

COURSE AT A GLANCE:

<p>How do I get help from Brian? Email me anytime: malonebrian@fhda.edu</p> <p>I will respond to you within 24 hours on weekdays. On weekends, I cannot guarantee a 24-hour response.</p> <p>I have drop-in office hours on Zoom: Tues 10:30 AM-12:30 PM, Wed 12-2 PM. I am also available by appointment. The Zoom link for Office Hours is available on the Canvas course homepage.</p> <p>For more info on contact and office hours, see p. 3.</p>	<p>What text do I need?</p> <p>Required: Morton, Jennifer M., <i>Moving Up Without Losing Your Way</i>.</p> <p>For more info on the text, see p. 5 of this syllabus.</p> <p>You will also need reliable, regular access to Canvas. For more info about Canvas, see p. 2 of this syllabus.</p>														
<p>What work do I have to do? Required assignments (must be completed on time):</p> <ul style="list-style-type: none"> • Four essays. • 20 HW Assignments. • 10 Discussion Posts. <p>You cannot pass this class if you do not write all four essays. This is non-negotiable.</p> <p>For info on workload and assignments, see pp. 5-6.</p>	<p>When is work due? This course is broken up into 12 weeks. Each weekly module will include some combination of video lectures, slideshows, readings, discussions, and multiple homework assignments (often including a paper).</p> <p>There are two assignment deadlines each week:</p> <ul style="list-style-type: none"> • Monday by midnight • Thursday by midnight <p>If you miss two deadlines in a row without contacting me (meaning that you've missed a week of work), I reserve the right to drop you from the course.</p> <p>For more info on deadlines, see pp. 5-6.</p>														
<p>How will the grades be calculated?</p> <p>Final grades will be calculated in the following way:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">Paper 1</td> <td style="text-align: right;">100 pts</td> </tr> <tr> <td style="padding-left: 20px;">Paper 2</td> <td style="text-align: right;">100 pts</td> </tr> <tr> <td style="padding-left: 20px;">Paper 3</td> <td style="text-align: right;">100 pts</td> </tr> <tr> <td style="padding-left: 20px;">Paper 4</td> <td style="text-align: right;">200 pts</td> </tr> <tr> <td style="padding-left: 20px;">HW Posts</td> <td style="text-align: right;">200 pts</td> </tr> <tr> <td style="padding-left: 20px;"><u>Discussions</u></td> <td style="text-align: right;"><u>100 pts</u></td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right;">800 pts</td> </tr> </table> <p>There is NO EXTRA CREDIT.</p> <p>For info on grading, see p. 7.</p>	Paper 1	100 pts	Paper 2	100 pts	Paper 3	100 pts	Paper 4	200 pts	HW Posts	200 pts	<u>Discussions</u>	<u>100 pts</u>	Total	800 pts	<p>What is expected of me?</p> <ol style="list-style-type: none"> 1. You should understand my expectations and the kinds of help that I can provide you. See pp. 3-5 for this information. 2. You will check your email and the course announcements every day. 3. You will always communicate with me and with your classmates with kindness and respect. See p. 4 for more information. 4. You will NOT engage in academic dishonesty. This includes not plagiarizing (even a sentence) in essays, but also not cheating on other assignments. My policies on academic dishonesty are harsh. See pp. 7-8 for more information.
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Course Overview: Issues in Higher Education

Welcome to EWRT 2! I am thrilled that we will be working together this quarter!

This course is designed to teach you the reading, writing, and critical thinking skills you will need in order to succeed in college and beyond. I know that all of you have big dreams for the future—dreams which may include transfer to great schools and exciting careers. It is essential to me that students who complete this course are well-prepared to succeed at their transfer schools and in the workplace. I take this goal very seriously, and I ask that you do so as well.

In order to develop these skills, I have designed a curriculum that focuses on college education in the United States. We will consider the purpose(s) of college education, discuss strategies for success in college, and explore problems in higher education (and propose solutions!). As we read, write, and think about these topics and issues, my hope is that you will develop your own knowledge and interests about this topic, allowing you to apply ideas from this course to your own life as a college student.

Student Learning Outcome Statements (SLO).

In EWRT 2, you will learn to:

- 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.

