English 28 (100% Online): Spring 2016
SYLLABUS

All email communication regarding this course will be via the LACCD student email system. Check your student email account daily or you will not have the information that you need.

Please note, during the week you will receive emails that answer questions that come up during the week and which will give you more specific guidance as to how essays are to be written. As the week evolves, make sure that you incorporate whatever suggestions are made into your final essay. In other words, you may be making revisions right up to the day your essay is due. This is a fluid, dynamic class, and our email class discussions are ongoing and relevant.

Print out this document & post in a place where you can see it on a daily basis. This is your calendar.

Are you ready for an online class? While an online course offers students more flexibility in terms of where they do their work, some students are surprised to find that an online class has strict assignment deadlines, just like a traditional course. In fact, an online course requires more self-discipline than a face-to-face course, and some students become overwhelmed with the responsibility of keeping up. Please visit this survey to find out if you are a good candidate for an online class.

COURSE DESCRIPTION: Intermediate Reading & Composition (3 units)
This is a course in reading and writing designed to strengthen the student's ability to use basic communication skills, including grammar, punctuation, and mechanics. Instruction will include the assignments of expository and argumentative essays, online grammar and writing exercises, and a research paper. (Prerequisite: English 21 or placement exam.)

Instructor: Dr. Karen Crozer
Office: Instructional Building, Faculty Offices, Cubicle 40
Office Hours: Mondays 11:00 am to 12:00 pm or by appointment

Office hours are subject to change, so please email for an appointment.

For questions, the best way to contact me is by sending me a private message via our Etudes "Discussion and Private" message tab. I check these messages on a regular basis.

Phone: 818-364-7600 x4115
Email: Crozerkj@lamission.edu
Campus Website: http://www.lamission.edu/~crozerkj
Etudes Site: http://etudes.org
Etudes Orientation: http://abogado.pbworks.com/w/page/67614823/etudes-overview
If you purchase the text without readings and access codes, you will not be able to do the course work. Not being in possession of the course materials is not an excuse for late or missing work.

I strongly advise you to purchase the LAMC Bookstore bundle (either e-version or print version) because this will eliminate the need to buy other components separately, which is a more expensive option. If you buy a used text, you will not have the needed access codes.

If you are waiting for financial aid, use the text that is on reserve in the LAMC library for the first week.

**STUDENT LEARNING OUTCOMES:** Upon successful completion of this course, a student will be able to:

- Produce a 350-500 word essay, utilizing standard rhetorical modes and maintaining unity and coherence.
- Produce a 4 to 5 page research paper in MLA format, which supports an argument.

**Estimated Time Required per Week:** An average of 11 hours per week as per the Carnegie Rule

**Grading Standards:** 90-100 = A; 80-89=B; 70-79=C; 60-69=D; Below 60=F
The instructor will look at natural group cutoff points when determining final grades. This practice will work only to the students’ advantage.

**Grade Distribution:**
All of the activities of this course add up to approximately 1,000 points.

- **Essays and Research Paper:** 600 points (60% of grade)
- **Discussion Forum Participation:** 200 points (20% of grade)
- **Assignments, Quizzes, Exercises & Tasks:** 200 points (20% of grade)

**Logging In:**
**Before the first day of class, please visit the Etudes login page at the link below and make sure you can log on.** You can find the syllabus, schedule, and other relevant materials at [myetudes.org](http://myetudes.org). If you have not logged in before, use this log in:

  Username: ss 88-xxx-xxxx  
  Password: mmdd your birth month and birth day

Note: Some functions in Etudes use pop-ups. Please disable the pop-up blocker in your browser when using our class Etudes site.

**INSTRUCTOR CONTACT/AVAILABILITY**
This course officially begins on Monday, February 8, and ends on Wednesday, June 1, 2016. The course website will be available the week before class begins. If you email me during the week, Monday through Friday, I will try to respond within 24 hours. Weekends and holidays may take a little longer. For problems with Pearson access, please visit [http://www.pearsonstudents.com/get-support/](http://www.pearsonstudents.com/get-support/) for 24 hour support. I also have online office hours.

