

Instructor: Brian Smith

Email: smithbrian@fhda.edu

Classroom: Tues. Seminar 2: 1:30 – 3:20 PM

Office: L41a Tues. 11:00 AM - Noon & by Appt.

Thurs. MQ3 Writing Lab 1:30 – 3:20 PM

Email for *assignments only*: ewrtpapers@gmail.com

Course Introduction

EWrt 17 develops the analytical and comparative skills you gained in EWrt 1A, particularly those critical thinking skills we use to communicate our ideas about various texts. Through close reading and viewing of Shakespeare's works, we will analyze representative samples of his sonnets, histories, tragedies, and comedies to not only place those texts within the literary and social context of the Renaissance, but also within the context of our own contemporary culture. You will complete a series of analytical projects interrogating the themes, messages and ideas exhibited in those texts. In addition, we will explore the language, history, customs and culture of the Elizabethan era, the lively and politically-charged world in which Shakespeare lived.

Course Summary

This syllabus explains course textbooks, assignments, and policies, some of the latter of which are:

- You must complete all assigned essays and presentations to pass ELit 17, and all written work must meet the specified format guidelines and minimum page lengths. A "page" is defined below under "Essays."
- You must spell check, grammar check, proofread and staple drafts and essays prior to turning them in.
- You must submit the final version of all specified essays and assignments to the TurnItIn.com web site.
- You may not revise assignments for a higher grade, so you need to do it right the first time.
- You cannot make up missed quizzes, nor can you re-take an exam if you do not receive a passing grade.
- Reading, homework and final versions of your essays are due on the specified date and time. If you come late and hand in an assignment before the class ends, 10% is deducted from the essay score in addition to any other deductions. If you hand in the essay by the end of the class session after the essay is due, 20% is deducted from the essay score. I cannot accept work after the end of that second class.
- You are allowed no more than two absences, no matter the reason for the absence. Missing a class counts as one absence. Arriving late or leaving early each counts as half an absence. Having no more than one absence means you do not need to take the short essay portion of the final exam.
- If you are absent, you are still responsible for emailing any assignments, including peer review drafts, to the ewrtpapers@gmail.com address by the due date and time. Doing so on time avoids late penalties.
- Phones, laptops, iPads, electronic dictionaries/translators or any other electronic device must be off and cannot be used in class. I may make an exception for good reason in isolated incidences.

Course Textbooks

Some course readings and other class material focus on adult, college-level topics and situations. You should seek another class if you find such material offensive. The **specific editions** of the following texts are **required**. You will not be able to complete the course without these texts and materials.

- *King Henry V*, 1st edition. Cambridge, UK: Cambridge School Shakespeare, 1993; ISBN 978-0-521-42615-2.
- *Much Ado About Nothing*, 2nd edition. Cambridge, UK: Cambridge School Shakespeare, 2005; ISBN 978-0-521-16172-4.
- *Othello*, 2nd edition. Cambridge, UK: Cambridge School Shakespeare, 1997; ISBN 978-0-521-61876-2.
- *The Sonnets*, 1st edition. Cambridge, UK: Cambridge School Shakespeare, 1993; ISBN 978-0-521-55947-8.
- *The Tempest*, 2nd edition. Cambridge, UK: Cambridge School Shakespeare, 2005; ISBN 978-0-521-61878-6.
- McDonald, Russ. *The Bedford Companion to Shakespeare*, 2nd edition. Bedford/St. Martin's, 2001; ISBN 978-0-312-24880-2.
- The *ELit 17 Spring 2013 Course Reader*, available only in the De Anza Bookstore.
- A small capacity USB drive to store documents when working in the computer lab
- One folder with two pockets large enough to hold 8 ½ x 11 inch papers. Use these to turn in your currently due essay with the peer-review draft and comment sheets. Do not use three-ring binders,

oversize or glossy finish folders, or folders with offensive images. Choose the less expensive folder version; these have a *rough, pebbled* feel rather than the glossy, smooth finish. The De Anza Bookstore sells these for less than a dollar. Choose a lighter color because you need to print your first and last names on the upper-right corner of the outside cover.

- One large size green book for the final exam.

The following text is **highly recommended**. Make sure to get an edition that includes the 2009 MLA update. Those editions with the update will either state so on the front cover or have a publish date of year 2010 or later.

