Description and Prerequisites

- Instruction and practice in academic reading and writing with an emphasis on expository prose
- Basic instruction and practice in writing and reading. Emphasis on reading short non-fiction selections as a basis for writing expository prose. A final grade of D or F does not allow the student to progress to English 92 without the consent of the English Department Chair. Credits earned in English 90 do not satisfy graduation requirements in composition, area B.
- Completion of English L with a grade of CREDIT, or, placement by test.
- This course is not repeatable for credit and does receive a letter grade.

Writing Process Objectives: Students will

- Understand writing as a multi-step process
- Use basic pre-writing techniques
- Discover, gather and focus information around main points
- Write paragraphs
- Write at least six adequately developed, short essay
- Show improved revision skills
- Acquire grammar, spelling, punctuation and format skills

Critical thinking Objectives: Students will

- Explore connections between reading and writing
- Practice questioning strategies
- Acquire evaluation and beginning argument skill
- Be introduced to time management and study habits

Reading Objectives: Students will

- Understand reading as a multi-step process
- Analyze essays and articles
- Demonstrate understanding of work read
- Acquire new vocabulary and understanding of word parts

Content and assessment will be delivered through classroom discussion, lecture, small-group work, partner work, student / teacher conferences, workshops, films, demonstrations, quizzes, exercises, examination. Assessment will include quizzes, essays, essay revisions, exams and in-class activities.
Your final assignment of the semester is to create a portfolio to show and see how much you have learned over the semester. It is also the means by which two other faculty members will evaluate your portfolio for skipping English 92!

Required Texts and Purchases

- *Integrations*, Robinson & Altman
- *American Heritage Dictionary* or the equivalent
- Current student ID card
- 40-80 3 X 5 index cards, non-sticky backs, lined
- Pen in blue or black ink only
- Stapler or paperclips for in-class quizzes
- 2 pocket folders or large binder clips for turning in essays with drafts, and lab reports
- Academic datebook or planner (free on campus)
- CCSF current Class Schedule (free on campus)

Optional Purchases

- three-ring binder for handouts, syllabus and class notes
- highlighters
- hole punch

Attendance

- Persistent absences may result in your being dropped from the class
- Attendance and participation are part of your final grade
- You are expected to attend class on time and remain for the entire period. Leaving for drinks, phone use, etc., will count as a tardy
- You are allowed four class absences this semester with no impact to your grade
- A missed midterm will only be made up with a doctor’s excuse. A missed final exam cannot be made up
- Fifth through eighth absences will impact your grade by 5% (1/2 of a letter grade) for each absence. A ninth absence will result in failure of the course, even if your accumulated points are 100%
- After the first two weeks of class, I may not be dropping students who do not attend. It is your responsibility to track your attendance and withdraw if necessary
- You are tardy if you are up to 15 minutes late or leave up to 15 minutes early. You are counted absent if you are more than 15 minutes late or leave more than 15 minutes early. However, you should still come to class as missing the work may put you behind for the next lesson!
- Three tardies accumulate into one absence
- If you come to class late, find a seat without disturbing others
• It’s your responsibility to take care of personal business (bathroom, phone, etc.) before or after class. Exceptions will be logical and obvious

Absences

• A peer workshop day counts as an absence if you are not prepared to participate with three complete copies of your essay draft
• If absent, it is your responsibility to get caught up from classmates and by checking online
• Turn in homework due when you return, including homework assigned in your absence
  A missed Midterm exam will be made up with a doctor’s excuse
• Using the computer for purposes other than assigned in lab will result in an absence. No exceptions.

Late adds and withdrawing from the course

• Instructors can not withdraw students past the final withdraw deadline
• If you miss two of the first five classes of the semester, or if you fail to do homework for two of the first three classes, you may be dropped.
• If you are waiting to add, you must:
  o attend each class
  o complete all homework
  o turn in a signed Classroom Conduct Contract on time
  o bring all required verification (see supplemental handout) on or before add day. Late adds will be made on the first day of the third week of class only.

Classroom conduct

• Read, sign and return the bottom of the Student Conduct Contract
• Food, candy and gum are not to be consumed in class
• Bottled water ONLY in a clear plastic bottle is permitted
• People not enrolled are not allowed in class
• Disruptive behavior -- sleeping, talking out of turn, tardiness, lack of preparedness (including not having texts) and other behavior outlined in the Student Conduct Contract – will receive an oral warning, a written warning, and expulsion, in that order
• Refer to the student handbook for specific college guidelines
• Cell phones, pagers and other electronic equipment being used or going off during class will count as an absence.
  “Electronic misuse” absences may be redeemed through completing extra lab hours (after requirements are met) or through completion of other tasks offered to the class.

Essay Due Dates
Essay length requirements, draft workshops and final draft due dates will be announced. There is a space in your syllabus to fill them in. Remember that draft workshop dates count as double absences.