**GROUP DISCUSSION POSTINGS:**
- Your initial post, based on the topic presented, is due by 11:59 PM Wednesday evenings.
- Your second post responds to other students and is due by 11:59 PM Sunday evenings.
- You need to respond to at least two student posts in the discussion forum.
- Every post (or reply to a post) that you write has the same requirement; it should be **substantive sentences written using college level English.** Initial posts are due first, while responses are often due a few days later. **PLEASE NOTE:** Replies that say “good job,” “Dear Tom,” “I agree with you” and similar statements don’t count as sentences. If you agree or disagree, please state why. Be sure to add something to the conversation. If the posting is not thoughtful and relevant, you will not earn points.
- Follow proper netiquette. For more information, visit: [http://www.albion.com/netiquette/index.html](http://www.albion.com/netiquette/index.html)
EVALUATION RUBRIC FOR DISCUSSION BOARD

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY</th>
<th>RELEVANCE</th>
<th>CONTRIBUTION</th>
<th>BIGGER PICTURE</th>
<th>QUOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Appropriate comments: thoughtful, reflective and respectful of other students’ postings.</td>
<td>Clear reference to assignment or prior posting being discussed.</td>
<td>Furthers the discussion with questions or statements that encourage others to respond.</td>
<td>Clearly connects the posting to text or reference points from previous readings, activities, and discussions</td>
<td>Appropriate comments: thoughtful, reflective and respectful of other students’ postings.</td>
</tr>
<tr>
<td>Good/Fair</td>
<td>Appropriate comments and responds respectfully to other students’ postings.</td>
<td>Some reference to assignment/posting, but taken out of context, the reader would not understand.</td>
<td>Participates but does not post anything that encourages others to respond to the posting.</td>
<td>Vague or possible connection to reference points from previous readings, activities and discussions.</td>
<td>Appropriate comments and responds respectfully to other students’ comments.</td>
</tr>
<tr>
<td>Poor</td>
<td>Responds but with minimum effort or detail (i.e. “I agree with” statement).</td>
<td>Posting is attached to the right discussion but does not clearly reflect the assignment.</td>
<td>Less than required number of postings. Does not further the discussion.</td>
<td>Mentions the text, videos or previous activity without logical link to the topic.</td>
<td>Responds, but with minimum effort (i.e. “I agree with Mary”).</td>
</tr>
</tbody>
</table>

[1] Louise Barbato, Los Angeles Mission College, Department of English

QUizzes & Other Activities:
Depending on the week, you will be asked to complete quizzes, MyWritingLab activities, and writing process activities (such as prewriting, note taking, drafting, etc.) You must follow assignment guidelines and complete each task on time to receive full credit.

Essays:
Topics and specifics of each essay will be given in handouts posted on the course website. Essays are due at 11:59 pm on the due date. All papers need to be formatted according to MLA style: 12 point font, Times New Roman, 1 inch margins. NO late essays will be accepted. If necessary, I reserve the right to submit any essays I suspect of plagiarism through turnitin.com as well. NO emailed essays will be accepted. Technical problems involving personal equipment or data, internet access, or the misuse of Etudes will not be considered valid excuses for late work. Don’t wait until the last minute to submit your paper!

Essay 1: Due 3/2/16
Topic: Identity  
Skill: Narrative  
Length: 250-1000 words

Essay 2: Due 3/30/16
Topic: Nonconformity  
Skill: Compare/Contrast  
Length: 500-1000 words

Essay 3: Due 5/4/16
Topic: Science & Ethics  
Skill: Persuasion  
Length: 2-4 pages

