



## Attendance

Attend every class and arrive a few minutes before class begins. If you are going to be absent during the first 2 weeks of the quarter, you **MUST** notify me. If not, I will assume that you are not interested in the class anymore and drop you. You may be dropped from the course if you miss class. Attendance is directly related to your success.

If you are absent or late, please contact a classmate or check Canvas to find out what you missed.

If for any reason you decide to withdraw from the course, please let me know **AND** drop the course yourself by phone or online to avoid getting a failing grade.

Because this is an online class, it is extremely helpful to the instructor if you turn on your camera; please do so whenever possible!

## Important Dates

September 26	Fall classes begin
October 8	Last day to <a href="#">add classes</a>
October 9	Last day to <a href="#">drop classes</a> without a W
November 11	Veterans Day holiday – no classes; offices closed
November 18	Last day to <a href="#">drop classes</a> with a W
November 24-27	Thanksgiving holiday – no classes; offices closed
December 12-16	<a href="#">Final exams</a>

## Course Requirements

❖ **Quizzes:** You will have **four quizzes** on grammar and writing techniques. **NO late or make up quizzes allowed.**

❖ **Essays:** **You will lose 5% for each day an essay is late.**

1. **First take-home** essay (1000-1250 words, five paragraphs)
2. **First in-class** essay (800-1000 words, four or five paragraphs)
3. **Second take-home** essay (1000-1250 words, five paragraphs)
4. **Second in-class** essay (800-1000 words, four or five paragraphs)
5. A **reflective essay** for the portfolio (1000-1250 words, five paragraphs, take-home)

❖ **Portfolio:** There are two criteria for passing this course:

- 1) Passing the coursework with a C or better, and
- 2) Passing the Portfolio.

The portfolio must include the following **THREE** essays:

- 1) Any (1) take-home essay (may be revised)
- 2) Any (1) in-class essay (may NOT be revised)
- 3) Your (1) reflective essay (instructor may not assist)

**Grading Categories:**

Essays	80%
Quizzes	20%
Total	100%

**Grading Scale:**

97-100	= A+	77-79	= C+
93-96	= A	70-76	= C
90-92	= A-	67-69	= D+
87-89	= B+	63-66	= D
83-86	= B	60-62	= D-
80-82	= B-	≤ 59	= F

**Academic Honesty**

All assignments must be done BY YOURSELF. Any form of cheating will NOT be tolerated in any case, and it will lead to an automatic F for that assignment and possibly even for the course. Cheating includes, but is not limited to:

- Copying from another student's homework, or any other material (including online materials).
- Having someone else do your assignment and submitting it as your own.
- Copying ANYTHING from the Internet

The first instance of plagiarism found by instructor will result in ZERO credit for the assignment. The second instance of plagiarism found by instructor will result in failure of class.

**Help and Resources**

Free online tutoring available to all De Anza students! Just login to MyPortal, go to the Students tab, and find the Smarthinking link. You can work with a tutor live (hours vary by subject) or post a question or piece of writing for a response. For more information, go to <http://deanza.edu/studentsuccess/onlinetutoring/>

Student Success Center: <https://www.deanza.edu/studentsuccess/>

Writing and Reading Center (WRC): <https://www.deanza.edu/studentsuccess/wrc/>

**Electronic Devices**

Even though our class is online, you will be required to refrain from using other electronics aside from those used to access class material and also refrain from using other sites during class time.

**Classroom Behavior**

Please listen respectfully to others in class. Sometimes we may disagree with each other, but it is important to do so in a respectful way. Also, unless it's an emergency, remain in our Zoom meeting until class is over. Anyone showing disrespectful or disruptive behavior may be asked to leave the meeting.

**Disability**

Any student who feels he/she may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. Please contact the Disability Support Services or the Educational Diagnostic Center to coordinate reasonable accommodations for students with documented disabilities.

