUIDELINES FOR ESSAYS

Students will be assigned two outside essays and one research project in this class. Students will need to create a rough draft and a final draft for each assignment. The rough drafts will be turned in as hard copies, and the final drafts will be submitted through a program called Turnitin on Canvas, which verifies essay originality.

Please type all essays into a word processing program and then convert them to a PDF file before uploading the essays to Turnitin/Canvas. Several word processing programs allow students to "Save As" a PDF file.

Essays are due on the dates listed on the tentative course outline. Each assignment must be typed and in MLA format. (A MLA Template for Essays is provided to students online).

### ROUGH DRAFT & PEER EDITING WORKSHOPS

On the days specified in the schedule, students must bring their completed rough drafts to class for the Peer Evaluation/Editing Workshop. Each student will be responsible for reading and critiquing two essays each. Students should make competent, full-sentence remarks on the peer evaluation form.

The peer editing workshop will take place in class, but if a student should miss the workshop, it is his or her responsibility to get classmates to read and critique the essay outside of class. If students do not turn in the peer editing sheets, he or she will not receive the points. All of the members of the class can be reached through e-mail via the Canvas website.

Please note that students should notate whose essay he/she evaluated.

### MLA FORMAT

All essay assignments must be in MLA 8 format. Please download the MLA template from Canvas and review the MLA help resources to become acquainted with MLA. Assignments that are not in MLA format will be returned to the student ungraded. Please see the guidelines listed below. For more information on MLA, please refer to the MLA format lecture notes, on-line videos, and the handbook.

#### Formatting:

- Typed
- Double-spaced
- 12 point font (i.e. Calibri, New Times Roman, Bookman, or Arial)
- One inch margins on all sides
- Left-justified

#### Name Block:

- First and Last Name
- Instructor
- Class
- Date

#### Upper right corner

- Last name and page number

#### In-text citations and examples:

- Signal phrase for direct quotation
- Correct parenthetical references

#### Page Length:

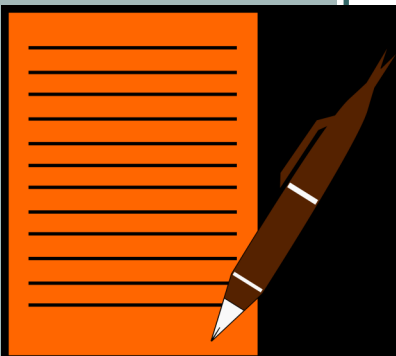
- Essays—2 to 3 pages
- Research 5-7 pages

#### Academic diction:

- No slang or texting abbreviations
- College-level word choice

#### Grammar and Mechanics:

- Use spell check
- Use correct capitalization
- Use sophisticated sentence structure



**Intelligent Practice**

**Effort**

**+**

**Good Strategies**

**+**

**Help from Others**

**Grit**

**Passion**

**and**

**Perseverance**

**for**

**Long Term Goals**

**Growth Mindset**

**You Can**

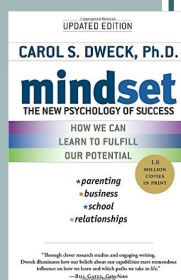
**GROW**

**Your Intelligence**

**through**

**Dedication and**

**Hard Work**



## How Do I Earn Extra Credit?

Students will have the ability to do **three 10 point extra credit assignments** within the semester. The extra credit opportunities will vary throughout the semester, but they will mainly consist of DLAs or tutoring in the Learning Center, documentary reviews, or events on campus. In order to use the Learning Center, students will need to enroll in the [Learning Center](#).

### THE LEARNING CENTER

The Learning Center is located in D307, and students will need to bring their student IDs and scan in each time they visit. Students can meet with a writing tutor/instructor up to three times for extra credit. Be sure to bring the signed form to me.

Students may also complete up to three DLAs in the Learning Center. These include:

- ENG 101-5 Conducting Research
- ENG 101-6 MLA Citation & Formatting
- ENG 101-7 MLA Paraphrasing

For tutoring on essays, students will be expected to use the Learning Center's Verification Sheet to track each of their tutoring sessions and have them dated and signed off by the tutor.

## Mission Statements

### Santa Ana College Mission Statement:

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

### Santa Ana College English Department's Mission Statement:

The Santa Ana College English Department provides numerous opportunities for our students to develop and improve the reading, critical thinking, and writing skills required to succeed at their chosen careers, to meet the rigors of the writing demands at four-year transfer institutions, and to foster lifelong learning and an appreciation of literature.