Essay 4: Due 6/1/16
Topic: The Environment  
Skill: Cause & Effect  
Length: 3-5 pages
<table>
<thead>
<tr>
<th>Item</th>
<th>A /B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>The content is superior</td>
<td>The content is average</td>
<td>The content is below average. The paper is mostly a summary of the reading.</td>
</tr>
<tr>
<td>Thesis</td>
<td>Your thesis is excellent, and your paper follows the thesis.</td>
<td>Your thesis is average, and your paper somewhat follows the thesis.</td>
<td>Your thesis is below average, and your paper does not follow the thesis.</td>
</tr>
<tr>
<td>Introduction and Conclusion</td>
<td>Your introduction and conclusion are on point, and the reader can easily follow your line of reasoning from start to finish.</td>
<td>Your introduction or conclusion are on point, and the reader can somewhat follow your line of reasoning from start to finish.</td>
<td>Your introduction and conclusion are not on point, and the reader cannot easily follow your line of reasoning from start to finish.</td>
</tr>
<tr>
<td>Support</td>
<td>Your argument relies on evidence from the reading or research rather than on emotion.</td>
<td>Your argument relies on some evidence from the reading or research rather than on emotion.</td>
<td>Your argument relies heavily on emotion rather than on fact. Evidence from the reading is lacking.</td>
</tr>
<tr>
<td>Grammar and Punctuation</td>
<td>Your grammar and punctuation were excellent with minimal errors.</td>
<td>Your grammar and punctuation were average with errors that did not get in the way of the meaning of your paper.</td>
<td>Your grammar and punctuation were below average with errors that get in the way of the meaning of the paper.</td>
</tr>
<tr>
<td>MLA Format</td>
<td>You used signal phrases along with in-text citations if required. Your works-cited page, if required, was excellent. Your heading and headers are correct. You used 12 font.</td>
<td>You forgot an occasional signal phrase, or an occasional in-text citation. The works-cited page, if required, was average. Your heading and headers are mostly correct. You used 12 font.</td>
<td>You mostly forgot to include signal phrases. The in-text citations were sometimes missing. The works-cited page, if required, was not MLA. Heading or headers are not correct. You did not use 12 font.</td>
</tr>
<tr>
<td>Outline</td>
<td>Follows MLA</td>
<td>Mostly follows MLA</td>
<td>Not yet an outline – or missing.</td>
</tr>
<tr>
<td>Paper Length</td>
<td>Meets the requirement</td>
<td>A little short of the requirement</td>
<td>Does not meet the requirement</td>
</tr>
<tr>
<td>Did You Cite Required Class Materials as well as Outside Sources?</td>
<td>Thorough use of required materials and outside sources</td>
<td>Average use of required materials and outside sources</td>
<td>Inadequate use of required materials and outside sources</td>
</tr>
</tbody>
</table>

[2] Jill Dahlman, University of Hawaii at Manoa College of Languages, Linguistics, and Literature
LAMC Spring 2016 Calendar
See LAMC site for full calendar

Note to committee: This calendar has not been posted yet. Dates will be updated when it is posted.

DAY AND EVENING CLASSES BEGIN .............................................February 8, 2016

Note: This course will open on February 1, 2016, so that you may orient yourself. It is important to get into the course, see how it is organized and take some test drives.

CLASSES END .............................................................................................June 6, 2016

FINAL EXAMS ..........................................................................................June 1-6, 2016
The final exam for this class must be posted in the proper place on Etudes by midnight, June 6.

DROP CLASSES ON-LINE ONLY (16-week classes)
- Drop classes without receiving a “W” with refund (By Internet only) ........Unknown*
- Drop classes without incurring fees or with a refund (Registration/parking/non-resident fees/semester-length classes)(By Internet only).........................Unknown*
- Drop classes with a “W” – A letter grade is required after this date forward by Internet only—Unknown

*PLEASE NOTE: The District required earlier and revised deadlines starting Summer 2012. A “W” will appear on your transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before UNKNOWN DATE (by Internet only). Failure to do so may result in a grade of “F” in that class. Please double check all dates with Admissions for accuracy.

HOLIDAYS (College CLOSED):
Presidents’ Day-Feb 15
Cesar Chavez – March 31
Spring Break – April 1-8
Memorial Day – May 30

WEEKLY COURSE CALENDAR:
Please note: You must post on the discussion board and take the syllabus on WEDNESDAY, February 10, 2016 at 11:59pm, or you may be dropped from this class. While most deadlines in this class fall on Sunday, your first posting on the discussion boards are always due Wednesday at 11:59pm.

Week 1 - Due 2/14/16
First Postings on Discussion Boards are always due Wednesday evening at 11:59pm!
Note: if you do not post by Wednesday evening, you may be dropped from this class for non- attendance.

The textbook is on reserve at the LAMC library. If you are waiting for financial aid, use the copy on reserve. All work must be submitted on time.

