



English 072/080, STEPS – English Composition & Reading Lab

Fall 2012

8:30-10:20pm, Monday – Thursday Rm. R106 and every Friday in the Writing Lab (D202)

Instructor: David Kopp

Phone: 425-564-2361

Office: R230-H

Office Hours: M-F 8:30-9:20am, and by appointment

Email: david.kopp@bellevuecollege.edu

- When sending emails, you must use your Bellevue College email account and include “English 074” in the subject line.

Required Texts and Materials

Buscemi, Santi, and Smith, Charlotte. *75 Readings: An Anthology*. 11th Ed. New York: McGraw Hill, Higher Education. 2009

Altman, Caro, Metge-Egan, and Roberts. *The Sentence Combining Workbook: Second Edition*. Thomson Wadsworth. 2007.

Journal * any composition or spiral notebook will do, however, your journal will be used exclusively for journal assignments. (you may take notes, write down homework, etc. in a different notebook)

USB floppy drive/memory stick – strongly recommended

Dictionary and Thesaurus – strongly recommended

Stapler – strongly recommended

What You Can Expect From Me

My role as your instructor is to facilitate the learning process and offer assistance concerning resources for this course and the larger campus community. I will come to class prepared to respectfully engage your thoughts, ideas and suggestions. You can also expect me to assess your work in a timely manner, and provide careful and thoughtful feedback. You are, of course, entitled to discuss your assessment with me at any time. My classes are safe places where respect is a value that is present in nearly everything we do and how we communicate with each other. My classroom embraces our differences and will take advantage of our unique individual attributes, lifestyles, experiences and backgrounds. I will not tolerate any intentional disrespect towards any member in the classroom. No matter the religion, creed, sexual orientation/identity, socioeconomic background, native language or cultural practices and traditions, everyone has an important and equal role in our class, the learning process and the success we will obtain throughout the quarter!

Affirmation of inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

<http://bellevuecollege.edu/about/goals/inclusion.asp>

Course Description, Objectives and Learning Outcomes

Course Description

English 074 is designed to improve your college reading and writing skills for success in higher level English courses and general college coursework. Throughout the quarter, we will build more sophisticated vocabulary and develop critical thinking skills necessary for college level reading and writing.

For the **writing** portion of this course, we will focus on demystifying the writing process and building upon the skills you have already developed, including your ability to:

- organize information and ideas through reading, writing, and discussion
- master the writing process—from understanding your assignment, to outlining/pre-writing, to drafting and editing & revising (and re-revising!).
- demonstrate appropriate grammar, sentence structure, and usage, reflecting the mature thinking of a college student
- understand the impact of language in personal and academic settings and to recognize the effect that language has on readers and writers.

At the end of the quarter, successful students should be able to read with improved confidence and facility and write essays of at least 500 words with minimal mistakes. Our writing process will include discussion, brainstorming, rough drafts, peer edits and the final draft. All parts are essential to successful college writing.

For the **reading** portion of this course, we will concentrate on recognizing and understanding various forms of language and how to:

- Pick out important details for summarizing main ideas.
- Tell the difference between figurative and literal language.
- Demonstrate comprehension of a text and ability to interpret meaning.
- Develop reflective reading skills and the ability to self-assess.
- Differentiate between language used in personal, academic and public settings.
- Build vocabulary appropriate for our personal, academic and public lexicons.

Please note: English 074 is a college-level preparation course. It is possible to pass this class in one quarter, but many students require two quarters to improve their skills to college level.

Please be patient with the learning process.

English 072/080 Class Policy

Students must make their best effort to attend ALL scheduled class sessions.

Class participation: Regular attendance is required for active learning. Much of class time will be spent learning new skills or working as a group. Thus, it is impossible to “make up” a missed class. Attendance and active participation contribute considerably to the quality of this course and help us meet the course requirements and learning outcomes. Class participation is central to our process of practicing listening and communication skills, thinking critically and ethically about ideas and opinions of divergent perspectives, and sharpening self-reflexive, cooperative, and collaborative argumentation skills. Through this process we can construct informed, critical, cross-cultural analyses of reading, writing, and critical thinking. If you miss a class, it is your responsibility to contact me (david.kopp@bellevuecollege.edu) or one of your peers for any assignments you may have missed. Excessive tardiness or failure to participate in the work of the class is considered equivalent to an absence.

1. *Excess unexcused absences (more than 7) could result in a "no credit" or "F" grade for the course, meaning, you will need to re-take the course.* Do not interpret this policy to mean that you are entitled to "free" absences. You are expected to attend all class meetings.
2. *Arrive on time.* Because of group activities, you will hinder other student’s learning if you arrive late. A late arrival therefore *may* count as an unexcused absence; when late, confer with me to see if this will be the case.
3. *Coming to any class or meeting unprepared, and thus unable to participate, will count as an unexcused absence.*
4. *Submit assignments complete and on time*
5. Technology policy: Ipods, cell phones, laptops, etc. must be put away, turned off, and disregarded BEFORE class begins and during the class period. While these are instrumental tools outside of class, they distract from the purpose of this course, which focuses on reading, writing and pertinent class discussion among fellow students. Offending this policy will take credit away from your participation points.
6. I am here for YOU! Please ask for help when you need it and see me anytime if you have any concerns.