- Lunsford, Andrea. *easyWriter*. 4th (or later) edition. Boston: Bedford/St. Martins, 2010 (hereafter referred to as *Lunsford*)

Bring the current text(s) and any current working handout(s) to each class.

Course Objectives

Through your work in this course, you will learn to:

- Examine the use of language in literature
- Produce analytical writing based on complex texts.
- Analyze social and cultural contexts in the poetic and dramatic literature of William Shakespeare.
- Interrogate, interpret, analyze, and compare texts.
- Distinguish between a merely surface rather than a close reading, between passively viewing rather than actively inferring.
- Recognize, compare, and evaluate alternative points of view, including those found through your own research outside of class.

Course Assignments

Essays

One minimum five-page analysis essay is required in the course. The paper also requires a Works Cited page, which does not count towards the minimum page count.

Questions always arise regarding what constitutes a “page,” so to ensure we all use the same guidelines for essay length, a “page” for outside-class essays is a full 8 ½ x 11 inch page with double-spaced 12 pt. Times New Roman text running from the top margin to the bottom margin. All margins are one inch wide, no greater. The exception is the first page with the author block and essay title, in which the text runs from one line space below the title to the one-inch margin at the bottom. In addition, your written assignments must follow the MLA format as specified in the *MLA Configuration Instructions for MS Word 2007* I will provide. Turning in an essay shorter than the assigned minimum will result in a considerable deduction in grade.

You should pay close attention to style and mechanics in all of your work by implementing the organization and writing skills we discuss in class. Careful proofreading, together with correct grammar and punctuation usage, is crucial in this class. Although the spellchecker is a valuable tool, one that you absolutely should use, you cannot simply run a spell-check without also proofreading your paper. As we all know, spellcheckers do not flag everything and may incorrectly flag some items. Only your careful proofreading can find all the errors. In conjunction with the spellchecker, you should also enable the Microsoft Word grammar checker to run concurrently with the spellchecker. We will discuss how to configure the grammar checker in class. Lack of proofreading — formatting, punctuation, spelling and grammar mistakes — will result in a below-passing grade.

You must staple the pages prior to submitting either a peer-reviewed draft or final version of your written work. When submitting the final version, insert that final version in the right-hand pocket of your two-pocket essay folder. Insert the peer-reviewed draft and peer review comment sheets in the left-hand pocket. Also, always keep a second copy of your work in case of loss (yours or mine).

Essay Format

The two essays require you use the MLA formatting style, which is the standard for college writing in the Humanities and required by four-year schools. We will discuss all the format guidelines in class, but you should also refer to a stand-alone MLA guide or a writing handbook with an MLA section for details about the

MLA format and style. Your two essays must be computer- printed and

- use double-spaced 12 pt. Times New Roman font only.
- use left alignment for the text only; do not right align the text.
- staple the pages together in the upper left-hand corner.
- include a relevant title for the essay (i.e. *not* “Essay 2” or similar).
- insert the upper left-hand corner author block with one modification: include the essay number after the course title, EWrt 17, in line three of the author block. Insert the author block on page one only.
- insert your name before page number in the upper right corner using the MS Word page numbering function.
- use only one inch margins unless I specify otherwise.
- indent the first line of each paragraph one-half an inch.
- set the *Spacing Before* and *Spacing After* controls to zero, and turn off the *Widow/Orphan* control.

We will go over in class how to set up the MLA document format, and I will also supply you with a set of instructions for Microsoft Word to automate most of the process.

Your analysis and research papers will also require an MLA formatted Works Cited list, which does not count towards the minimum page count. I will cover the required formatting for the Works Cited page in class and provide you with instructions for Microsoft Word to help with the formatting process.

Peer Reviews

You must bring in **two stapled copies of a full draft** of your paper for peer review. You will hand-in one copy of the draft to me and use the other copy in peer review. You will make comments on the drafts you read and fill out a peer review comment sheet for each essay you read during peer review. Hold the comment sheet and only return to the author when your group has finished reading and commenting on all of your group’s essays. Peer Review comprises 20% of your essay grade, so either missing peer review or submitting an essay short of the length requirements will seriously impact your grade. If you must miss peer review, avoid the late penalties by emailing your draft to ewrtpapers@gmail.com before class on peer review day begins. However, even if you do not have a full draft copy of your essay, you will lose fewer points if you attend and participate in peer review rather than simply missing that class.

