Course Syllabus

English 1B, Spring 2014

Reading, Writing, and Critical Thinking About Literature

Course Description: Introduction to the major imaginative genres of poetry, drama, and fiction. Students will write eight to ten thousand words in expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking.

Objectives: Upon successful completion of this course, students will be able to:

- Construct syntactically mature and grammatically sound prose.
- Demonstrate an understanding of purpose and audience in reading and writing.
- Exhibit the ability to analyze and respond critically to college-level texts.
- Integrate textual material using standard MLA format.
- Write effectively organized text-based expository essays.

Prerequisites: Completion of English 1A.

Books and Materials:

Required:
- The Science Fiction Hall of Fame, V1 by Robert Silverberg (ISBN: 9780765305374)
- Other public-domain course materials will be accessed for free on the web

Note: While e-book versions of texts can be useful for various critical activities, I only recommend them as supplements to print versions and not as replacements especially since they may not be accessed in the classroom.

Course Work:

- Critical essays on the major literary genres totaling eight to ten thousand words, employing methods of literary analysis and skills of critical thinking
- One small-group oral presentation
- homework and in-class assignments, including short writing assignments and exercises designed to help you develop your critical thinking, writing, and reading
- exams on literary genres, terms, history, and theory
- regular participation in class activities
III. Policies

Grading: Your final grade in the course will be an average of the following grades, with each one weighted according to the following percentages:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>75%</td>
</tr>
<tr>
<td>Participation</td>
<td>5%</td>
</tr>
<tr>
<td>Exams, Homework</td>
<td>20%</td>
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Essays are graded A, B, C, and NP (not passing). To pass this class for transfer, you must complete all essays with a C or higher, and you must have an overall grade average of a C or better.

Required Revisions: If essays up to but not including the final essay are graded less than a C, you must revise them to earn a passing C. Revisions must also be taken to the Writing Center for tutorial review. The final essay may not be revised. The final exam must also be taken to pass the course. Failure to meet these requirements will result in a grade of F.

Optional Revisions: Rewriting is an excellent way to improve your writing, so two essays handed in on time and graded C or better may be revised. If you think you might want to do a revision you must meet with me within one week of getting the essay back. During that meeting we will determine a due date for the revision (usually one week from our conference). These essays revisions must be taken to the Writing Lab for tutorial review. Your essay grade will be the grade earned on the revision (not an average). Revising does not guarantee a higher grade, so be certain you understand what improvements should be made.

Late Work: Essays are due at the beginning of class on the assigned due date. After that, late essays will be marked down one grade level per day they are late. Late essays may not be revised for an improved grade. Please speak to me in advance if you know of a conflict with an essay due date so we can make special arrangements.

Homework and in-class assignments may not be turned in late unless you have made previous arrangements with me. Missing a class does not excuse you from turning in or completing assignments or essays.

Attendance Regulations: Students are required to attend the first class meeting of each class in which they register. If they cannot attend, they should notify the instructor in advance. Without prior notification, they may be dropped by the instructor and a waiting student admitted in their place.

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. When repeated absences place a student’s success in jeopardy, the instructor may drop the student from class.

In all cases it is the instructor’s prerogative to determine when absences are excessive. An instructor has the right to drop a student from class when such absences jeopardize the student’s opportunity to successfully complete the class work or to benefit from the instruction. Therefore, I will drop students who miss more than 6 classes.

Attendance means non-attendance and includes non-attendance for illness or personal emergency. Absences due to a student’s participation in a school-sponsored activity are to be considered as excused absences, but it is the student’s responsibility to notify the instructor in advance of the absence, and the student is responsible for all work missed. It is noted again that it is the instructor’s prerogative to determine when such absences are excessive.
Similarly, tardiness will not be tolerated. If you arrive late (after roll is taken), each two late arrivals will count as an absence and I will address this issue accordingly.

**Class Conduct:** disruptive behavior will lead to disciplinary action that could lead to removal from the course and further actions under the CCSF Rules of Student Conduct Item #1, which defines such actions as “Continued disruptive behavior, continued willful noncompliance, willful and persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of, District personnel or officials acting in the performance of their duties;”

Use of electronic devices (i.e. laptops, cell phones, smart phones, e-readers, etc) is not allowed in my classroom (unless specifically approved by DSPS) and will be considered disruptive behavior and may lead to disciplinary action by the College. If you use such a device in class, you will be given the choice of surrendering the device for the duration of the class or leaving the classroom for the day.

**Students with Disabilities:** If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Disabled Students Programs and Services (DSPS) for assistance. The DSPS is located in Rosenberg Library - R323. For more information, please contact at:
- (415) 452-5481 Voice - Ocean campus
- (415) 452-5451 TDD (for persons who are deaf) - Ocean campus
- (415) 452-5565 FAX (except for exams)

Confidentiality. Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA). Please understand confidentiality and do not identify the person or their disability information to other students.

**CCSF Plagiarism and Cheating Policy:** CCSF Rules of Student Conduct Item #3 prohibits: Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own

**Definitions:** “Cheating” refers to unauthorized help on an assignment, quiz, or examination as follows: (1) a student must not receive from any other student or give to any other student any information, answers, or help during an exam; (2) a student must not use unauthorized sources for answers during an exam, must not take notes or books to the exam when such aids are forbidden, and must not refer to any book or notes while taking the exam unless the instructor indicates it is an “open book” exam; and (3) a student must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

“Plagiarism” means submitting work that is someone else’s as one’s own. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else’s, and not one’s own, is plagiarism. If a student copies an author’s words exactly, he or she should treat the passage as a direct quotation and supply the appropriate citation. If someone else’s ideas are used, even if it is paraphrased, appropriate credit should be given. Lastly, a student commits plagiarism when a term paper is purchased and/or submitted which he or she did not write.

**Student Responsibilities:** Students are expected to complete assignments to the best of their ability without resorting to cheating or plagiarizing, as defined above.
Sanctions: Among academic sanctions an instructor may choose to utilize are the following:

1. Warn the student, if the infraction is not intentional or flagrant, that any future violation will be dealt with in a more severe manner.
2. Assign the student an "F" grade (no credit) on that exam or assignment. Students should also be warned that a more serious sanction will be applied should another violation occur in the future.

Disciplinary sanctions for the above offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty; disciplinary probation. See https://www.ccsf.edu/dam/Organizational_Assets/Department/forms/rules_of_student_conduct.pdf for complete regulations.
Student Information & Syllabus Acceptance

**Basic Info**
Course Number and section:
Name:

**Schedule**
Do you have a job?
If so, how many hours a week?
How many units are you enrolled in this term (including this class)?
What other classes are you taking?
How many hours a week can you realistically give to this class this semester?

**Languages**
What language(s) do you speak at home with your family?
If your first language is not English, at what age did you begin learning it?
How often do you read each week (hrs)?
What types of texts do you enjoy reading (fiction, non-fiction, magazines, etc)?

**Writing**
What do you think are the strongest aspects of your writing?
Other than grammar, what are the weakest aspects?
Please list all previous college-level English courses including semester, grade received, and instructor:
Is there anything I should know about you that will help me work with you more effectively? (Please include any topics discussed with previous writing instructors).
Finally, briefly provide the reason(s) you chose this English course:

Please sign below to show that you agree to the following: I have read the syllabus and understand the course requirements and policies for this English course and accept the conditions.
Student Signature (for online submissions you may type your name):
Date: