

EWRT 2: Critical Reading, Writing, & Thinking (5 units) Course Syllabus

Class Details:

EWRT 2: Tuesdays, 10:30am-12:20pm

Classroom: online synchronous classes

[\(Zoom Link on Canvas Homepage\)](#)

Instructor Contact Information:

Email: gordonlauren@fhda.edu

*(you can also reach me through
canvas messages)*

Office Hours in person and on Zoom:

Mondays: on campus in F31G (12:30-1:30pm)

Tuesdays: Zoom (see the link on our Canvas homepage) (1:30-3:30pm)

Wednesdays: Zoom (10:00 am-12:00pm)

Note: I will try to respond to email between 9am-5pm, after 5pm my responses will be more sporadic. Just like you, I am trying my best to have boundaries between work and personal time to decompress from this online world. I recommend looking at assignments ahead of their deadlines and asking me questions ahead of time. On the weekends, please give me 48 hours to respond as I tend to take time off on the weekends to relax & prepare for the following week. Thank you for respecting this!

Course Description:

This course allows students to develop critical thinking skills and the ability to apply these skills to reading and writing. Students will practice analytical and argumentative academic essays based on the reading of complex texts, and the use of outside research leading to analysis, comparison and synthesis, and a documented research paper

Student Learning Objectives (SLOs):

By the end of the quarter in EWRT 2:

- Apply critical thinking skills to writing and complex readings
- Demonstrate academic (analytical, argumentative) writing based on reading of complex texts
- Demonstrate analysis, comparison, synthesis, and documentation of independent research

Required Materials/Texts:

- Link and PDFs provided by me on Canvas
- A folder (physical or digital) to keep all the handouts, notes, and the classwork you participate in. I create a lot of documents through Google docs, Google Slides, and Jamboard that are like living handouts for us to collaborate on together. Being able to access these documents through the quarter will be very important.

- Reliable Internet access & wifi
- Daily checking of your email and our canvas page for assignment, feedback, and updates on the course.

Tech Components:

- You'll need to check the EWRT 2 Canvas page and your email daily
- **Zoom is required** for class meetings, for office hours, & for tutoring sessions
- All assignments, grades and feedback from me will be provided on Canvas. **You will be asked to upload most of your assignments as docs and PDFs.**
- If you are using google docs, here are instructions on how to convert to these files. For any other program you are using, it may help to search online using keywords like this: "how to convert pages to Word or PDF"
 - <https://www.maketecheasier.com/convert-google-docs-to-word/>
 - <https://9to5google.com/2019/11/09/create-google-docs-pdf-document/>
 - <https://support.apple.com/en-us/HT202227>

Assignments, Exams, & Grading:

Essays = 70% of your grade (This includes 2 "take home" essays, 2 in class essays).

- Essay 1 (in class essay) = 100 points
- Essay #2 ("Take home")= 100 points
- Essay #3 ("Take Home")= 150 points
- Essay #4 (Research Paper) = 200 points (**Your research paper is worth 200 points since it is 2x the amount of words and requires more research and critical analysis and writing.
- Essay #5 (Reflection Essay/Final Exam) = 100 points

Informal reading & writing assignments= 15% of your final grade (these are generally 50-100 points per assignment depending on the workload entailed. These assignments are of value as they help you practice critical thinking & writing that will be needed as part of your essay assignments).

- **Reading Responses:** Reading Responses are short essays that help me see that you have understood the reading and are grappling with the concepts by asking questions & making connections. You will be asked to submit your annotations/reading notes with your Reading Responses as either a picture of your hand-written notes or as a type-written word/pdf document.
- **Short Writing assignments:** You will also be practicing writing techniques in shorter assignments. I may have you focus on the audience, or thesis, or introduction strategies for example. Or paragraph structure and how to analyze your quotations.

Discussion posts= 10% of your final grade. These are short writing assignments that allow you to reflect and respond in community with others in the class. I hope this will add to the community we will be creating in our Zoom classroom. (Additional posts will receive up to 5 points of extra credit per assignment)

In Class Activities: 5% of your final grade. These assignments will be done during class time and **if you're absent you are unable to make them up.**

Grading Scale:

A 93% and above A- 90-92% B+ 87-89% B 83-86% B- 80-82% C+ 77-79% C 73- 76% D+ 70-72% (not passing) D 60-69% (not passing)	*I will round up your course grade to whole numbers, so 89.5 will round up to 90 (an A-) and 89.4 will round down to 89 (a B+). **Extra Credit: You will have the opportunity to revise <u>either Essay 2 or Essay 3</u> for grade improvement in EWRT 2! (This should be done by week 10!)
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Extra Credit Opportunities

Since students usually ask about this, I have come up with a few ways to get EXTRA points.