Presentation

You will give two presentations: one individually, and one as part of group. The individual presentation is a recitation and brief explication of one of Shakespeare’s sonnets. The group presentation is a 20-minute explanation and analysis of a chapter from McDonald that illustrates the chapter topic using some of the texts at the end of that chapter. Each of the group members must have an equal speaking part. Your group presentation must also include a PowerPoint presentation, one in which the slides support rather than take over your discussion. Your group must provide a minimum one-page handout defining terms and summarizing your material for the class members, and your group will provide a question and answer session immediately following your 20-minute discussion. This assignment also requires you to attend each of the other presentations and participate in the discussions held afterward.

Readings, Quizzes & the Final Exam

Complete all assigned readings before coming to class.

Quizzes measure your preparation for class: your understanding of concepts, terminology, class discussion and reading assignments. Quizzes may or may not be announced ahead of time and, when given, will take place at the beginning of class. You cannot make up quizzes so please do not be late to class. In general, you should expect a quiz on every reading assignment.

The final exam consists of two parts: short-answer questions on major concepts together with passage identification and explication; part two is a short essay on your relationship with Shakespeare’s works.

Homework

Any homework is due when specified. When due, I will announce whether we will correct the homework in class, you will write your answers on the board, and/or we will work on it in groups.

Participation*

Since critical thinking necessarily requires an open sharing and discussion of texts and concepts, participation is the key to your doing well in EWrt 17; therefore, you must come prepared to *actively* participate in all class activities. Active participation includes having completed any assigned reading, homework, or other activities prior to the class. Being absent, late, or leaving early can also affect your participation grade. You cannot make up participation points for missed activities.

Participation is not graded on either a standard 10% per letter grade or Pass/No Pass grading system. If you meet the attendance guidelines and constructively participate in class activities and discussions consistently, you will receive a much higher participation grade than if you simply show up but do not actively participate. If you are consistently unprepared for class and so fail to participate meaningfully in class activities, you will receive a low participation grade. Receiving a low participation score can significantly affect your course grade.

Course Evaluation

Course assignments are worth the following possible points and are subject to change.

Assignment	Possible Points
Quizzes and Exams	150
Homework	150
Participation	100*
Individual Presentation	125
Group Presentation per Member	125
Essay	250
Final	100
Total Possible Points	1000

Your total points translate to the following letter grades.

Total Points	Grade	Total Points	Grade
970 - 1000	A+	770 - 799	C+
930 - 969	A	700 - 769	C
900 - 929	A-+	670 - 699	D+
870 - 899	B+	630 - 669	D
830 - 869	B	600 - 629	D-
800 - 829	B-	< 600	F

You must complete the paper, the presentations and the final exam in order to pass EWrt 17. I reserve the right to amend any course policy, grading or otherwise, at my discretion. I also reserve the right to drop, after verbal and/or written warning, any student with excessive absences or who is not completing assigned coursework on schedule.

Course Policies

Attendance and Tardiness

Since missing more than a week of class during the regular term means you have missed too much material, having more than two absences during the term means you are subject to being dropped, no matter the circumstances for the missed classes and even if you only exceed the allowed absences late in the term. Each late arrival or early departure also equals one-half an absence and counts toward the maximum absences allowed. However, **I may not notice if you arrive after I take roll, so you must notify me at the end of class so I can mark you late rather than absent. I cannot change attendance records unless you notify at the end of that day.** If you must miss class for an emergency, sickness, family death, legal proceedings, jury duty, hot date, good weather or any other reason, you do not need to notify me ahead of time. One exception to this, however, is that during the first two weeks of class, you must notify me via my office email, smithbrian@fhda.edu, either prior to or immediately after missing a class. Students are trying to add classes during these weeks, the college is asking for continual roll updates, and I cannot track you down to find out your intent. Consequently, I will have to drop you if you miss a class during the first two weeks without, again, communicating with me via my office email either prior to or immediately after missing the class.

