

English 093 Syllabus

Item #1043 Winter 2015

Instructor: Dr. Gordon Leighton
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 Phone: 425-564-6168
 Office location: R230E
 Office Hours: M-F 9:30-10:20 and by appointment

*I do not routinely check e-mail after hours, so allow at least one working day for a reply. I do not reply to e-mails written in shorthand, since this a course in standard English. (10SNE1, for example, should be written as "Tennis, anyone?")

Course Information

▪ Course Outcomes

Read and Think Critically	Compose	Revise	Editing
Demonstrate ability to make reading connections in writing	Develop own writing process based on exposure to various established methods	Develop self-editing and/or error recognition skill	Use correct Word Forms
Uses appropriate college level vocabulary and academic language	Narrow scope of a topic for the purpose of development	Improve the ability to respond to critique from teachers and peers	Use basic verb tenses and forms appropriately
Summarize accurately	Create organized, unified, well-developed text	Improve the ability to critique their own work and others	Use correct suffixes to signal verbs, nouns, adjectives, and adverbs
Demonstrate an awareness of themselves as learners of Academic Language	Use a variety of writing strategies including but not limited to description, narration, illustration, comparison, contrast and analysis	Identify and break habits that detracts from effective writing	Use accurate subject verb agreement
Actively participate in discussions concerning the interpretations of texts			Improve sentence structure and variety; recognizes and avoid fragments and run-ons
Reflect, evaluate and draw conclusions about texts			Improve ability to write concise sentences
			Use correct punctuation and mechanics

How Outcomes Will be Met

Students will be given the opportunity to write regularly in and out of class and will receive feedback promptly. Students will view films and hear discussions on the writing process and the conventions of academic writing. Students will be given opportunity to learn to correct the most common errors in college writing. Students will be given the opportunity to revise and correct their own writing and the writing of others.

▪ Grading

Course will be graded as follows:

75% Papers 1-5 (15% each) Late papers are downgraded one letter per day and will receive "F" after one week.
25% Participation: This is a subjective element of the grade. See below for explanation.

Papers must be in proper form to receive credit. Rewriting papers after grading is not allowed unless we make special arrangements well in advance of the due date.

Participation

Participation is a key element of any course. Please note that excessive absence will result in a grade of "F," **no matter what you have been receiving for grades on the work you have completed.**

This portion of the grade is necessarily subjective. I will start with a base grade calculated from attendance alone, and then adjust up or down from there:

1-3 absences	A range
4-6 absences	B range
7-9 absences	C range
10 absences	D
over 10 absences	F for the course, not just for participation

If, for any reason, I decide not to fail you if you go over ten absences, the participation portion of the course will be "F." Please do not give me any excuses for absence. I will always assume that you are absent for a very good reason. But remember that in the end, an absence equals an outcome of zero. If you know in advance that you cannot come to class regularly, it is best you drop early and sign up for an online course, which may better suit your schedule.

Some factors that enable me to give a higher grade than the base:

- good quality comments in class
- use of office hours/ Writing Lab/other support when needed
- good note-taking
- excellent in-class work not formally graded (quizzes, in-class writing, etc.)
- attendance at all writing groups with substantial drafts

Some factors that cause lowering of the base grade:

- disruptive behavior* in class, especially phones**, entrances and exits during class time, talking, use of earphones, use of computers for non-class work, other behaviors mentioned in the Arts and Humanities guidelines. "Professionalism in the Classroom," posted on the class website, also outlines class expectations.
- late arrival or early departure

- poor/no note-taking
- doing other homework in my class
- missed writing groups or short, insubstantial drafts

*If disruptive behavior occurs and continues after I speak to you, expect to be sent to talk with the Dean of Students, who may place you on academic probation or take other steps to remove you from the class.

**I regularly receive comments that ringing phones annoy and distract my students. Please disable all phones or other communication devices in my class. If you have a genuine emergency (impending birth or death in the family, for example) see me in advance, and we can make arrangements for you to be accessible.

▪ Books and Materials Required

Buscemi: *75 Readings, 12th edition* (Not *75 Readings Plus* or any of the other 11 editions!)

Classroom Learning Atmosphere

▪ Instructor's Expectation

Professionalism in the Classroom

Any professional situation requires that we treat one another with dignity and respect, as is required by the BCC Affirmation of Inclusion. Each class session should be treated as a professional appointment that requires your complete attention and presence for the full time.

In my classes I require that you observe the following professional courtesies:

1. Please arrive on time every day with the appropriate texts and materials and stay for the entire class. Late arrivals or early departures cause disruptions that are unacceptable to your colleagues. Please do not come to class if you can't arrive on time (within 2-3 minutes); the latest arrivals should sit near the door so that disruption is kept to a minimum.
2. **If you intend to use any electronic devices—computers, phones, cameras, recorders, translation devices, etc.—you must see me in advance and get my approval.** Please turn off all cell phones, beepers, and other noisemakers. I get more student complaints about phones than about anything else. Even a phone in silent mode causes distraction if you have to stop, find the phone, and check the message. If you have an emergency and need to be available by phone, please arrange a special accommodation with me in advance.
3. Text-messaging, surfing the net, listening to music, etc., are all signs that you are not giving the class your full attention. Please avoid all such distractions in my class. Others are trying to concentrate, and someone playing with toys is a disruption.
4. Talking, passing notes, or other grade-school behaviors send very bad signals to your colleagues and should not occur in my classroom.
5. Please be courteous to those asking questions. What may seem a trivial question to you may be the one small point that keeps someone else from understanding the whole picture. Remember that there is only one stupid question: "I wasn't here yesterday—did we do anything?"
6. Review the Arts and Humanities sheet on student expectations. This document is a part of my syllabus.
7. It is not a student's right to sleep in class. I will wake you and ask you to leave.
8. I reserve the right to count partial classes (late arrival, unauthorized breaks, or early departures) as absences.