Online Instruction

This course will take place entirely on Canvas. **You will not be able to take this course without regular access to Canvas.** If you have not used Canvas, you should familiarize yourself with it. You can log in to Canvas here: <https://deanza.instructure.com> Once you do so, you should take the Canvas Orientation Course (if you've never used Canvas before): <https://deanza.instructure.com/courses/1106>

Our class will be entirely ASYNCHRONOUS. This means that there will not a be specific time during the week when you have to meet on Canvas with the rest of us. **HOWEVER**, our class will proceed in weekly modules, and **there will be work due on Canvas twice a week.**

Here are some things you should know about this online class:

What this class will NOT do:	What this class WILL do:
Allow you to submit all of your work at once in big chunks.	Require you to pace yourself and turn in work at the end of every week.
Save you time.	Allow you to be more flexible with your time.
Allow you to be successful by taking shortcuts.	Provide the resources necessary for you to be successful by improving your writing and critical thinking skills
Require you to do LESS nor MORE work than a typical face-to-face class.	Provide the SAME AMOUNT of content and teaching that a face-to-face class and homework for that class would require.
Make you work entirely on your own.	Have a teacher available for questions and provide regular opportunities for you to discuss ideas with your classmates.

What You Should Expect

Contact with Me

Even though this class is entirely online, I want to be very clear that **you are not on your own** in this class and that there will be **opportunities to interact with and to get help from me**.

1. You should **email me if you have ANY questions or concerns**. My email is malonebrian@fhda.edu. I will also respond to messages that you send me on Canvas. You can expect that I will respond to a message within 24 hours on weekdays. **I am unlikely to respond to emails/messages send after 9 PM until the next morning.**

2. If you need to speak with me live, there are options:

- I have regularly scheduled office hours on Zoom every Tuesday from 10:30 AM-12:30PM and Wednesday from 12-2 PM. The Zoom link for office hours is on our class Canvas page.
- I am available most other days and times (except weekends) for live appointments. If it's easier for you to use Skype or FaceTime or even just to talk on the phone, I am willing to accommodate you.

What Kinds of Help I Provide

You should expect that I will provide clear lecture videos, handouts, and assignments. I will grade assignments twice a week (except for papers, which will take me at least a full week to grade). I will provide written feedback on most of the assignments—especially the papers and the HW.

I will gladly respond to questions about any assignment via email or Canvas message.

Working with Me

I have a specific pedagogical style in my writing classes. You should be clear that:

- **I do not read drafts** of any assignment (including papers) in advance.
- I do not provide tutoring or editing services for your essays. If you need these, you should seek additional help outside of this class. See the information about the Writing and Reading Center (WRC) on pp. 8-9 of this syllabus.
- **I do not accept revisions or rewrites for any assignment, including papers. Once an assignment has been submitted and graded, there is no way to improve the grade on that assignment. Please do not ask.**
- I have specific late work policies. Please see “Late Work Policies” on p. 6 of this syllabus.
- There is no extra credit in this class.

Students who succeed in my class (and most students do!) succeed because they adjust to the expectations that I outlined above. Successful students:

- Watch my video lectures/slideshows and pay close attention. While I am happy to explain via email *anything* in my lectures/slideshows that you do not understand, emailing me cannot *substitute* for actually watching/reading.
- Take every assignment seriously. If you do not understand the assignment, email me *before* it is due. Once it has been submitted, it is final.
- Pay careful attention to my written feedback, especially on HW assignments and papers. You will occasionally write parts of your paper drafts as HW assignments, so it is in your interest to get my feedback on that before it becomes part of the final draft of your paper.

All of this is to say that I will provide you with plenty of help and feedback to succeed, but that you will have to work in such a way that you take full advantage of the help and feedback I am offering. My goals are for you to become both stronger writers and stronger students.

What I Expect

Why Are You Here?

I have spent most of my life as a student and teacher at four-year colleges and universities. I am an *expert* in the expectations that four-year schools have for student writing and what it takes for students to succeed at these institutions. While I understand that not all of you have a goal to transfer to a four-year school, many of you do. And even if you do not plan to transfer, developing strong writing skills remains a required part of college, and (believe it or not) will be useful in “real life.” For these reasons, I will expect that you are in this class to work hard on your writing and to develop the skills you need for transfer and beyond. If you are looking for a course where you satisfy the EWRT requirement without doing much work or putting in much effort, you should look elsewhere. If you remain enrolled in this class, I expect you to take it—and your own future in college—seriously. This means recognizing that writing is something you need to *learn* and that it will require *work*. If you choose to do this, you will be more likely to succeed at De Anza, at a transfer institution, and beyond.

Communication

Because I will never meet you in person (sad face), you **must** read communications from me regularly. **You will not succeed in this class if you do not remain in contact with me and read all of my messages/announcements.** This means:

- You must check your email and Canvas messages every day. If you do not like email, that’s unfortunate; however, it’s also no excuse for not receiving my messages.
- You should check Announcements on Canvas every day. I recommend you set your Canvas notifications so that you receive an email every time that I post an announcement. These announcements will often be important—and will often help you with the work for that week.