Student code

“Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at:

http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

Public Safety

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

- Please refer to the "Student Services and Support Areas" handout (attached!) for information regarding the DRC, TRIO, MCS, Student Programs, Academic Advising, Financial Aid, Counseling Center, etc. I will introduce you to a wide variety of campus resources that are here for you!

Values Conflicts

Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression that might conflict with one's personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends.

To this end, you may find that class requirements may include engaging certain materials, such as books, films, and art work, which may, in whole or in part, offend you. These materials are equivalent to required texts and are essential to the course content. If you decline to engage the required material by not reading, viewing, or performing material you consider offensive, you will still be required to meet class requirements in order to earn credit. This may require responding to the content of the material, and you may not be able to fully participate in required class discussions, exams, or assignments.

Grading

This is a credit/no credit course. You will not receive a letter grade. You can pass this class and not be recommended for English 092/093. Sometimes it takes two or three times in STEPS to achieve the skills you will need in English 092/093.

- Attendance: I will take attendance at the beginning of each hour. Be here. Be prepared and ready to work. If you are tardy, see me after class, so you can get credit for attending. If you do miss a class, check the calendar and keep up with the assignments. Check with another student about notes and/or other assignments. If you miss ten class hours, you may fail the class and not receive credit for the class. If you arrive late or leave early three times, that counts as one absence.
- Assignments: You will be writing at least four essays, ten response papers, four in class writes, and a variety of summary and responses to selected readings. You will be working on grammar and mechanics as well in one of our text books.
- Late Assignments: Turn in your assignments on time. Have your paper ready as a hard copy on the due date. Staple the final copy to your rough draft and your pre-writes. You

will lose ten points for each day your paper is late.

- **Class Participation:** This is a very important aspect of college classes. Demonstrate that you know what is going on in class by asking questions and sharing information and insights.
- Even when you receive credit for this class, it does not mean that you automatically move on to 092/093.

Bellevue College Student Services and Support Areas

Academic Success Center
425-564-2200

Go to: D204 Call:

The Academic Success Center can assist you in successfully completing your college courses. Students and professionals are hired to provide group, drop-in and one-to-one tutoring sessions. Tutoring is available in virtually any subject. The Math Lab and Writing Center are designed for you to succeed!

Advising Center
425-564- 2212

Go to: B231 2nd floor of student services Call:

Providing professional academic advice and educational planning to new and continuing students by providing the resources and planning tools to best develop a meaningful, sound educational plan to achieve their academic and life goals.

Career, Scholarship, and Women's Center
425-564-2279

Go to: 2nd floor of Student Services Call:

The Career Center provides comprehensive career resources for you at all stages of your academic and professional career. The Women's Center assists you (yes...both men and women) in reaching your academic and career goals and tapping into community resources and scholarships.

Counseling Center
425-564- 2212

Go to: 2nd floor of Student Services Call:

The Counseling Center supports your success by providing educational and career planning, academic counseling, and free short-term confidential personal counseling to any registered BCC student. The Center also offers credit classes under the Human Development curriculum to help you identify goals and learn effective decision-making skills for college and life success.

Disability Resource Center (DRC)
425-564-2498

Go to: B132 (1st floor of Student Services) Call:

In order to ensure student success, DRC provides accommodations (in the forms of equipment, additional time, note takers, etc.) for students with a documented disability. Appropriate accommodations are authorized when a student requests them after following the eligibility processes set by disability laws and college procedures. Part of the eligibility process includes the student submitting documentation of his/her disabling conditions(s).

Financial Aid Go to: B124 (1st floor of student services) Call: 425-564-2227

There are many ways in which you can fund your education! Financial aid is available in the form of grants, loans and student employment. Contact the Financial Aid Office for applications.

Library Media Center (LMC) Go to: D126 (library main entrance) Call: 425-564- 2252

The LMC offers excellent resource materials in print and electronic format. Librarians are always available to help you with search strategies and other research techniques to complement your class work.

Multi-Cultural Services (MCS) Go to: B233 (2nd floor of Student Services) Call: 425-564-2208

MCS provides academic and support services and advocacy for students of color, low-income students, first generation college students, students with disabilities, and veterans at BCC (example assistance for FAFSA).

Student Programs Go to: C212 (Above the Café) Call: 425-564- 6150

By enriching your student experience through leadership opportunities, personal learning and cultural experiences, Student Programs is committed to building a pluralistic and diverse campus community that fosters creativity, innovation and student success. We encourage you to get involved in campus life!

TRiO Go to: B234 (2nd floor of Student Services) Call: 425-564- 5745

TRiO services include study skills development, tutoring, advising, financial aid advising and assistance, a quiet study center and computer lab, a laptop lending program, and cultural and social activities. Stop by to meet the TRiO staff and to see if you qualify!