Beyond classes during the add period, the other exception to the above is that you must notify me prior to missing class if a peer review, an assigned presentation, or some other major event is scheduled for that class meeting. In that instance, you need to have a very compelling reason along with documentation and contact information for verification, if needed. Missing any assigned presentation means you must complete an additional paper to make up the grade.

Finally, being absent does not relieve you of the responsibility to complete all the assignments – written, reading or otherwise – for both those classes you did not attend and for the next class you do. Do not contact me for missed assignments or information discussed in class; instead, get contact information ahead of time for two or three classmates you can later ask for missed information, assignments and the like.

If you are facing an unforeseen emergency (medical, family, legal, job, or the like) that will require more than the maximum absences allowed, please discuss this with me *before* exceeding the absence limit. At that point, if you have completed most of the work required over the term, we can attempt to arrange an incomplete grade with the college. However, waiting until after missing more than the maximum allowed classes is too late to discuss a possible incomplete grade.

I am sorry for having to take such a hard edge with the attendance policy, but other policies I have used led inevitably to chaos.

Class Disruption

We have a lot of material to cover, some of which we will all work on together, while other segments may entail small group work or peer review. We cannot tolerate disruptive behavior, so repeated infractions may mean my asking the student to leave the class, with egregious instances leading to my dropping the student. Beyond the obvious examples of disruptive behavior, not completing reading or other assignments can fall into this category since the class and small group activities require everyone's preparation. In that case, I reserve the right to dismiss the unprepared student(s) for part or all of the class, with the dismissal period used to finish the uncompleted work and counted as either an absence or a tardy.

All electronic devices, cell phones, iPods, and the like must be off prior to class. I may make exceptions to this policy for good reason, so please see me at the start of term or class if you have need. Obviously all of us, myself included, sometimes forget to turn something off prior to the start of class, yet we all need to make an effort to not disrupt the class. In order to keep us all motivated to at least turn our phones to vibrate, the rule is that those who either use cell phones during class, or whose phones ring in class, must bring cookies for everyone at the next class meeting. Those abusing the policy may also be ejected for the class period.

Ewrtpapers@gmail.com

If you find you have to miss class, make sure to email your peer review draft, final version of an essay, or other assignments before class begins to ewrtpapers@gmail.com. I must receive the document(s) *as a Microsoft Word attachment(s)*. Moreover, for you to meet the deadline and receive a grade, I must be able to open and read the attachment(s). I will assign a grade to what I receive, so if your email attachment is only an address header or an incomplete document, that partial document is what I will grade.

I use the ewrtpapers@gmail.com email address to allow you to send assignments that, for whatever reason, you cannot deliver in person on time, as well as to facilitate sending group emails. *I only download attachments sent to the ewrtpapers address. I do not read nor reply to anything else in the email, so do not use the ewrtpapers address for anything other than sending documents.* Use smithbrian@fhda.edu for anything needing a reply email.

If you send me an email, make sure to use relevant, descriptive wording in the subject line. Do not simply find an old email I sent to you, type your new message and resend the email to me with the old subject information. If you do, your email will have the same subject line wording as all the other email on that previous topic, and I will give the email a low priority and probably not open the message in the timeframe you need.

Late Assignments

Essays and homework are due at the beginning of class. Stuff happens, including computer or printer problems, vehicle breakdowns and illnesses, yet we all have to manage our time so as not to allow last-minute, unforeseen events to cause us to miss deadlines. Given that rare, last-minute emergencies may arise, both the ewrtpapers@gmail.com email address and the TurnItIn.com site will allow you to submit your assignment by the time due. I will accept late assignments under the following policy only. If you are late but turn the assignment in by the end of the class on the day it is due, I will assess a 10% grade penalty from your final assignment grade. If you do not turn in your assignment by the end of class on the date due, yet do turn the essay in by the end of the next class, the late penalty is 20%. I cannot accept late assignments after the end of the second class following the date due.

Research papers cannot be turned in late, and the final exam cannot be made up if missed. Missing your group presentation requires you write a make-up essay.

Although I will carefully read all your essays, I will not comment as extensively on late essays compared to those I receive on time, nor can I promise to return late papers at the same time as those submitted when due. Consequently, the best (and easiest) course of action is to start early, avoid the hassle, and submit your work on time.

