

COURSE INFORMATION SHEET

EWRT 211

Preparatory Reading and Writing

Instructor: Becky Roberts

Spring 2014

Office: F11-E **Phone:** (408) 864-5764

Hours: TWTU 12:30-1:20PM

Email and Website:

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Welcome to the class!

Required Materials: Available at the De Anza College bookstore

Remix, Catherine Latterell

Computer, printer and internet access. Available on campus in AT305, the library and the open media lab.

Goals: the student will

- Demonstrate effective strategies for planning, drafting, revising and editing
- Develop more confidence and skill in handling matters of style and grammar
- Show reading comprehension and writing fluency through use of critiques, analyses, summaries, and short responses and longer essays
- Edit for errors in grammar, usage, spelling and punctuation
- Present ideas in an organized, clear and engaging way

Participation: Silence and Stow Cell Phones

Class discussion gives you the opportunity to check your understanding, develop your ideas, and expand your perspectives by listening to others. It allows you to explain your ideas to potential readers, developing and refining material for your essays in the process. Presenting ideas to a group is also a crucial job and life skill. I would like the quieter students to break out of their safety zone and become more engaged. Likewise, those who always talk in discussion need to be aware of making room for others. I will also work toward making the class the best possible learning environment by honoring De Anza's mutual respect policy. This means that I will not tolerate language or actions that undermine or attack other students or our learning environment.

Reading and Homework: Our discussions can be lively and useful only if you read and prepare before class, so I will promote that goal by giving a few quizzes. I do not allow students to make up quizzes, but one low or missing quiz score will be dropped from your average.

Attendance: This class is based on practice and participation, not memorization of facts. Therefore, you must be here and working in order to do well. Late arrivals (more than 5 minutes late) and early departures will count as half of an absence. If you miss more than 3 meetings or the equivalent you will lose 20% of your participation points. If you miss more than 4 meetings or the equivalent before the drop deadline, you will be dropped from the course. If your absences total 5 or more after the drop deadline, you will receive a grade, but it will reflect at least 40% penalty in participation. If you must miss class, get copies of assignments from classmates and contact me via email to let me know what's going on.

Late work: Essays and homework are due at the beginning of class on the due date; anything turned in later in the day is late. Essays and homework will be accepted up to a week late with 10% point deduction. I do not accept student work that is more than a week late, and essay process work is never accepted late.

Academic Integrity: Plagiarism and cheating include copying someone else's test or homework, lifting sentences from someone else without quoting (whether the source is published or not) and any small or large act of academic forgery in the work that you submit as your own effort in this class. The penalty is, at minimum, a "0" on that assignment, and an "F" for the course is very likely.

Grading: This is a pass/no pass class. A passing grade is a minimum of 75% of the points listed below, PLUS a passing portfolio of your writing which will include one in-class essay, one analytical essay, and one essay reflecting on your growth as a writer throughout the quarter. Your portfolio will be evaluated by a committee of English instructors (including me). If two members of the portfolio evaluation committee determine you are ready for EWRT 1A, you will receive a grade of PASS for EWRT 211. If two evaluators determine your writing does not yet indicate readiness for EWRT 1A, you will receive a NOT PASSING grade for EWRT 211. Portfolios will not be accepted from students who have not satisfactorily completed the other work of this class.

Essays (100 points each)	500
Essay Process work	40
Individual Online Grammar	20
Evaluation Dialogues	40
Quizzes (20 each; one dropped)	80
Participation and informal in-class writing	100
Total possible points	760

Save all your work for the portfolio and to correct any record-keeping errors.

Student Resources: I enjoy helping students, so please visit my office hours or email me. However, I must limit my email responses to one paragraph of your essay, so if you want help with your whole paper, you need to come to my office. De Anza also offers FREE, drop in tutoring in English at the Writing and Reading Center in ATC 309. For hours and information go to their website: <http://www.deanza.edu/studentsuccess/wrc/> If you need help with academic planning or personal issues, make an appointment at the counseling office: 408.864.5400. For help with Financial Aid, visit The Financial Aid Office, housed in the Baldwin Winery building (North of the cafeteria). Their website is: <http://www.deanza.edu/financialaid/>. You can apply online for a BOG fee waiver and other financial aid.

Equal Opportunity:

Access to education is a basic human right regardless of background, immigration status or disability. If you have questions about how your immigration status may impact your educational opportunities, please talk to me so that I can put you in touch with helpful resources. If you need accommodation for any disability, such as vision, hearing, learning disabilities, psychological or other medical conditions, you should discuss this with me within the first two weeks of school. I am happy to work with you to meet your needs.