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| Southeast Community College |
| Course Information Packet |
| **College English Studies**  **ENGL0999-LN01** |
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| **Phip Ross** |
| **Spring 2013** |
| **April 1, 2013 – June 10 18, 2013**  **5:30 PM-8:55 PM**  **Mondays & Wednesdays**  **PROGRAM MISSION STATEMENT:**  The mission of the Southeast Community College English Department is to build literacy. We are dedicated to teaching students to become effective readers, writers, and critical thinkers. We encourage students, through the practice and study of writing, to become active citizens of a diverse, technological, 21st century world. |

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COURSE Information  
ENGL0999 – College English Studies

# Welcome!

Welcome to College English Studies! You are part of a very special group of students who have the opportunity to reach your academic and career goals more quickly.

College English Studies is an accelerated English course designed to help you develop your reading, writing, thinking, and technological skills in preparation for college-level courses. What does *accelerated* mean? The bottom line is this – by taking this class, you have the opportunity to save yourself up to four quarters of time in English classes, depending on what level you tested into English (*see chart below*). That is one year of time and several hundreds of dollars of tuition money, right? It sounds like a good deal – and it is! However, I want to be completely up front with you – **this class will be a lot of work**! It will not be “*easy*,” but I promise to provide you with the support and information you will need to succeed. For your part, you must be committed to completing all in-class and out-of-class homework and activities to obtain mastery of the objectives listed in the course syllabus.

Your enrollment in this class is a one-time option. No course repeats are available. If you successfully complete this class, you will be eligible to enroll in Composition I (ENGL1010) next quarter. If you do not successfully complete this class, you will return to a traditional sequence of English classes according to you placement on the Compass test.

As you read through the syllabus and policies that follow this welcome message, remember that my goal is fairly simple: **to help you prepare for success in college-level courses**. I will push you to be the very best writer, reader, and thinker you can be, no matter where you are starting from. Once you successfully finish this course, you should be prepared for the writing required in Comp 1 and in your other academic courses. If you work hard, read carefully, complete your assignments on time, and trust me, you will be well on your way to achieving your academic and career goals.

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| **Traditional Foundations Sequence** | | **Acceleration** |
| **Reading** | **Writing** | **College English Studies** |
|  | ENGL0845 Language Skills I | ENGL0999 College English Studies |
| ENGL0850 Reading Strategies I | ENGL0846 Language Skills II |
| ENGL0880 Reading Strategies II | ENGL0950 Beginning Writing |
| ENGL0900 Reading Brushup | ENGL0980 Intermediate Writing |
| **Time: 1-3 quarters**  **Tuition\*: $102 - $561** | **Time: 1-4 quarters**  **Cost: $230-765** | **Time: 1 quarter**  **Cost: $383** |
| **Combined Reading and Writing Time: Time: 1-4 quarters**  **Combined Reading and Writing Cost: $255 - $1,326** | |

*\*Tuition rates calculated on Nebraska Resident tuition cost of $51/credit hour*

# How to Contact Your Instructor: Phip ross

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## Office Hours

In Person Office Hours:

**Mondays and Wednesdays 2:30 PM – 3:30 PM Room V-05**

**Tuesdays and Thursdays 11AM-12PM Room V-05**

I am always willing to meet students in person *during office hours* without an appointment. Feel free to just drop by. If my office hours do not coincide with a time when you can meet, please call me or send me an email to request an appointment.

I am located on the Lincoln campus (8800 O Street) in Room V-05.

## By Email or Moodle Messaging

I check my email at least twice a day, but am less available on weekends.

## By Phone

PHONE:   
TOLL FREE:

# How Your Instructor Will contact you

I often send out reminders and clarifying information through Moodle and email. Please be sure to check your SCC email account (webadvisorusername@live.southeast.edu) as well as your personal account at least every other day.

# Books and Materials

Bring the following books and materials to each and every class

* Lunsford, Andrea. *The Everyday Writer,* 4th edition with 2009 MLA and 2010 APA Updates and supplemental *Exercises for The Everyday Writer* exercise book. Bedford. 2010, ISBN 0-312-67105-9
* Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. New York: Little, Brown and Company. ISBN 0-316-31696-2.3
* Ring Binder for organizing class paperwork. Dedicate this binder to this class only.
* Dividers for your binder, loose leaf paper, and 2 pocket folders
* A pocket stapler
* Appointment/Assignment calendar
* Flash Drive/Memory Stick

All course materials are available for purchase at the campus bookstore.