- (1) Periodically, I will let you know about events that our campus is organizing and if you attend and complete a short assignment, I will offer you extra credit (anywhere from 10-20 points depending on the event). These points will be added to your informal writing assignments or your discussion posts grade.
- (2) On any of your discussion posts, I usually ask you to respond to at least 2 classmates' posts. However, if you respond to more than that, I give you 5 extra points for additional responses. (one per assignment) This means that each response follows the word count and the other requirements of the assignment.
- (3) Lastly, and maybe even the best way to get extra points, in my mind, is to rewrite your essays. For example, if you receive a B- on Essay #2, and if you want to rewrite it, let me know. Then, I expect for you to review how you received that grade and demonstrate what you have learned since then to raise your grade. You can do this at any time during the quarter. But, it's probably the most helpful to do this throughout the quarter. The deadline for make up an essays is by Week #10. (You can rewrite Essay #2 or Essay #3 by this deadline. Choose one of them if you decide to submit this assignment). I will re-grade your essay for you & if it's a higher grade, I will honor the higher points and change the grade for you. ****If your goal is to get an A in EWRT 2, this is a good way to write better papers and keep improving your writing skills.**

Class policies:

Attendance is required:

- Attend every meeting, arrive on time, bring the required materials, be prepared to write and participate, take notes on lecture and discussion, and stay for the whole class.
- I take roll at the beginning of class, if you aren't in your seat, with your materials in class on your desk, and your phone put away, you are considered late since you aren't ready to begin.
 - If you miss 2 class meetings before week 2, you will be dropped from the course.
 - If you miss 4 class meetings by week 4, you will be dropped from the course.
 - **Arriving more than 5 minutes late or leaving early will count as half of an absence.**

- **Being more than 20 minutes late for class counts as an absence.**
- The chat and the assignments we do in class are **another way that I check the attendance** for each person. You are expected to respond when called upon and participate in group activities. If you have to step away from your screen, you should let me and your classmates know.

Communicate if you're having trouble! Send me an email and come to office hours if you are having any problems with getting to class, reading, getting started on your essays or finishing assignments. Maybe we can figure something out together.

Participation/Class Discussions:

- I want all of us to see this course as a seminar/workshop course and not a lecture course. While lecture classes consist of professors lecturing to their students, seminar courses revolve around **class discussions and small group work**. Even though we are online, I still want to try to recreate the feeling of us all being in the same room. **This is why I want us to meet on Zoom each week to create a space for learning that allows you to challenge & grow in a safe community**. So, we will have the zoom meetings as a way for us all to interact and process information. These lessons, in addition to your HW assignments, really help me see what you are understanding and what you need more clarification on; this helps me in planning the classes each week.
- A workshop course involves discussing and grappling with questions and challenging texts as a reader and planning, drafting, revising, and editing as a writer. **It is important to be prepared to do this kind of work both "in" and outside of class. Your participation in class is required and essential.** (*Including discussion posts, group work--- break out rooms during class, & meetings with me*).
- Though I will guide the class, this is your space and your community in which to freely discuss ideas and share thoughts about reading & writing in all its stages, so that you may learn from each other's unique perspectives. **You will get out of this class what you put into it.**

Assignments/Late Work:

- Turn in all Assignments: Produce *complete, thoughtful* drafts of every assignment, and turn all work in on time. **Post every assignment online by the deadline. Brainstorming & draft assignments must meet word count requirements to be complete. Late, missing or incomplete assignments/drafts will lose points and result in your grade in the class dropping.**
- **I don't accept late work, but to receive some feedback and get some points back for your assignment, you will need to arrange to meet me on zoom to go over your work; I will not give written feedback to late work, no matter the circumstance.**
- **I am unable to accept late assignments over email.**
- Coming prepared for class by completing the required reading, any writing assigned, and bringing the text(s) you are working on that week is essential to completing in class assignments satisfactorily.

Writing Circles/Group Work:

- Work with your group mates to complete group assignments to the satisfaction of everyone in the group.
- Divide group assignments fairly and complete, on time, all the work you agree to take on for your group.
- Participate actively during every workshop (**meet word count requirements**) and push yourself to provide your group mates to become better writers throughout the quarter by **providing thoughtful written feedback**. Taking their work seriously enough to think hard about how it can be improved is crucial for your success and theirs, in this course.

Feedback and Reflection in this course:

- Use the Feedback provided by your instructor and your group mates to improve your writing. You do not have to make every change suggested by your readers, of course, as readers will sometimes disagree. But you must take all feedback seriously, and **your drafts should show evidence of your careful consideration of your readers' suggestions.**
- **Revise thoroughly and thoughtfully.** Revision means substantially clarifying your ideas, re-organizing your argument, rethinking your claims, strengthening your evidence, deepening your research, adjusting your style, and/or reimagining your relationship with your audience. Even if you have not received thorough feedback during the workshop, **make at least one substantial revision before the next workshop and before turning in the final draft.**
- Proofread drafts (even first drafts) to eliminate distracting surface errors and typos. Revised drafts do not have to be perfect, but you should learn any grammar rules that consistently cause you trouble, by talking with a classmate, using a handbook, working with a tutor, and/or meeting with me.
- Attend Conferences: Attend all scheduled conferences with me and come prepared to use the conference time productively. If I indicate on a draft that I would like you to schedule an appointment to talk with me, do so within the week.
- Avoid Plagiarism*

***Plagiarism & Cheating:**

Plagiarism is the means of taking someone else's ideas and representing them as your own.

