Cabrillo College Fall 2012
English 255

Theme: Social Networking, Communication and Information Technology

Section 76857 TTh 11:10 - 1:15
Co-requisite: READ 255 or READ 206

Instructor: Winnie Baer

HOW TO CONTACT ME

Phone: 479-6350 (this number is only good during office hours and to leave messages.)
Email: wibaer@cabrillo.edu (This is a good way to reach me most of the time, even on weekends.)

OFFICE HOURS

Mondays and Wednesdays 1:30 - 2:00 (my office 458b) and 3:40 - 4:15 (classroom 320)
Tuesdays and Thursdays 1:30 - 2:30 (my office 458b)
If you are unable to make these office hours you may arrange alternate conference time.

REQUIRED SUPPLIES

To begin with, you should have 1) a flash drive (to store and carry your documents electronically) and 2) a three-ring binder (to store handouts and written work). You will need to be able to look up words in a dictionary when you are completing reading assignments and when you are writing. If you plan to print documents on campus, you will also need to pay 10 cents per page for printing in the Computer Technology Center (CTC). In order to save students the cost of a textbook, I will provide handouts, and we will use materials available on the internet. When a reading from the internet is assigned, you will need to print it so that you have access to it in class. What’s that again? Flash drive, binder, dictionary, printing.

THE COLLEGE STAFF AND YOUR TEACHERS ARE HERE TO HELP YOU.

Please be sure that your contact information in WebAdvisor is current, and check your email regularly. Make an appointment with a counselor to develop an educational plan. Professionals at the Writing Center can help you with your writing assignments.

Computer Skills: If you need instruction on how to use a computer for writing (keyboarding and word processing), please enroll in CABT 110A, 110B, or 110C, a self-paced class that you can complete in the CTC.
About This Class

Reading and writing are skills that we all use every day. They are skills that we continue to develop throughout our lives as we become better and more comfortable readers and writers. We use reading and writing to learn about the world and to share information with others. In this way, these skills connect us to other people in our lives and to our society. They also make it possible for us to participate and work in society.

Each writer develops his or her own style. Your style reflects your personality, your point of view, and your values. At the same time, in order to communicate effectively in writing, you need to follow the rules of grammar so that your readers can make sense out of what you are saying.

I will work to help each student develop an effective writing style, a style that is grammatically strong but also reflects the student’s unique mind and heart. I will not pass you if you have not mastered the skills outlined in the course objectives, but I will do my best to help you to pass the class. No matter what grade you earn, the practice in this class will help you to improve your reading and writing skills.

Do you have a disability?
I encourage students with disabilities, including "invisible" disabilities such as chronic diseases, learning, and psychological disabilities, to explain their needs and appropriate accommodations to me during my office hour. Please bring a verification of your disability from the Learning Skills or DSP&S offices and a counselor or specialist’s recommendations for accommodating your needs.

Classroom Norms

Cultivate a civil society:
1. Please show respect for other members of our classroom community. Listen to the instructor and to other students when we make contributions to class discussion, and share your own questions and responses freely but respectfully and without interrupting. Please help to make our classroom a safe place for everyone to participate.

Be here now:
2. Turn cell phones OFF before class begins. No texting during class time, please.
3. Arrive on time, and don't start packing your books before the end of class. (I will conclude on time).
4. Stay focused and engaged in classroom activities.

Engage in behaviors for success:
5. Attendance: Anyone missing the first or second meeting without contacting me may be dropped. Anyone missing more than four class meetings altogether may be dropped. Plan on 100% on-time attendance.
6. Homework Assignments: Homework is listed in the calendar on the day it is DUE. The college calculates two hours outside of class for every hour in class. Students must have assignments completed before class on the due date.
Avoid Plagiarism: In your writing, whenever you use words or ideas from printed or posted material, you must tell your readers where the found material came from. This rule applies even when you put the information into your own words. If you use someone else’s ideas or phrases in your writing without telling us whose they are, then you are plagiarizing, which is considered to be cheating. Using researched information in your writing is an important skill; you just have to be very clear about where information and language comes from.

Grades: Traditionally, English 255 is a Credit/No Credit class. You will get credit if you pass the class (earning 4 units), and you will not get credit if you don't pass the class (earning no units). Neither of these grades affects your grade-point average. In order to pass the class, students must complete every assignment and must earn at least 75% of all assigned points.

Grade Values:

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<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Participation, Quizzes, and Homework assignments combined</td>
<td>100 points</td>
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<tr>
<td>Four formal essays @ 50, 50, 100, and 100 points</td>
<td>300 points</td>
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<tr>
<td>Three in-class, timed writing (15+30+65)</td>
<td>100 points</td>
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<tr>
<td>Portfolio</td>
<td>200 points</td>
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<tr>
<td>Total possible</td>
<td>700 points</td>
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Late Work Policy: Late work will lose 2% per day after the due date.

About ENGL 255: Basic English

In this course, students will develop writing and grammar skills. Specifically, we will work on essay writing, grammar, word processing, and other skills for success in college. Students will write at least 6,000 words over the course of the semester.

Cabrillo College Core Competencies

1. Communication - reading, writing, listening, speaking and/or conversing
2. Critical Thinking and Information Competency - analysis, computation, research, problem solving
3. Global Awareness - an appreciation of scientific processes, global systems and civics, and artistic variety
4. Personal Responsibility and Professional Development - self-management and self-awareness, social and physical wellness, workplace skills

Learning Outcomes for English 255

Students competing English 255 will:

1. Write paragraphs and short essays demonstrating basic sentence-level competency and culminating in a portfolio.
2. Comment on ideas and writing strategies in reading assignments.
About the English 255 Portfolio

A portfolio, in an academic setting, is a collection of work that represents a student’s skills and achievements. Members of the English Department will score the portfolios using the English 255 Portfolio Rubric. Your score on the portfolio is worth about 30% of your grade for the semester.

The portfolio for this class will contain:

- ONE cover letter that introduces your work to members of the English 255 Portfolio Committee.
- TWO of your formal essays (polished and “clean”)
- ONE timed writing, produced on the day you turn in the portfolio

As noted on the Calendar of Assignments, the portfolio is due at the end of the semester. Several class meetings are scheduled for students to work on their revisions and preparations in the days before the portfolio is due.