# Time Commitment to this course

**Expect to spend 23-30 hours *a week* on this class**.

* We will meet as a whole class three times a week for a total of **eight hours**.
* Plan to spend **15-23 hours of time *outside* of class** completing your homework. The standard expectation for every college course you are enrolled in is that you will spend 2-3 hours *outside* of class for each credit hour of class. This course is 7.5 credit hours. 7.5 x 2 = 15. 7.5 x 3 = 23. *Expect to do between 2-3 hours of homework every day of the week.*
* If you have other obligations in your life (work, family, health, etc) that make it difficult to commit to spending this amount of time on coursework, you may want to re-evaluate whether this is the right time in your life to be taking this class.

# Dropping classes

**Your teacher cannot drop you from the class once you have attended, even if you show up just once.** It is **YOUR RESPONSIBILITY** to do so in writing to Registration and Records.

* The last day to drop and receive a grade of “W” (no refund), **Monday, May 10, 2013**.

Your instructor will not sign drop forms after the last date to drop, nor will she give incompletes, without *documented* extenuating circumstances.

# Attendance

Most jobs will typically only allow employees a certain amount of absences or vacation days. There are real world consequences for missing too many work days, like losing pay, being put on probation or even getting fired. In the same way, in college only a small number of unexcused absences are acceptable and there are classroom consequences for missing too many work days.

Attendance policy of this class is meant to help prepare you for the 'real world.' Hopefully, along with helping reinforce a sense of responsibility in you, these regulations can also encourage you to develop other qualities that will be important even after they're done with school. To make sure they get to class while meeting all their other obligations, you will have to perfect your time management skills. In the process of learning how to balance all your responsibilities, you will become better at organizing and prioritizing your life.

ENGL0999 College English Studies is a class requiring hands-on experience. Much of class time will be devoted to demonstrating, practicing, and evaluating critical reading, writing, and thinking strategies for college success. Additionally, hands-on use of in-class resources is necessary for completion of student learning outcomes listed on the course syllabus. Therefore, class attendance is vital to a full understanding of ENGL0999 concepts. Furthermore, because the textbooks are supplemented in class by outside materials, class discussions and/or lectures, class attendance is critical for a full understanding of the course.

**We will meet for 20 sessions this quarter. You may not miss any class without damaging your course grade, as participation points will be zero for in-class work on days missed.**

# Assignment due dates

Assignment deadlines are listed on the course calendar/timeline, assignment sheets, and/or given in class. The instructor reserves the right to adjust assignment due dates as necessary. **You are expected to keep track of assignment deadline changes announced in class**. You may turn in assignments BEFORE the due date, especially if you know you are going to be absent the day an assignment is due.

Assignments are meant to build upon each other. Deadlines are scheduled to help you grow your knowledge and move forward in the course. Therefore, **no late assignments will be accepted without prior permission of the instructor. In-class activities cannot be made up if missed.**

No makeup exams will be given unless the absence was the result of an unavoidable serious accident, a death in the family, or a serious illness. Exceptional circumstances must be verified by an appropriate third party, i.e. police report, a funeral notice, or a note from the student's doctor stating the patient's inability to take the test.

# Earning Your Final Grade

To pass this course and enroll in ENGL1010 Composition I, you must earn a 70% (C) or higher. You will be graded on the following criteria:

1. **College English Studies Capstone ePortfolio 45%** 
   1. Oral and written evidence highlighting self-determined goals, reflective story of learning, self-assessment, demonstrating student learning outcomes and skills.
2. **Homework 55%**
   1. Reading/Writing Journal
   2. Essays
   3. Quizzes and Exams
   4. Annotations, summaries, responses, outlines, notes
   5. Plans & Goals
   6. Study Skills & using institutional resources
   7. Technology practice

**SCC GRADING SCALE:**

A+ 95-100 C+ 75-79 F 59 or less

A 90-94 C 70-74

B+ 85-89 D+ 65-69

B 80-84 D 60-64

# Notes on Expectations & Success

**Students who succeed in this course consistently:**

* bring all textbooks and course materials to every class
* attend class regularly
* contact the professor *outside of class* about any potential absences before they occur
* make plans to turn in assignments that are due even if they are absent
* visit their professor during office hours
* ask questions about things they don’t understand
* come to class with homework completed
* hand in assignments on time
* regularly use the Writing Center, Smarthinking, and Library as resources
* use classmates as resources
* use “down-time” in class to review material, work ahead, or plan for upcoming assignments
* review upcoming deadlines and assignments each week
* do a little bit of homework each day instead of letting it pile up
* view each class as an opportunity to learn something new and not just a hoop to jump through
* take responsibility for their *choice* to be in school

**This is how I expect each of you will approach learning in this classroom. If you do the above things regularly, your chances of succeeding in this course increase dramatically.**

# Classroom Etiquette

The following behaviors are common “etiquette” issues that come up during class. Being “present” in class refers to more than your physical presence in class. It means a commitment to being fully engaged in the activities of the class.