Plagiarism and Cheating

Writing instructors easily spot plagiarism. Plagiarism is using someone else's words or ideas and submitting them as your own in direct quote, paraphrase or summary form. In the academic, business and publishing worlds (and now, even in politics), plagiarism is a major offense, and a student plagiarizing in this class will fail the assignment, may fail the class and be referred to the Vice President of Instruction for disciplinary action, the latter of which could result in your expulsion from the college. We will discuss what constitutes and how one avoids plagiarism, but I refer you to the documents in the *Course Reader*, the Purdue OWL website listed at the end of this syllabus, or both the *De Anza Catalog* and main college site for further information. If authorship is in doubt, you will be required to prove the work is your own; consequently, you should save electronic copies of your earlier essay drafts to protect yourself.

Amongst other actions, cheating includes copying quiz or exam answers, answering for another student during roll, signing another's name to an attendance sheet, turning in work not your own, submitting work done for a previous class. For more information, see <http://www.deanza.edu/students/handbook/studentrights.pdf>.

TurnItIn.com

We will use the www.turnitin.com site for all take-home essays and any other specified assignments. To submit an essay, you must first open an account at the [turnitin.com](http://www.turnitin.com) web site using the class I.D. number and password that I will provide. Prior to logging in for the first time, however, take an opportunity to learn how to use the site services by typing "www.turnitin.com" into your browser address bar and viewing the short introductory student training videos to see a walk-through of the basics of the web site and how to create a profile, log in, and submit papers. You can also download and print out from the web site a .pdf file entitled, "Student Quick Start Guide," to assist you when first logging onto the site.

Bookmark the site and keep your class I.D. and password information in a readily available, secure place; a USB thumb drive loaded with the information in a simple text document is ideal. The class ID is also on the TurnItIn log on instructions document I will provide you.

Scroll down to the "Plagiarism.org" link on the TurnItIn web site for a definition of plagiarism, tips for preventing it, and both guidelines and suggestions for proper citation methods, including tips about how to

paraphrase sources. You are responsible for this information because, amongst other functions, the site searches databases and the web for language matches with your paper and issues an "originality report" to me, stating the percentage of language your paper shares with any web sites, paper mills, books, magazines, databases or other third-party documents. Since the goal of the course is to help you improve your writing, you defeat the purpose of the class if you submit someone else's work in place of your own.

Tutoring

De Anza has a number of tutoring centers, including one specifically geared to helping EWrt students: the Writing and Reading Center (WRC) at the back of the Library in Library 107. The WRC is part of De Anza's Student Success Center (SSC) organization.

The SSC offers you the following free services:

- Drop-in tutoring
- Weekly individual tutoring
- Listening and speaking workshops, tutoring and software programs
- Writing, reading and study skills workshops
- Self-paced Skills courses
- Adjunct Skills courses (weekly tutoring groups and study skills)
- Academic advising (Winter 2011)
- Handouts and online resources

The WRC hours are

- Monday & Tuesday 8:30 AM – 7 PM
- Wednesday 8:30 AM – 5 PM
- Friday 8:30 AM – 5 PM

You can find out more at <http://www.deanza.edu/studentsuccess>. Check out both the SSC and WRC, and your GPA will thank you.

Course Miscellaneous

Hints and Tricks

- Save your work frequently by using either a USB flash drive or emailing the work to yourself through a web-based email program (Google or Yahoo Mail, Hotmail, etc.). Flash drives have the advantage of not requiring an internet connection to retrieve your document, so always carrying the USB stick allows you to work on your assignment between classes or make last minute corrections before handing it in. Remember that you also need to save all your early work and drafts to show ownership of the work.
- Remember to take your USB drive and other materials with you when you leave the computer labs.
- Always keep a second copy of your work in case of loss (yours or mine).
- Carry a small stapler in your bag or backpack.
- Use a college-level English dictionary, one which you also bring to class. Your need to understand word meanings has likely surpassed the simplistic help that electronic translation dictionaries offer, and exclusively using electronic translation dictionaries will stop you succeeding in your college work.