<table>
<thead>
<tr>
<th>Essay ...</th>
<th>Workshop date</th>
<th>Final draft is due</th>
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</thead>
<tbody>
<tr>
<td>#1</td>
<td>Sept. 10</td>
<td>Sept. 15</td>
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<tr>
<td>#2</td>
<td></td>
<td></td>
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<tr>
<td>Midterm</td>
<td>revision begins Oct. 10</td>
<td>Oct. 17</td>
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<tr>
<td>First Major Revision</td>
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<tr>
<td>In-class midterm exam</td>
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<tr>
<td>Essay #3</td>
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<tr>
<td>Essay #4</td>
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<td></td>
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<tr>
<td>Second Major Revision</td>
<td></td>
<td>Dec. 11</td>
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<tr>
<td>Final essay and Portfolio</td>
<td></td>
<td>Dec. 11</td>
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<tr>
<td>Final Exam</td>
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Conferences will be scheduled once before and once after midterm. You may schedule other appointments as necessary and may drop in during office hours. If I’m free, the instructor(s) will be glad to talk with you.

Lab Work Improving reading speed, comprehension and vocabulary, and writing skills takes practice. Our class is scheduled for lab day each Tuesday. For the first three weeks, your Tuesday lab locations will be assigned. You will get separate handouts about labs. Each month you have six hours of lab time due. Turn in your lab logs for six hours of work each month on the 19th (August excepted). If the 19th falls on a weekend or holiday, records are due the following class period. Over the semester, you are required to complete 24 lab hours, which means you will need to put about 2.5 hours in each month outside of scheduled lab days.

Failure to complete 90% of lab hours will result in course failure. That means the minimum is least 21.5 hours. The quantity AND quality of your lab work counts. On the 19th of each month, submit your lab work in a pocket folder (handouts for this will be provided). New work goes in the right hand pocket; old work in the left-hand pocket. Please include:
1. reading lab answer/worksheets
2. a lab log breaking out resource used, dates and times of use, and materials used
3. a written assessment of each visit

Homework is due before attendance. Place all work into sorted piles on my desk. Work brought up during or after class is considered late and may not receive feedback or credit. As quizzes and exams are based on homework, it is to your benefit to complete all work even if late.

Class Procedures

- Before each class begins, sign up on the attendance sheet. One of the first students to arrive should begin this sheet, with the class and date on the top of the sheet. If there is a regular person who arrives first, I can supply you with binder paper for this purpose.
- Sort all homework due onto my desk, above.
- Find a seat and put your name tag over the front of your desk. If you have been assigned to a group for the week, sit with your group.
- At class start time, I will draw a line under the last name on the attendance list. If you sign in below that line, you are “tardy”. 15 minutes into class, I will draw another line under the last name. If you sign in below the second line, you are counted “absent”. However, missing class will do you more harm than not, so please attend even if more than 15 minutes late.
- The first order of procedure each day except for paper workshop days will be vocabulary presentations. Presenters should be at the front of the room, ready to go on time. I will do the first four presentations.

Accomodations

If you need classroom or testing accommodations because of a disability, or have any other special needs, please give me your DSPS form or make an appointment with me as soon as possible. Disabled Students programs and Services are in Room 323 of the Rosenberg Library, phone (415) 452 5481.

Plagiarism

Using someone else’s work or words without giving them credit is stealing, called “plagiarism” in the academic community. A first instance of plagiarism will result in failure of the work. A second instance will result in failure of the course.

Community
You are encouraged to connect with other students. However, you are NOT encouraged to give out personal contact information. If you do exchange information, it is best to use an e-mail address. Do not give your home address.

Extra Credit

For up to 2% on your final grade, you may log six extra hours in at the lab, once you have met your lab requirements. Participating in other projects offered to the class may be possible. No individual extra credit projects or assignments will be accepted.

Grading Policy*

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Essay #1</td>
<td>7%</td>
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<tr>
<td>Essay #2</td>
<td>8%</td>
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<tr>
<td>Midterm</td>
<td>9%</td>
</tr>
<tr>
<td>Essay #3</td>
<td>9%</td>
</tr>
<tr>
<td>Homework</td>
<td>14%</td>
</tr>
<tr>
<td>Class participation</td>
<td>8%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%**</td>
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<tr>
<td>Portfolio (includes revised essays, cover letter and final essay)</td>
<td>30%</td>
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Grading scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
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<tr>
<td>80 – 90</td>
<td>B</td>
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<tr>
<td>70 – 80</td>
<td>C</td>
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<tr>
<td>60 – 70</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59</td>
<td>F</td>
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</tbody>
</table>

*All essays must be completed in order to be eligible to pass the course! In order for an essay to be graded, it must be turned in with its homework bundle.

** Final vocabulary and grammar exam (on final exam day) are counted as quiz grades.