9. Failure to maintain professionalism will result in a lowered participation grade.

If disruptive behavior occurs, I will ask you to stop it. Second offences will be reported to the Dean of Students, who may take further action that can lead to your permanent removal from the classroom.

▪ 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>

▪ Division Statements

The Arts and Humanities Division has adopted the following statements, which are a part of this syllabus. Please read and follow them:

<http://bellevuecollege.edu/artshum/policy.html>

<http://bellevuecollege.edu/artshum/AHGdlns-StdntGrwth.htm>

You are also required to read and follow the Writing Lab statement on avoiding plagiarism:

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You are also required to read and follow the Writing Lab statement on avoiding plagiarism:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

All instances of Plagiarism will be reported to the Dean for further action. Plagiarised papers will receive the grade of "F" without possibility of rewrite.

▪ Student Code of Conduct and Academic Integrity

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 Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: <http://www.bellevuecollege.edu/policies/id-2050/>

Note: BC subscribes to a plagiarism-checking service, and all papers are subject to being checked.

Important Links

▪ Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: <https://www.bellevuecollege.edu/netid/>.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the <http://depts.bellevuecollege.edu/helpdesk/students/>

▪ Disability Resource Center (DRC)

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 or 425.564.2764. ASN is located in the Library Media Center in D125. www.bellevuecollege.edu/autismspectrumnavigators/

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

▪ Public Safety

Public Safety and Emergencies

Public Safety is located in the K building and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at <http://www.bellevuecollege.edu/alerts/?ref=footer>

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these two rules:

- 1) Take directions from those in charge of the response** -We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.

▪ Final Exam Schedule

There will be exit conferences as scheduled instead of a final exam.

▪ Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - <http://www.bellevuecollege.edu/enrollment/deadlines/> . On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - <http://www.bellevuecollege.edu/enrollment/holidays/> This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

▪ Additional Information

Success in college depends on three important things:

1. You must come to class regularly.
2. You must participate fully and do all the work assigned.
3. You must engage fully and take responsibility for your learning.

If you do these three things, you will improve tremendously. Always remember I am on your side, so use my office hours as needed if you have questions or need help.

Student Concern

Should you have concerns about any aspect of the class, I encourage you to come to me with them. If for any reason you don't feel comfortable raising your concerns with me, the usual next step would be to speak with the program chair, Steve Yarborough. You can also refer concerns about this class to the Arts and Humanities Division Dean, Maggie Harada (maggie.harada@bellevuecollege.edu) or the Assistant Dean, Scott Bessho (scott.bessho@bellevuecollege.edu) in the Arts and Humanities division office (R230). An additional resource for concerns you find aren't being addressed by faculty or administration is the Ombuds Office (<http://www.bellevuecollege.edu/ombuds/default.html>).

Daily Calendar

Have readings done on the day they are listed. Readings are from *75 Readings, 12th Edition*, and are listed by author's last name and page numbers. This calendar is tentative and subject to changes I may make in class. Expect in-class writings at any time.

January 2015

5 Introduction and syllabus; Paper #1 assigned and discussed	6 20 Common Errors	7 Orwell 1-8 Hughes 8-11	8 Useful grammar sites Film: <i>Plagiarism2.0: Ethics in the Digital Age</i>	9 Lab All of our Friday classes meet in The Writing Lab D204
12 Gansberg	13 Angelou	14 Grammar:	15 Tuchman	16 Lab: Using

19-23	11-16	Sentence Connection	23-39	Turnitin Read "How to Turnitin"
19 No Classes	22 Paper #1 due Paper #2 assigned and discussed	21 Baldwin 39-42 Clues to tone	22 Didion 49-52 In-class writing on tone	23 Lab
26 Cofer 52-58	27 Parker 86-90	28 Goodman 90-92	29 Epstein 96-100	30 Lab

February 2015

2 Paper #2 due Paper #3 assigned and discussed	3 Rodriguez 103-109	4 Sheehy 110-118	5 Conferences in my office	6 No Classes
9 Noda 118-127	10 Viorst 127-132	11 Lutz 132-138	12 Sante 138-143 Paper #4 assigned and discussed	13 Lab
16 No Classes	17 Paper #3 due Catton 146-150	18 Workshop: Time Management (Reading posted)	19 Logical Fallacies	20 Lab
23 Plato	24 In-class writing	25 Paper #5	26 Workshop:	27 Lab

256-260 film	on Plato	assigned and discussed	Stress management (Reading posted)	
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March 2015

2 Paper #4 due Mukherjee 158-162 film	3 In-class writing on Mukherjee	4 Workshop: Personal Responsibility (Reading posted)	5 Conferences in my Office	6 Lab
9 Davies 170-173	10 Twain 150-151	11 Sanders 151-156	12 Miner 260-266	13 Lab
16 Paper #5 due Meyer 213-220	17 Meyer continued	18 Eiseley 266-269 In-class writing	19 Gould 349-358	20 Lab Final Writing Sample
23 Final Conferences in my office by appointment this week	24	25 (Last day of the quarter)		