Assistance

- For academic counseling, contact Renee McGinley at (408) 864-5865 or mcginleyrenee@deanza.edu.
- For personal counseling, contact Adrienne Pierre Charles at (408) 864-8784 or pierreadrienne@fhda.edu.
- For disability assistance, contact Disability Support Services at (408) 864-8753. Also, talk with me so we can discuss appropriate accommodations.
- For financial assistance, contact the Financial Aid office on the lower level of the Hinson Campus Center. Website is <http://www.deanza.edu/financialaid>.

Last Day to Drop with No Grade Record

Sunday, April 21

Last Day to Request a P/NP Grade

Friday, May 3

Last Day to Drop with a “W”

Friday, May 31 Instructors do not automatically give W grades; you must drop through MyPortal for a W.

Final Exam

Tuesday, June 25 from 1:45 to 3:45 PM in Seminar 2. **Note: different from normal class start and end times**

Holiday

We have no holidays this quarter.

Grammar Help

See also “Tutoring,” above.

Online grammar sites

<http://owl.english.purdue.edu>

<http://webster.commnet.edu/grammar/index.htm>

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

College-level dictionaries

<http://www.m-w.com/home.htm>

<http://www.dictionary.com>

MLA Style

<http://owl.english.purdue.edu>

Click on *MLA 2009 Formatting and Style Guide*

http://www.dianahacker.com/resdoc/p04_c08_o.html

Essay Structure and Guidelines

<http://web.uvic.ca/wguide/Pages/EssaysToc.html>

Other Sites of Interest

U.C. Berkeley requires every undergraduate transfer applicant to write a personal essay. CSU campuses usually do not require application essays from undergraduate transfer students unless your chosen major is impacted, meaning that there are more applicants than openings. Check with your target CSU transfer school to determine if your major does require an application essay.

Personal Statement Essays for U. C. Berkeley Admission Applications:

http://www.universityofcalifornia.edu/admissions/undergrad_adm/apply/how_apply/personal_statement.html

Common Application Site for CSU Admissions:

<http://www.csumentor.edu>

Complete your enrollment in ELit 17-01 by reading, signing, and turning in this page to the instructor no later than the end of today's class, Tuesday, April 9, 2013.

I acknowledge the terms and policies outlined on the syllabus for ELit 17-01 at De Anza College, Spring 2013 term, including that

- I must complete all assigned work to pass EWrt 17-01.
- I must meet the essay format guidelines as described in class.
- I acknowledge that essays shorter than the minimum page length will receive a lower score.
- I must spell-check, grammar-check, and manually proofread all my essays.
- I must bring to peer review 2 stapled copies of my proofread draft that meets the minimum essay length.
- I must hand in a stapled, final version of my essay in an essay folder that also contains the peer reviewed draft and peer review comment sheets.
- I must electronically submit the final version of all essays and any other specified assignments to the TurnItIn.com web site.
- I cannot make up missed quizzes. I cannot re-take exams if I do not receive a passing grade.
- I understand that reading, homework, and essays are due on the specified date and time.
- I acknowledge that if I must miss class, any assignments and homework due, including peer review drafts, should be emailed to ewrtpapers@gmail.com prior to the start of that class.
- I acknowledge that missing peer review will lower my essay score by 20%.
- I acknowledge that bringing an incomplete essay draft to peer review will lower my essay score up to 20%.
- I understand that computer and/or printer problems do not excuse late assignments.
- I understand that late essays are not accepted after the end of the second class following the essay due date.
- I understand that I cannot have more than two absences for any reason in this course without penalty. I also acknowledge that absences are made up of missed classes, late arrivals and/or early departures as described in the ELit 17-01 syllabus. In addition, I acknowledge that missing certain classes may result in additional required work on my part. Having one or fewer absences means I do not have to take part of the final exam.
- I understand that if I arrive late and miss roll, I must let the instructor know at the end of class that I arrived late so he can mark me as late rather than absent. I further understand that if I do not inform the instructor, the roll cannot be changed once that class period ends.
- I acknowledge that if I change my email, I must immediately inform both the instructor and the college.
- I understand that I must send an email to smithbrian@fhda.edu either before or immediately after missing a class during the first two weeks of the quarter, and that failing to do so means I may be dropped from the class.
- I will obtain contact information for at least two other class members and, if absent, contact them for any information I missed.

Printed Name: _____

Date: _____

Signature: _____