

## English 092—Developmental English, Item # 1024

Syllabus for Winter Quarter 2015  
Daily, 8:30 am – 9:20 pm, R-106C  
Main Campus, Bellevue College

**Instructor:** Catherine Berkenfield – please call me Catherine  
**Office location:** Building R-230-G  
**Office hours:** Daily 10:30-11:20 am; and by appointment  
**Phone number:** 425.564.2121



**Email:** [c.berkenfield@bellevuecollege.edu](mailto:c.berkenfield@bellevuecollege.edu); Email is the best way to reach me. I will do my best to respond to emails within 24 hours M-F

### Disability Resource Center:

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [asn@bellevuecollege.edu](mailto:asn@bellevuecollege.edu) or (425) 564-2764. ASN is located in the Library Media Center in D-125.

[www.bellevuecollege.edu/autismspectrumnavigators/](http://www.bellevuecollege.edu/autismspectrumnavigators/)

The DRC office is located in B-132 or you can call our reception desk at (425) 564-2498. Deaf students can reach the office by video phone at (425) 440-2025 or by TTY at (425) 564-4110.

Please visit the DRC website for application information into the program and other helpful links:

[www.bellevuecollege.edu/drc/](http://www.bellevuecollege.edu/drc/)

### Course description:

English 092 emphasizes advanced editing and critical thinking skills. Students learn to meet composition objectives by writing, revising, and editing essays in one class period and by analyzing their work from other classes.

**Prerequisite:** Placement by assessment

**Credits:** 5 credit hours

**Required materials—unless otherwise noted, you are expected to bring the following course materials with you every day:**

- **TEXTS:**

- **A *Writer's Reference*, any edition.** Diana Hacker and Nancy Sommers. Bedford/St. Martin's. ISBN for most recent edition: 978-0312601430
- **Other required readings** will be available on Canvas for download. Students are responsible for bringing those readings to class on the day they are scheduled for discussion.

- **A COLLEGE-LEVEL ENGLISH LANGUAGE DICTIONARY;** using a dictionary app on your PDA is approved
- **A DEDICATED COURSE FOLDER OR BINDER**
- **PEN, PENCIL & LINED PAPER**
- **ACCESS TO A BELLEVUE COLLEGE EMAIL ADDRESS** (<https://www.bellevuecollege.edu/netid/>)
- **ACCESS TO THE CANVAS LEARNING MANAGEMENT SYSTEM:** for communication with the instructor, checking grades, and printing other required course materials (<http://www.bellevuecollege.edu/canvas/>)

**After completing this class, English 092 students should be able to:**

- Use all stages of the writing process effectively
- Identify the needs of their audience
- Produce a substantive topic
- Create a unified, coherent, and well-developed piece of writing which consistently follows appropriate conventions of Standard English
- Use a variety of purposes for essay construction, such as analysis, exposition, and/or persuasion
- Demonstrate ability to recognize some strengths and weaknesses in their own writing, based on specified criteria



**Grading categories - VERY IMPORTANT!! YOU MUST KEEP EVERY SINGLE PIECE OF WRITING** that you do for this class carefully organized in a folder or binder. At the end of the quarter, you will be asked to turn in samples of your writing for the final grade, and so you must be able to locate and turn in the specific assignments that the instructor requests:

|                                     |                            |
|-------------------------------------|----------------------------|
| Group reading participation         | 30% of final grade         |
| Individual writing                  | 30% of final grade         |
| One-on-one meetings with instructor | 30% of final grade         |
| <u>Reflections on learning</u>      | <u>10% of final grade</u>  |
| <b>Total</b>                        | <b>100% of final grade</b> |

**Please note:** First, this course is a college-level course and you have the rights and responsibilities of a college student. Students who do not complete homework outside of class and turn it in on time cannot pass the class. If you are too busy with other schoolwork, employment, family obligations, health concerns, etc., to devote 1-3 hours per day to homework, I suggest taking this course during another quarter when you have more time resources. Second, this course is a “reading and writing” course and, therefore, requires extensive reading and writing from students. Students who do not wish to practice extensive reading and writing, should not take this course.

