

Instructor: Brian Smith

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Class T/Th 6:30-7:20 PM via Zoom

Office Hours: T/Th 5-5:50 PM via Zoom beginning 1/24

Course Introduction

EWrt 1A provides an introduction to academic reading and writing coupled with practice and support from various campus resources. Through the study of common rhetorical strategies used in these works, we will practice implementing these strategies in our own writing, endeavoring to compose clear, well-organized, and well-developed essays designed to address multiple purposes and audiences. You must have successfully completed all course prerequisites to enroll in EWrt 1A.

Course Summary

This syllabus explains textbooks, assignments, and policies. Some of the latter are:

- You must complete all assigned essays to pass EWrt 1A, and all written work must meet the specified format and minimum page length. A "page" is defined in the *Essays* section (p. 2, below). An essay short of the minimum required number of full pages will receive a considerably lower grade. Minimum page lengths for assignments do not include the Works Cited page if a Works Cited page is required for that assignment. So as an example, an essay requiring both a Works Cited page and a minimum length of 4 pages will mean you submit *at least* 4 full pages of essay text *plus* the Works Cited page.
- You must complete all assigned quizzes, outlines and essays to pass EWrt 1A, and all written work must meet the specified format guidelines. Written assignments shorter than the minimum page length will receive a non-passing grade of C- (C minus) or less. On the other hand, exceed the minimum requirement to receive a higher grade than simply a passing grade of C.
- Spell-check, grammar-check, and proofread your work prior to submitting the document.
- You must electronically submit all specified assignments in the required file type to the TurnItIn.com web site. Note that **submitting a file to TurnItIn is a multi-step process** as explained in the below TurnItIn.com section (see p. 5, below), so make sure to read and pay attention to the section marked "Very Important" in that TurnItIn section of this syllabus. You must also keep electronic versions of all the previous working drafts of your essays in case authorship is questioned.
- You cannot make up missed quizzes if you miss the submission deadline for that quiz on Canvas, no matter the reason.
- **Use email to communicate with me, not Canvas Messaging.** Canvas messaging can have a considerable time lag before I am notified about a message.
- Assignments are due on specific dates and times. If you submit an essay assignment after the time due but before 11 PM (US Pacific Time) the next day, 10% of the possible points are deducted from the score. If you submit a late essay by 11 PM of the second day following the day due, 20% is deducted. I will not accept work after 11 PM that second day following the due date. **Note also that the college requires the Census Report from the instructors by the end of the second week (see the "Census Period" under Course Policies p. 4), so you must submit Quiz 1 by the time due or I must drop you from the class. No exceptions are possible to these above policies, so plan your time and submit your work as early as possible.**

Course Textbook

The specific edition of the following text is required.

- Lunsford, Andrea. EasyWriter, 8th edition, published by Bedford/St. Martins, 2022; ISBN 978-1319244224. Make sure you get the 8th edition (purple cover). You can use either an electronic or physical text version.

The Welcome email sent earlier has links for textbook information and sources for both the hardcopy and eBook versions of the above text.

Student Learning Outcomes

You will learn through this course to:

- Practice writing as a multi-step process including planning and revising with attention to varying purposes, audiences, and rhetorical strategies.
- Read and analyze rhetorically and culturally diverse narrative and expository texts from a variety of perspectives.

Course Assignments

The following describes the assignments and activities during the term.

Essays

- 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 (known as “letter size” paper) with double-spaced 12 pt. Times New Roman typeface, that text running from the top margin to the bottom margin of each page. All margins are one inch wide only. Also, Essays 1, 2, and 3 require an MLA-formatted Works Cited page as the last, full page of the essay. The essay must follow the MLA format as specified in Lunsford and the MLA Format instructions I provide. And once again, turning in an essay shorter than the assigned minimum pages will result in a non-passing score for that essay. As a guideline, an MLA-formatted essay page has 23 double-spaced lines of text between the top and bottom one-inch margin lines (not counting the upper right-hand page numbering), so that is one method for checking page length. We will go over the MLA format during our Zoom sessions.
- 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. And though the spellchecker is a valuable tool, and 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 with the spellchecker. Lack of proofreading can result in a failing essay grade. And as stated by the course docs — the Class Schedule, the Assignment Instructions, as well as the Welcome Letter sent prior to class beginning — **submitting a Microsoft Word document file (file type extension is .docx) for your outlines and essays is required.**

Essay Format

We are using the MLA formatting style for the essays, which is the standard for college writing in the Humanities and required by both four-year schools and De Anza for

English classes. The format of your essay and Works Cited page must follow this MLA format. Works Cited pages do not count towards the minimum pages required in the essay assignment. Again, pp. 118-67 of *Lunsford* discusses the MLA format (except we will not use charts, tables, footnotes or endnotes), and the *MLA Format Help* module in the Canvas class webpage gives information and a video about setting the format in Microsoft Word. Your essay must be computer-typed and meet the following:

- Use double-spaced 12 pt. Times New Roman font only.
- Use left alignment for the text only; do not right align or center the text.
- Include a relevant title for the essay (e.g. not "Essay 2" or similar).
- Insert the upper left-hand corner author block on page one only.
- Insert your name before the 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 body text paragraph one-half an inch.
- Set the Spacing Before & Spacing After controls to zero, and turn off the Widow/Orphan control.

