

FULLERTON COLLEGE – FALL 2007
Course Syllabus for

ENGL 100 F: COLLEGE WRITING

Section 12750
Tuesday/Thursday: 8:00 AM–10:20 AM
Room AN-120

Instructor

Cecilia L. Palmer
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Class Web Resource: <http://staffwww.fullcoll.edu/cpalmer1/>

Prerequisites for Course

Recommended score on the English Placement Test, *or*
Credit in ENGL 60 F, *or*
Credit in ESL 186 F
Advisory: The English Dept. recommends concurrent enrollment in READ 142 F.

Course Description

This is a college level course in composition designed to develop reading, critical thinking, and writing strategies necessary for academic success. The emphasis is on reading and writing expository essays. The course includes research and documentation skills. Transfer: CSU, UC Credit Limitation.

Required Textbook

Kennedy, Kennedy, and Holladay. *The Bedford Guide for College Writers*, 7th ed.
Bedford/St. Martin's, 2004.
ISBN 0-312-41252-5 (paperbound)
Cost: \$69 (new) or \$55.20 (used)

Recommended Textbook

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 6th ed.
The Modern Language Association of America, 2003.
ISBN: 9780873529860 (paperback)
Cost: \$17.50 (new) or \$13.30 (used)

Course Objectives

Upon successful completion of this course, the student will be able to compile and develop well-organized and concisely written essays on varied topics and in varied formats. The student will learn to conduct effective research utilizing online and printed materials and to prepare outlines, essays, and research papers based on the results of such investigation. This includes selection of topics, development of thesis statements, identification of relevant resource materials, and documentation and citation of sources utilized in the student's essays and research paper.

Humanities Division Student Learning Outcomes

Students completing courses or programs in the Humanities Division will be able to:

- Use language skills effectively in reading, writing, listening, or speaking to achieve personal, academic, or vocational goals.
- Use critical thinking skills to examine information, events, and ideas from a broader perspective.
- Recognize the significance of language and culture in human experience.
- Apply principles of academic honesty and integrity.
- Work cooperatively and collaboratively with others.
- Use campus and/or community resources to participate actively in their own education.

Class Web Resource

The class web resource provides calendars of reading assignments, due dates for essays, and information about changes to the class schedule. All class documents, including this syllabus, are posted on the web resource when they are distributed to the class, so students may retrieve copies of class handouts or assignment sheets they may have missed due to absence. Also provided on the web resource are links to helpful websites, including the student companion site for the required textbook.

Course Requirements

During the semester, the student will be required to prepare five written essays (one of which will constitute the final examination) and one in-depth research paper. Papers will be due in accordance with the calendar contained in this syllabus and on the class web resource. In addition, students must participate in classroom discussions and written exercises designed to build the students' writing skills.

Grading

Each written essay, including the final examination, will be worth up to ten points, depending upon its form and quality. The research paper will be worth up to thirty points. Students may

earn up to twenty points for classroom participation, as determined at the sole discretion of the instructor. Classroom participation includes attendance, in-class writing projects, and discussions about assigned readings, grammar issues, and writing styles. Students will receive a semester grade based on the total number of points earned. The specific grading scale is set forth below:

A	92-100 points
B	82-91 points
C	72-81 points
D	62-71 points
F	below 62 points

Students will have options for earning extra credit to improve grades and to make up for points missed due to absences or late essays. The instructor must approve all extra credit assignments in advance.

Essay and Research Paper Due Dates

The due dates for written assignments, which will constitute 80% of the semester grade in this class, are as follows:

Thursday, September 20, 2007	Essay #1 due
Thursday, October 4, 2007	Essay #2 due
Thursday, October 18, 2007	Essay #3 due
Thursday, November 1, 2007	Essay #4 due
Tuesday, November 27, 2007	Research paper due
Thursday, December 6, 2007	Final examination – Essay #5 in class

In addition, during midterm consultations on October 23, 2007, students will write an in-class essay worth up to five points of extra credit.

Guideline for Essays

Except for the final examination (which will be written in the classroom), essays and the research paper must be typed using a standard font (Times New Roman or Arial, 10 or 12-point) and double-spaced on 8-1/2" x 11" paper with 1" margins all around. Essays must be three to four pages in length, and the research paper must be at least eight pages in length, exclusive of the bibliography or list of works cited and title pages.