- Read Chapter 1: Active Reading Strategies
- Complete all tasks in the “Week 1 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 1” CourseMap
- Participate in Discussion Forum Week 1
Week 2 - Due 2/21/16

- Read Chapter 12: Defining Ourselves: Our Multiple Identities
- Complete all tasks in the “Week 2 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 2” CourseMap
- Participate in Discussion Forum Week 2

(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Week 3 - Due 2/28/16

- Read Chapter 2: The Writing Process
- Complete all tasks in the “Week 3 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 3” CourseMap
- Participate in Discussion Forum Week 3

(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Week 4 - Due 3/6/16

- Read Chapter 3: Vocabulary for Readers & Writers
- Complete all tasks in the “Week 4 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 4” CourseMap
- Participate in Discussion Forum Week 4

(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Submit Week 4 Essay by Sunday evening at 11:59

Essay Prompt is found in Module: Week One

Week 5 – Due 3/13/16

- Read Chapter 4: Reading Paragraphs
- Complete all tasks in the “Week 5 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 5” CourseMap
- Participate in Discussion Forum Week 5

(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Week 6 - Due 3/20/16

- Read Chapter 18: Conformity & Nonconformity
- Complete all tasks in the “Week 6 Objective & Tasks” Module
Complete all assignments and/or quizzes under the “Week 6” CourseMap
Participate in Discussion Forum Week 6
(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

**Week 7 - Due 3/27/16**

- Read Chapter 5: Writing & Revising Paragraphs
- Complete all tasks in the “Week 7 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 7” CourseMap
- Participate in Discussion Forum Week 7
(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

**SPRING BREAK – Nothing due on 4/3/16**

**Week 8 - Due 4/11/16**

- Read Chapter 6: Reading & Writing: Organizational Patterns
- Complete all tasks in the “Week 8 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 8” CourseMap
- Participate in Discussion Forum Week 8
(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

**Submit Week 8 Essay by Sunday evening at 11:59**

**Essay Prompt is found in Module: Week 5**

**Week 9 - Due 4/17/16**

- Read Chapter 7: Reading College Level Sources
- Complete all tasks in the “Week 9 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 9” CourseMap
- Participate in Discussion Forum Week 9
(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

**Week 10 - Due 4/24/16**

- Read Chapter 15: Science & Ethics
- Complete all tasks in the “Week 10 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 10” CourseMap
- Participate in Discussion Forum Week 10
(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)
Week 11 - Due 5/1/16

- Read Chapter 8: Organizing Information & Writing in Response to Reading
- Complete all tasks in the “Week 11 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 11” CourseMap
- Participate in Discussion Forum Week 11

(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Week 12 - Due 5/8/16

- Read Chapter 9: Critical Reading & Thinking
- Complete all tasks in the “Week 12 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 12” CourseMap
- Participate in Discussion Forum Week 12

(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Submit Week 8 Essay by Sunday evening at 11:59

Essay Prompt is found in Module: Week 9

Week 13 – Due 5/15/16

- Read Chapter 10: Analyzing Issues & Arguments
- Complete all tasks in the “Week 13 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 13” CourseMap
- Participate in Discussion Forum Week 13

(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Week 14- Due 5/22/16

- Read Chapter 13: Our Environment: Problems & Solutions
- Complete all tasks in the “Week 14 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 14” CourseMap
- Participate in Discussion Forum Week 14

(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Week 15 - Due 5/29/16

- Read Chapter 11: Writing Essays and Documented Papers
- Complete all tasks in the “Week 15 Objective & Tasks” Module
- Complete all assignments and/or quizzes under the “Week 15” CourseMap
Participate in Final Discussion Forum Week 15 (worth 20 points)
(First posting by Wednesday Evening, 2 responses to peers by Sunday Evening)

Week 16: Due 6/5/16

- No Discussion Forum this week
- Submit/Upload Essay 4 on Etudes in proper place by Wednesday evening, 6/1/16
- Submit Class Survey by Wednesday evening, 6/1/16

COURSE POLICIES

No late work is accepted.

Students are dropped for non-attendance.

- If you do not post your first discussion board posting by Wednesday, February 8, at 11:59pm of the first week, you may be dropped.
- During the semester, if you do not show presence on a weekly basis via your postings and the submission of your required homework, you will be dropped from this class.
- One week of “absence” (or in this case non-participation) will result in being dropped from this class, just as one week of absence in an on campus class would result in being dropped from the class.