The how-to instructions for accessing a free, online copy of Microsoft Word from the college are on the class Canvas page. I also provide you a pre-formatted essay page for Microsoft Word that you can type over if you wish. If you use a word processing app other than Microsoft Word, you will need to save your file as a Microsoft Word document file, then submit that file as your final version for grading.

Readings & Quizzes

Quizzes measure your preparation for class: your understanding of and attention to concepts, terminology, class discussion and reading assignments. Any quizzes and their subject matter will be announced ahead of time via the posted schedule. **You cannot re-take or make up quizzes**, so please submit your completed quiz on Canvas by the posted time. Complete all assigned readings by the date and time due.

Course Evaluations

EWrt 1A course assignments are worth the following points.

EWrt 1A Assignment	Possible Points
Quiz 1	30
Quiz 2	30
Quiz 3	30
Essay 1 Outline	30
Essay 2 Outline	30
Essay 4 Outline	30
Essay 1 Analytical Essay	180
Essay 2 Analytical Essay	180
Essay 3 Revision of Essay 1	130
Essay 4 Reflective Essay	180
Final Exam	50
Total Possible EWrt 1A Points	900

You must complete all essays in order to pass EWrt 1A.

Your total EWrt 1A points translate to the following letter grades.

Total EWrt 1A Points	Grade	Total Points	Grade
873 - 900	A+	693 - 719	C+
837 - 872	A	630 - 692	C
810 - 836	A-	603 - 629	D+
783 - 809	B+	567 - 602	D
747 - 782	B	540 - 566	D-
720 - 746	B-	≤ 539	F

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 consistently failing to complete their assignments on time.

Course Policies

The following policies apply during the term.

Census Period: First Two Weeks of Class

The college and the State of California require instructors to file the Census Report by the end of the first two weeks of the quarter. The Census Report drops any student not showing progress through those first two weeks. Consequently, **you must attend classes, complete Quiz 1 and other assignments due those first two weeks by the due date; otherwise, the college will drop you from the class roster.**

Emailing Assignments

- **Only email assignments to me if I specifically ask you to do so.** Also, any emailed assignments must be sent as a Microsoft Word attachment(s), meaning a Microsoft .docx file, the default filetype when saving a file in Microsoft Word. Moreover, for you to 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 cannot be opened or is an incomplete document, that partial document is what I will grade.
- I check and respond to email at least once every 24 hours except weekends and holidays.
- **If you send me email, make sure to use relevant, descriptive wording in the subject line.** Please do not simply find an old email I sent to you, type your new message and resend the email to me. If you do, your email will have the same subject line wording as the previous email sent, but will be about a different subject. However, the email system will automatically file the email under the old subject line heading, meaning I may not get back to you because the email is in a different folder, not in my email inbox.

Late Assignments

- Assignments are due by the due date and time on the Class Schedule posted in the Canvas Class Schedule module. Also, your internet connection could lag, and the TurnItIn submission process itself also takes a few minutes, so give yourself some time by not waiting to the last five minutes before the time due to send the assignment to TurnItIn. If you do not allow enough time, your essay will be late.

- Outlines 1, 2, and 3, as well as Essays 1, 2, and 3, are the only assignments accepted late and only under the following policy. If you submit one of the above assignments listed in the previous sentence after the day and time due, but before 11 PM (US Pacific Time) the next day, 10% of the possible points are deducted from the score. If you submit one of the above assignments by 11 PM of the second day following the day due, 20% is deducted. I cannot accept work after 11 PM that second day after the due date. **Again, late quizzes are not accepted, and you cannot submit Essay 4 late.**
- Although I will carefully read all your essays, I cannot 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 without crediting the original author. In the academic, business, 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 Dean of Student Affairs for disciplinary action, the latter of which could mean you are expelled from the college. We will discuss what constitutes and how one avoids plagiarism, but I refer you to the Purdue OWL website listed at the end of this syllabus, the De Anza Catalog, and main college website for further information. **If any doubt exists whether any part of your work is plagiarized, you will be required to prove the work is your own; consequently, you should always save electronic copies of your earlier essay drafts to help your case.**
- 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 authored by you, submitting work done for a previous class. For further information, see the [De Anza Academic Integrity Page](#).