This can include:

- using someone else's ideas (even if it's not the exact wording) w/o giving the original author credit.
- Plagiarism can also include having another person write your assignment for you or using an essay that someone has already written (from another student or from an online source or a book).

If a student is caught plagiarizing one or all of the following consequences could occur:

- Receiving a zero on an assignment
- Reporting the incident to administration (which may result in being dropped from classes, or from coming back to De Anza)

Some ways to avoid plagiarism:

- taking careful notes to help you distinguish between your own ideas & language & those you have borrowed from sources
- attempting to cite all sources correctly even in first drafts & double-checking that all sources are cited correctly by the time you submit the final drafts
- never attempting to disguise another's work as your own
- never purchasing essays online
- never engaging in any other act of academic dishonesty, including re-submitting work you've previously submitted. New ideas only come about because we are all constantly borrowing ideas and sharing our work with others; be generous about attributing and citing those whose work has influenced your own.

Expectation Agreement:

As a student in EWRT2 you are expected to:

Means of Communication: To avoid missing important messages from me and from the college, please check your student email and our Canvas site frequently. I may send/post reminders about important due dates or helpful information that will help you with the assignments.

A note on Email etiquette:

As this is a writing course, it is expected that emails are written clearly and specifically. They should include a subject heading, your signature, and which class you are taking with me. I would also appreciate you making sure your word choice and tone demonstrates respect. I will also do the same in my emails to you.

Email should be used to communicate missing classes; emergencies that come up; setting up appointments to meet.

For everything else, please come to office hours or make an appointment with me. The amount of emails I get each week are tremendous at times, so meeting on Zoom to answer questions about class or review assignments together is really helpful.

Time Management and Planning: Students are expected to spend a minimum of 2 hours outside of class in study and preparation of assignments for each hour in class. In a 5 unit class, assignments have been created with the expectation that students will engage in approximately 10 hours of out-of-class work per week (**however, I will try to provide time to do some assignments in class or begin them in class. There may also be time to review some of the readings in class together**).

Behavior: You are expected to show respect for your classmates and your instructor. This includes using respectful language, taking each other's ideas seriously, and refraining from distracting behaviors, such as falling asleep, doing work for other classes, texting, or using the internet inappropriately during class. Open discussion and disagreement is encouraged when done respectfully and in the spirit of academic discourse. Check that your cell phone is off or silent and put away during class.

Preparation: You are expected to be prepared for class consistently. This means completing the required reading, printing any required handouts, bringing all your books, and bringing whatever assignments I've required.

As your instructor:

Means of Communication: I will be available by email and will be present at my listed office hours on Zoom.

Time Management and Planning: I will keep canvas up to date and respond to email inquiries in a timely manner. I have created a calendar and a Canvas site in order for me to get our comments and drafts back quickly so you can revise and progress in the course. I will do my best to stick to the calendar & I'll tell you ahead of time should I need to make any changes.

Behavior: I will assist you in finding extra support if you need it, I will also listen to your ideas, and concerns and try to make this classroom community one in which you feel comfortable and able to grow and show up as yourself. I will respect each one of you and answer your questions and respond to your ideas with kindness. I will also be open to change and learning from each one of you as the quarter progresses.

Preparation: I will show up on time and be prepared with material to review/discuss readings and help you expand your creativity and critical thinking abilities. I will also come prepared with feedback on your work and ways to help you continue to grow as a writer.

Accommodations & Student Resources:

Students with disabilities who need reasonable accommodations are encouraged to contact me.

Disability Support Services (DSS) is available to facilitate the reasonable accommodations process. The DSS is located in the Student and Community Services Building and can be reached by telephone (408-864-8753) or by email: dss@fhda.edu

Other Helpful Resources:

Food Pantry https://www.deanza.edu/outreach/food_pantry.html

Financial Aid <https://www.deanza.edu/financialaid/>

Library <https://www.deanza.edu/library/>

Bookstore <https://www.deanza.edu/bookstore/>

Student Success & Retention Services: <https://www.deanza.edu/ssrsc/>

Transfer Center <https://www.deanza.edu/transfercenter/>

Math Performance Success Program (MPS) <https://www.deanza.edu/mps/>

Honor's Program <https://www.deanza.edu/honors/>

Counseling <https://www.deanza.edu/counseling/index.html>

Child Care <https://www.deanza.edu/child/>

Disability Support Services <https://www.deanza.edu/dsps/dss/index.html>

EOPS (Extended Opportunities Programs & Services) <https://www.deanza.edu/eops/>

Health Services <https://www.deanza.edu/healthservices/>

HEFAS <https://www.deanza.edu/vida/hefas.html>

Psychological Services <https://www.deanza.edu/psychologicalservices/>

Here is the link to our college's services page which lists all the services our campus offers. I recommend checking this out on your own to see what might be helpful during your time as a student here!

<https://www.deanza.edu/services/>

*****If you've gotten this far in the syllabus, I want to award you for your time and effort! Please email me with one idea from the syllabus that stood out to you the most! If you do email me with this information & your name by the end of Week #1 (Friday September 30th) I will give you 5 extra credit points on your syllabus reflection. Thank you for reading!***