At least two weeks in advance of the due date of an essay (other than the final examination), and at least one month in advance of the due date for the research paper, students will receive an "Assignment Sheet," which will also be posted on the class web resource. The Assignment Sheet will contain specific instructions as to type of essay to be prepared, what kind and how many outside references may be required, and what criteria the essay must meet to earn a specific number of points. In general, except for the final examination, students may choose the topics for their essays within the guidelines provided; however, the assignment document will provide sample topics from which the student may choose to select a theme.

Essays are due on the dates shown in this syllabus. Students will lose one point per week for a late essay. For example, if two weeks after the due date a student turns in an essay which would otherwise have been an “A” paper (and thus worth ten points), the student will receive only eight points for that essay.

Emergency Procedures

In the event of an emergency, students may be asked to evacuate the classroom and to reassemble in an adjoining, safe area. Should this happen, students should collect all personal belongings quickly (if it is safe to do so) and follow the instructor’s directions to an assembly area in which to wait while the emergency is ongoing. Please take note of the safety features in and close to the classroom and study the posted evacuation route. The most direct route of egress may not be the safest because of the existence of roofing tiles or other potentially hazardous conditions. Similarly, running out of the building can also be dangerous during severe earthquakes. During strong quakes, the recommended response is to duck, cover, and hold until the shaking stops. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

Excessive Absence

Instructor reserves the right to drop any student from the class for excessive absence, which is defined for this purpose as (i) more than three absences in succession without contacting the instructor to explain the cause, or (ii) more than five absences during the semester.

Note that the last day to drop this class without receiving a “W” is September 18, 2007; the last day to drop the class with a “W” is November 8, 2007. Students who continue to be enrolled in the class from and after November 8, 2007, will receive a letter grade based on their performance.

Student Conduct and Classroom Decorum

Please respect your fellow students by arriving on time to class; turning off cell phones, pagers, and other electronic devices; participating in classroom discussions and written exercises; and cooperating in groups or peer reviews when required. If you must leave the class (or join it) during a lecture or discussion period, please do so quietly and quickly in a manner designed to cause as little disruption as possible. Additionally, please adhere to the school’s policy on eating and drinking in the classroom.

FAILURE TO COMPLY WITH ANY OF THE CLASSROOM CONDUCT REQUIREMENTS MAY RESULT IN A LOSS OF CLASS PARTICIPATION POINTS AT THE SOLE DISCRETION OF THE INSTRUCTOR.

If, due to unforeseen emergencies, the instructor does not arrive at the scheduled start time for class, students are to wait for fifteen minutes (unless otherwise notified by the division). If they do not receive notification to wait for their instructor to arrive, after fifteen minutes the students may leave with no penalty for absence or assigned work due for that class meeting.

Academic Honesty and Other Policies

Please read the attached policy on Academic Honesty copied directly from the current *Fullerton College Catalog*. The *Fullerton College Catalog* and the *Class Schedule* contain a number of policies relating to students that are important to you. Please be sure that you have read these publications thoroughly. You may purchase copies of these publications at the campus bookstore, or you may read them online at the Fullerton College website at www.fullcoll.edu.

ADA Statement

Fullerton College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. The Disability Support Services office functions as a resource for students and faculty in the determination and provision of educational accommodations.

Turnitin.com Statement

In its commitment to academic honesty and accurate assessment of student work, Fullerton College uses Turnitin.com to prevent and detect plagiarism.

This instructor reserves the right to submit student assignments to Turnitin.com to check for similarities between student submissions and the internet, various research databases, and the Turnitin.com database of previous student submissions. Furthermore, this instructor may also submit essays to other instructors seeking plagiarism matches.

Students may be required to electronically submit their written work to the instructor or to Turnitin.com, and by taking this course, students agree that all assignments are subject to plagiarism detection processes and plagiarism penalties.

Assignments submitted to Turnitin.com by the student or instructor will become part of their database and will be used for plagiarism prevention and detection. Student papers, however, will remain the intellectual property of the author.

College Policies and Rules

Academic Honesty

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as
 - A. stealing or passing off as one's own the ideas or words of another, or
 - B. using a creative production without crediting the source.

The following cases constitute plagiarism:

- paraphrasing published material without acknowledging the source,
- making significant use of an idea or a particular arrangement of ideas, e.g., outlines,
- writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment, or
- submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as
 - A. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
 - B. misreporting or altering the data in laboratory or research projects involving the collection of data.
3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); assign an "F" on all or part of a particular paper, project, or exam (for example, where it was felt that it was a one-time occurrence); or assign an "F" in the course (as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme).

2. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

See Student Conduct for additional information.