Essay Submissions
- Students must submit essays by the due dates via the correct Etudes website. Essays may not be emailed to the instructor.
- Students are responsible for submitting documents which are ready to be read in Word format. Documents in formats which cannot be opened will receive zero points.

MLA Format
- All essays and the research paper must be in MLA format, have in-text citations, a work cited page, and cite all sources of information.

Grades
- Students must monitor their Etudes' grade book for discrepancies and contact the professor for adjustments immediately after a grade is posted. Grades/and or missing work will not be discussed after the final paper is due.

Dropping this class:
- If you need to drop this class, do so before the last drop date. Check the LAMC schedule of classes for dates. If you do not drop this class officially, you will receive an "F" for this class.

Incompletes:
- No incompletes will be given for this class.

Checking your email:
- Check your e-mail frequently, for messages from the instructor. Follow instructions carefully. A lot of clarification of assignments and handy hints to improve your writing are given by email as the course progresses.
Technical access and skills:

- An online course requires consistent access to a computer, a strong reliable internet connection, plus some basic knowledge on using email, word document and internet browsing. If you are not competent in these skills, consider taking a traditional lecture class.

- The minimum computer requirements are:
  - Computer: either a Macintosh or IBM compatible; modem, minimum 28.8
  - Broadband or high speed internet access is preferred and is required to view the videos.
  - Software: Web browser software, preferably Firefox 3.5 or Internet Explorer 8, E-mail address and a word processing program.
  - Note: you will need to be able to listen to audio/voice files as some of the feedback from the instructor will be in a .wma format. You may need to download a program which allows you to listen to .wma files or learn to download the file in iTunes. This step to listen to audio files is the student’s responsibility.
  - Students who do not have regular computer access may use computers in the campus Learning Resource Center. Be sure to save all your papers and assignments on a flash drive or on the cloud.

Course Content and Courtesy Towards Peers and Instructor:
The goal of a college education is to help students be objective and analytical about positions and beliefs which may be in contrast with their own. All students are expected to approach course materials in an open-minded and objective manner. Political, religious and other personal belief systems may not be used as an excuse for being exempted from activities, discussions and homework assignments or for being disrespectful or combative of other people’s viewpoints, especially in the discussion board. Review the course material carefully. If you are uncomfortable with viewpoints which may differ from your own, you should consider taking another class. Also, this class may not be appropriate for minors given the college level content and the discipline required.

Academic Honesty:

- Plagiarism is the use of another person’s words as if they were your own. Plagiarism will result in a failing paper and possibly failing the class. By following MLA conventions, you limit your chance of plagiarism.
- If you do not use MLA formatting including in-text citations and a work cited page, you will receive an “F” for your paper. If you have doubts about how to follow MLA format to document sources, check with your instructor before the paper is due.
- Cheating or the copying of another’s work is of no value in terms of your progress. This is a self-evident truth which we can all recognize.
- Students are expected to follow the Standards of Student Conduct as outlined in the LAMC Catalog.

DISABLED STUDENTS PROGRAMS & SERVICES
LAMC students with verified disabilities who are requesting academic accommodations should use the following procedure:

Step 1: Obtain documentation of your disability from a licensed professional. You may contact DSPS to request a Disability Verification Form.

Step 2: Make an appointment to meet with a DSPS Specialist to review your documentation and discuss reasonable accommodations. To schedule a meeting, please call DSPS at (818) 364-7732.

Step 3: Bring your disability documentation to your DSPS appointment. The DSPS office is located in room 1018 of the Instructional Building.

Step 4: Each semester, reach written accommodation agreement with the DSPS Specialist and your instructor. Please complete this process in a timely manner to allow adequate time to provide accommodation.
COLLEGE RESOURCES FOR LAMC STUDENTS

see http://lamission.edu/de/student-resources

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit http://eagleslanding.lamission.edu/default.asp

Counseling Department: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit http://www.lamission.edu/library/

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: http://www.lamission.edu/stem

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit http://www.lamission.edu/learningcenter/

Three Attempt Limit

A state policy limits students to three attempts per course.

Receiving a grade or a "W" for a course counts as an attempt, regardless of when the course was taken.

Withdrawal by the deadline to avoid a "W" will not count as an attempt.

This syllabus is subject to change if the need arises. All changes will be communicated to class participants.