TurnItIn.com

- We will use the TurnItIn academic integrity checker for all assignments that specify using TurnItIn. To submit an assignment, you must first open an account at the TurnItIn.com web site using the class I.D. number and password I provide in the TurnItIn module on Canvas. If you have not used TurnItIn before or you need a refresher, go to www.turnitin.com, click SUPPORT in the upper RH area of the web page and view the short, introductory videos for a walk-through of the basics of the web site: creating a profile, logging in, and submitting papers.
- **Essay Assignments must be sent to the TurnItIn site as a Microsoft Word file, a .docx file extension type. I will not grade any file types for essays other than a Word .docx extension document file. That means no PDFs, Google Docs, Apple Pages etc. files.**
- **Very Important! Make Sure to Read:** Submitting a file to TurnItIn is a multi-step process. The first step is simply clicking the SUBMIT icon; the second is to use the BROWSE function to locate the file; the third is to send the file to TurnItIn. TurnItIn will then send a screen shot back of the first page, but at that point, the website **has not accepted the file. Instead, the site is simply asking you if this is the right file?** Only after you click to confirm that is the file will TurnItIn accept it and

load the file into your student account, so make sure you get the electronic receipt page from TurnItIn to confirm the website received your file. You can also open your account screen to see if the file appears after you submitted it, but just keep in mind it takes the website a couple minutes to check it in.

- Bookmark the site and keep your personal log on credentials in a readily available, secure place.
- TurnItIn issues an "originality report" to the instructor that lists the percentage of language your paper shares with web sites, paper mills, books, magazines, databases, student papers 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.

Course Miscellaneous

Below is some additional information that will help you during the class.

Hints and Tricks

- Save your work frequently during your drafting and revising processes in order to save yourself a lot of grief. Remember also that you should save all your early work and in-process drafts to show ownership of your work if your authorship is questioned.
- Use a college-level, English dictionary. Electronic translation dictionaries offer just simplistic help and can keep you from succeeding in your college work. Links to two online, college-level dictionaries are included below under the **Grammar Help** heading.

Getting Free Use of Microsoft Word

- Microsoft Word is part of Microsoft's Office 365 suite of apps. You can access the online version after you set up a De Anza student email address. Instructions for doing so are on the Canvas class page in the in the **Microsoft Word Requirement & Getting Free Copy module**. Information is also included in the Welcome to the Class email I sent earlier.

Assistance

- For information about all the student services, including **Academic Counseling, Psychological Services, Disability Support Services, Financial Assistance, Child Care, the Food Pantry, Health Services, HEFAS** (help for AB540/DACA students), the **Occupational Training Institute, Veterans Services** and a lot more, visit the [Guide to Student Services Page](#)
- **Getting Started with Canvas Workshops** [Online Education Center](#)

Holidays

- Jan. 16th Martin Luther King Jr. Holiday - no on-site classes, college offices closed
- Feb. 17-20 Presidents' Holiday - no on-site classes, college offices closed

Academic Calendar

- Sunday, January 22nd: Last Day to Drop without a W Grade
- Friday, March 3rd: Last Day to Drop with a W Grade

Academic Help and Support Available

- For tutor help and some CSA activities, click here for the **Writing and Reading Center** [WRC](#)

- Listening and Speaking Center [LSC](#)
- Math, Science, & Technology Resource Center [MSTRC](#)
- For academic skills help and other academic services, visit the Academic Skills Center [ASC](#)
- General Subject Tutoring is here [General Subjects](#)

Admissions and Records

- Admissions and Records office (registration, transcripts etc.) is here [A&R](#)

Canvas and Zoom Online Classroom Software Help at De Anza

[Get Help with Canvas](#) & [De Anza Online Learning Resources](#)

Extended Opportunities Programs and Services

[EOPS/CARE](#)

Food Pantry

[Food Pantry](#)

Scholarships

[Financial Aid](#)

Guide to Other Online Resources

[DA Student Resources](#)

Grammar Help

Online grammar site:

[Purdue University OWL Site](#)

College-level dictionaries:

[Merriam-Webster Dictionary](#)

Dictionary & Thesaurus [Dictionary.com](#)

MLA Style: [MLA at Purdue University OWL Site](#)

Essay Structure, Plagiarism Guidelines:

[Purdue University OWL Site](#)

Other Sites of Interest

UC Admission Applications & Personal Statement Essays Information

[UC Admissions](#)

CSU Admission Application Information

[CSU Admissions](#)