**English 092/101** is a combination course in which students will produce the work required of students in English 101—English Composition with additional support from their instructor and peers. Students who fail English 092 will not be able to pass English 101.

**Group reading participation** – This quarter, you will read college-level readings by expert writers. Students will apply read aloud, think aloud, and talk-to-the-text techniques to improve reading comprehension and critical thinking skills.

**Individual writing** – Throughout the quarter, I will ask you to submit homework and in-class assignments, including but not limited to: a writing autobiography, study habits assessment, time management/planning strategies, vocabulary development, reading responses, film questions, and short writing assignments. If the material seems difficult, you should visit with me early in the quarter for help.

**One-on-one meetings with instructor** – You will meet with me one-on-one before you turn in the final draft of each major essay for English 101.

**Reflections on learning** – About every other week, you will have a guided writing assignment that helps you to reflect on the content and process of your learning. At the end of the quarter, you will write me a letter describing your learning process, both areas where you are successful and areas you need to improve.

**Bellevue College grading scale:**

|    |           |    |                |
|----|-----------|----|----------------|
| A  | = 93-100% | C  | = 73-76%       |
| A- | = 90-92%  | C- | = 70-72%       |
| B+ | = 87-89%  | D+ | = 67-69%       |
| B  | = 83-86%  | D  | = 63-66%       |
| B- | = 80-82%  | D- | = 60-62%       |
| C+ | = 77-79%  | F  | = 59% or lower |

**What the Grades Mean:**

I will provide more detailed descriptions of grading criteria with each assignment, but as a general overview I have included a short description of each grade:

|     |                                                                                                                                                                                                          |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| “A” | Excels at the assignment’s expectations and shows mastery of course concepts. “A” work may contain a few trivial problematic issues but ultimately demonstrates above-average work.                      |
| “B” | Goes beyond the expectations for the assignment. “B” work develops above-average work but falls short of an “A” in one or more crucial areas.                                                            |
| “C” | Competently meets the requirements for the assignment. A “C” is reserved for work that is perfectly adequate but does not go above and beyond the requirements for the assignment.                       |
| “D” | Shows some attempt to meet requirements but fails. “D” work may head in the direction of competence, but needs significant work before the student has shown his/her understanding of the core concepts. |
| “F” | Fails to meet any of the assignment’s requirements. The expectations for the assignment simply are not present or addressed.                                                                             |

**Course and College Policies:**

**Examples of unacceptable classroom behavior:** On a college campus, everyone deserves the opportunity to study and learn in a safe environment and to be treated with courtesy and

respect. Therefore, any conduct that prevents the instructor from teaching, and/or prevents students from learning is prohibited. If you do not behave in a way that is appropriate for maintaining a learning environment, I will ask you to leave the class. Some examples of unacceptable behaviors include: excessive absences, arriving late or leaving early without speaking to the instructor, texting or using devices for personal activities, talking while others are trying to listen to the instructor or their team members, talking during student presentations, sleeping in class, doing homework for other classes in class, having electronic devices “go off,” inappropriate comments or gestures, and harassment that affects other students’ ability to learn or the instructor’s ability to teach. The Arts & Humanities Division recognizes the judgment of individual instructors in these matters.

**Cell phone use, texting, and other electronic devices:** Please silence your phone when you come into the classroom. There is no excuse for texting in the classroom. Cell phone and electronic devices in the classroom are a privilege and not a right. I will warn you once and ask you to leave class for the day the second time. This will be counted as an absence. Using electronic devices - such as a laptop computer, language dictionary, translation application, or a Kindle device - in class is permitted if the device is used to support learning in English 092. Headphones are never allowed without explicit permission.

**Plagiarism:** I use the Turn-It In program to assess “plagiarized” content in student essays. If you have “any” questions about “responsible citation,” ask me early and ask me often. I am always willing to discuss these questions if you ask them in a timely manner. Plagiarism, or academic dishonesty, is the act of using another writer’s words or ideas as your own. According to the Arts & Humanities Division, plagiarism:

...may take many forms, including, but not limited to, using a paper written by someone else, using printed sources word-for-word without proper documentation, and paraphrasing or summarizing the ideas of others without acknowledging the source. Plagiarism can also occur when non-written ideas are taken without documentation--using someone else’s design or performance idea, for example. In short, plagiarism is passing off someone else’s ideas, words, or images as your own; it amounts to intellectual theft--whether or not it was your intention to steal. Bellevue College instructors have access to commercial plagiarism detection software, so please be advised that any work you submit may be tested for plagiarism.