## Tentative Schedule

	<u>Wednesday</u>	<u>Homework</u>
<b>Week 1</b> 9/28	<ul style="list-style-type: none"> <li>• Course Overview, Introductions</li> <li>• Begin Chapter 2 Culture, Identity and Homeland: The Logical Division Essay (First Take-home Essay)</li> <li>• Language Focus</li> <li>• Introduce Essay Outlines</li> </ul>	<ul style="list-style-type: none"> <li>• <b>First Take-home Essay Outline</b></li> <li>• Study MLA Format</li> </ul>
<b>Week 2</b> 10/5	<ul style="list-style-type: none"> <li>• Review MLA Format</li> <li>• Continue Chapter 2 (Introduction, Body Paragraphs, Conclusions from Chapter 3)</li> <li>• Grammar Lecture #1: Adjectives, Noun Modifiers and Adjective Clauses and Phrases</li> </ul>	<ul style="list-style-type: none"> <li>• <b>First Take-home Essay Peer Review Draft</b></li> <li>• <i>Quiz #1: Adjectives, Noun Modifiers and Adjective Clauses and Phrases</i></li> </ul>
<b>Week 3</b> 10/12	<ul style="list-style-type: none"> <li>• Peer Review</li> <li>• Begin Chapter 3 Full Pockets, Empty Pockets: Writing a Cause-and-Effect Essay (First In-class Essay)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>First Take-home Essay First Draft</b></li> </ul>
<b>Week 4</b> 10/19	<ul style="list-style-type: none"> <li>• Continue Chapter 3</li> <li>• Grammar Lecture #2: Verb Tense, Cause-and-Effect Words</li> </ul>	<ul style="list-style-type: none"> <li>• <b>First Take-home Essay Final Draft</b></li> <li>• <i>Quiz #2: Verb Tense, Cause-and-Effect Words</i></li> </ul>
<b>Week 5</b> 10/26	<ul style="list-style-type: none"> <li>• <b>First In-class Essay (In-Class)</b></li> </ul>	
<b>Week 6</b> 11/2	<ul style="list-style-type: none"> <li>• Begin Chapter 5 From School to Work: Writing an Argumentation Essay (Second Take-home Essay)</li> <li>• Part II Academic Writing Skills: Paraphrasing and Summarizing</li> <li>• Part II Academic Writing Skills: Quoting and Citing Sources</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Second Take-home Essay Outline</b></li> <li>• Study In-text and End-of-text Citations</li> </ul>
<b>Week 7</b> 11/9	<ul style="list-style-type: none"> <li>• Continue Chapter 5</li> <li>• Grammar Lecture #3: Modal Verbs, Conditional Statements, Qualifiers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Second Take-home Essay Peer Review Draft</b></li> <li>• <i>Quiz #3: Modal Verbs, Conditional Statements, Qualifiers</i></li> </ul>
<b>Week 8</b> 11/16	<ul style="list-style-type: none"> <li>• Peer Review</li> <li>• Begin Chapter 4 Marriage and Family: Writing a Comparison/Contrast Essay (Second In-class Essay)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Second Take-home Essay First Draft</b></li> </ul>
<b>Week 9</b> 11/23	<ul style="list-style-type: none"> <li>• Continue Chapter 4</li> <li>• Grammar Lecture #4: Vocabulary of Comparison and Contrast</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Second Take-home Essay Final Draft</b></li> <li>• <i>Quiz #4: Vocabulary of Comparison and Contrast</i></li> </ul>
<b>Week 10</b> 11/30	<ul style="list-style-type: none"> <li>• <b>Second In-class Essay (In-Class)</b></li> </ul>	
<b>Week 11</b> 12/7	<ul style="list-style-type: none"> <li>• Reflective Essay &amp; Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Work on Reflective Essay</li> </ul>
<b>Week 12</b> 12/14	<ul style="list-style-type: none"> <li>• Finals Week (No Class Meeting)</li> <li>• <b>Turn in Portfolio on Canvas</b></li> </ul>	