* **“Hey, you…Professor….Mr. Ross ….teacher...um, what do I call you?”** Some students aren't sure of the correct way to address their instructors.  It is always best start formal and be invited to be less formal than to be corrected for being overly familiar. I am comfortable with students calling me “Phip,” “Mr. Ross,” or “Professor Ross.”
* **Absence Etiquette**. Please do not give me a detailed, graphic accounting of absences. You are an adult and I expect you are fully aware of the consequences of your actions. Out of courtesy, however, I expect that you will call or email me PRIOR to your absence to let me know. I expect you will plan for an alternative way to turn in assignments that are due the class period of your absence. I expect you will contact a classmate to review material covered in your absence OR *make an appointment* to meet with your teacher. Above all, I expect you will continue to move forward on assignments due for the next class
* **Disturbances & Distractions.** The following is a list of behaviors that will minimize the distractions for you, your classmates, and your instructor.
  + **Be on time for class.**  Late arrivals disrupt the learning activity. Choose a seat next to the door if arriving late so that you make less of a disturbance. If it becomes a regular occurrence, you will likely notice your grade dropping from incomplete in-class activities.
  + **Stay for the entire class.**  Like arriving late, sometimes one has to leave class early.  Let me know in advance (advance does *NOT* mean right at the beginning of class) and try to sit near the door to make less of a disturbance when leaving.  If it becomes a regular occurrence, you will likely notice your grade dropping from incomplete in-class activities.
  + **No, really….stay for the entire class – even the last minute!**  Students sometimes try to hurry the end of class by beginning to gather books and rustling about a few minutes before the end of class.   Again, this is rude, particularly when others are trying to hear what the instructor is saying at the end of class.  I realize that some instructors may have a habit of going over a few minutes, which can be a problem if you have another class scheduled right after.  I, however, rarely do this, so please don’t try to hurry things along.
  + **Discuss content at hand!** There are two aspects to this.  First, conversations need to stop when the instructor is ready to begin class.  This certainly doesn't mean that there has to be dead silence the second the instructor enters the room (I actually hope there isn’t! Get to know each other!).  However, when the instructor makes it clear that class is starting, other conversations should be quickly finished.  Secondly, there may be times when one needs to ask a question of a person sitting nearby.   Brief and quiet comments along the lines of "What was that point?" or "Was that argument correct?" are certainly understandable.  You should not, however, carry on conversations in class.  This is true even if they happen to be related to the topic.  Even if such conversations are relatively quiet and do not seem to disturb anyone nearby, they can be distracting to the instructor, not to mention rude, and *you may be asked to leave class*.
  + **Bring all course material to class.** By the second class period, you should bring all course materials with you for each and every class. No exceptions. You might find a kind and generous person to share materials with you if you forget something one day. *You may be asked to leave class if your lack of preparation prevents you from fully participating in class discussions or activities.*
  + **Turn your cells phones off. Off? Really? Yes, off!** These devices should be turned off if they cannot be set to a silent mode. They should be placed face down on the desk in front of you where the instructor can see them.   Of course, you should **not** answer your cell phone during class.  If you are expecting an emergency call, please make accommodations with your instructor prior to class and sit near a door so you can make an unobtrusive exit. *If your cell phone goes off during class, you will be asked to leave or we will have a whole-class quiz. My choice*!
  + **Use computers appropriately.** Personal laptops are not permitted in class without the instructor’s permission. If your class is meeting in a computer lab, you might find yourself tempted to log on to Facebook, gaming sites, surf the web, apply for jobs, or perform tasks other than taking class notes or working on assigned activities.  Again, such activities are likely distracting to those around the student (e.g., those sitting behind who see something unrelated to the course on the computer screen) as well as the instructor. Typing or printing anything while the instructor is lecturing is rude, inappropriate, and *may result in the instructor asking you to leave the classroom*.
  + **Use common sense.** It is impossible to come up with a comprehensive list of all the disturbances and distractions that can occur in an academic setting (though I’ve seen many!). It goes without saying that you should not be sleeping in class, working on homework for other classes, or painting your fingernails during class. In general, **avoid** **behaviors that clearly indicate to the instructor that you are not paying attention**.

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