If you are proved guilty of academic dishonesty (plagiarism), you will fail the assignment. If you are caught plagiarizing again in the same quarter, you will fail the class.

As your teacher, I take responsibility for teaching you what you need to know about plagiarism to be successful in this course. If I have concerns about your work in an earlier draft form, I will discuss the issues with you. I will show you how to revise your work so that you can use other people’s ideas while giving them credit.

**Attendance policy:** I will pass around an attendance sheet at the beginning of every class. If you are not here when the sheet goes around, you may be counted as absent. The BC Arts & Humanities Division’s policy regarding absence says that any student missing more than twenty percent of total class time for a course may receive an “F” grade for the course. This class meets 5 days a week for a total of 51 meetings, **so any student missing 10 or more class meetings will automatically receive a failing grade.**

I understand that students frequently have good personal and professional reasons for missing class. However, from the perspective of our English 092 learning community, the English Department, Bellevue College, the Northwest Commission on Colleges and Universities, the Council for Higher Education Accreditation and the U.S. Department of Education, your absence means you have not participated in the required quantity of classroom instruction to demonstrate the course outcomes. It is unethical, unprofessional, and unfair for an instructor to pass a student who has not attended 80% of class meetings.

**Workload and regular deadlines:** This course is fast-paced and you can expect to spend 2-3 hours outside of class for every hour spent in class. For shorter assignments, you may be asked to turn them in at the end of class, at the beginning of the following class period, or at the end of the week.

**Extra credit policy:** Extra credit work will be assigned at the instructor's discretion in order to benefit the class as a whole. Individual extra credit work **WILL NOT** be assigned.

**Tutoring and study skills development:** Please do not hesitate to call on me during office hours if there is anything about the course you wish to discuss or need assistance with. It is my job to be here for you but it is also always a pleasure to get to know you and work with you to form and meet your academic goals. I hope you will seek me out prior to seeking other assistance.

However, if you feel you would benefit from ongoing tutoring or other academic assistance for this or any class at Bellevue College, please contact the Academic Success Center located in Building D – 204. Phone: 425.564.2200.

Bellevue College offers a variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting:

<http://www.bellevuecollege.edu/ir/>

**I look forward to a great quarter and welcome your feedback at any time!!!**

#### **Tips for Student Success:**

1. Understand the syllabus.
2. Attend class daily and manage your study time.
3. Come to class prepared to listen and to participate.
4. Always bring your books, paper, pen or pencil, course folder, and homework.
5. Understand you will have to share your writing with other students.
6. Figure out what help you need during the quarter and explore what Bellevue College has to offer. Ask your advisor or your instructors for help.
7. Talk with your instructor as soon as you have a problem.
8. Use your textbook and other resources MORE than is required for the course.
9. Hold on to all your work!
10. Reading and writing are complex skills that takes time to develop. With practice and care, we all can become stronger readers and writers. Be gentle with yourself!
11. Be kind to your fellow students and your instructor. We are all in this together and having a positive attitude inspires all of us to do our best work.

## Statement of Student Responsibility

I have read through the syllabus for Catherine Berkenfield's course English 092— Developmental English course. I understand that the syllabus represents a contract between me as a student, Catherine as an instructor, the English Department, the Arts & Humanities Division, and Bellevue College as an institution. The syllabus lays out the rights and responsibilities for me and my instructor, and I know that I can rely on the document if some problem arises in class. I know that I should speak with my instructor first and, if she cannot answer my questions or address my concerns, she will provide contact information for someone else in the English Department or the Arts & Humanities Division who can assist me.

In particular, **I understand that if I miss more than ten class meetings during winter quarter of 2015, I will automatically fail English 092.** I also understand that missing any number of class meetings will affect my final grade.

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