Treating Each Other as People

Always keep in mind that online communication can be dehumanizing and that, in an online environment, we can all be tempted to respond to others in ways that are not kind, considerate, or respectful. If you’re not careful, you could rashly write something angry, rude, or unpleasant. Because we will never interact with each other “face-to-face” (even mediated by Zoom), it’s easy to assume that I am some kind of “grading robot,” rather than a real person with a real life. Similarly, it’s easy to forget that your classmates are also real people who are—in all likelihood—going through the same life challenges and difficulties that you are.

I expect that you will *always* communicate with me and with your classmates as if you were speaking to us face-to-face in the classroom. You should only treat others in this course (me included) in the way that you yourself would want to be treated in a professional/academic environment. **This means you will treat *everyone* in this course with respect, kindness, and generosity.** If you fail to do so, I will call your attention to that lapse and I will expect you to respond appropriately. And, of course, you should expect that I will treat you with the same respect, kindness, and generosity in all of my communications.

English Fluency

This is a transfer-level college English course. We will practice reading college-level texts and writing analytical essays in English. This is **not** a course in English grammar or an ESL course. **I will not teach any English grammar in this course.** In this course, I will assume fluency in English and will grade accordingly. I will not edit essays for English grammar, nor will I provide detailed feedback on grammar errors in my comments on your completed essays. If you are not fluent in English, you will need to develop strategies to ensure that your completed work in this course demonstrates sufficient fluency in English. This may require regular tutoring at the Writing & Reading Center, as well as proofreading and practice with friends and classmates who are native English speakers. Doing well in this course will require you to write fluently in English—because that’s what you need to do in college.

When Life Happens... SEND ME AN EMAIL

We are currently living through unprecedented and difficult times. Even under normal circumstances, I know that unexpected and stressful things happen: illnesses, break-ups, losses of loved ones, family difficulties, financial challenges, legal troubles, and many other unpleasant surprises. I wish these things didn’t happen (to you or to me) during the academic quarter, but they do. Often when these things happen to students, they “disappear”; they stop participating in class and ignore my emails until it is too late. But there is a better alternative: you can reach out to me and I can help you get through it—whatever “it” is. I have years of experience helping students through difficult times. I’m supportive, flexible, and understanding. Your success in this class is very important to me and I will do whatever I can to help you succeed. So please, if life happens to you this quarter, **SEND ME AN EMAIL.**

Course Details

Required Texts

There is one required text:

Jennifer M. Morton, *Moving Up Without Losing Your Way*, ISBN: 978-0-691-21693-5

You need to have a copy of this book (so buy, borrow, or steal[?] it). You can purchase this book through the De Anza Bookstore (<http://deanza.edu/bookstore/>) or through the usual online retailers (like Amazon).

You will need access to a copy of this book that *has stable page numbers*. **Please note: Kindle editions or most eBooks often DO NOT have stable page numbers.** The problem is that if you want me to read the same page that you are currently reading on your Kindle, you have no way of providing me with a page number that will be the same on *my* Kindle. This is a **fatal problem** when you are quoting from a text for an essay. I do not accept essays or other assignments that do not include stable page numbers for the quotations. **When you write essays using this book, you will need a copy that includes stable page numbers. This is non-negotiable.** The easiest way to be sure that you have stable page numbers for a book is to use an actual paper copy of the book.

Structure and Workload

This course is broken up into 12 weekly modules. Each weekly module will include some combination of video lectures, slideshows, readings, homework, and other assignments.

There are two deadlines for assignments each week:

- MIDNIGHT on Monday
- MIDNIGHT on Thursday

This means that you will need to turn in assignments twice a week.

If you miss a deadline, late work policies may still apply. If you miss TWO deadlines in a row without a very good reason, I will assume you are no longer in the class, and I will drop you.

This is an English writing course and as such, you are asked to read and write a fair amount. **It will usually NOT be possible for you to complete all of the work for a deadline in one evening. You will have to self-pace your own workload.** You will need to start early and you should set aside time in your busy schedule **on multiple days each week** to complete this work. It's not easy, I know. But you signed up for this course. I'm asking you to plan ahead and make a commitment to this course.

Late Work Policies

I am willing to consider extensions for essays or other assignments *if you have a good reason*. **Extensions must be approved in advance (before the deadline).** *Students with family responsibilities are especially encouraged to contact me regarding missed or late work.* Please let me know in advance if possible. Late work may not receive feedback.

Late policies/penalties depend on the type of assignment:

- Late essays (without approved extension) will lose one letter grade per day (and are no longer accepted after three days).
- For Discussions and HW Assignments, I allow a 24-hour “late period” when I still accept the work for partial credit.

Assignments

Reading. For each class, there will be required reading (often several readings!) that need to be completed before class. Some of the reading will be in the Morton book, but there will also often be other readings (these additional readings will be posted on Canvas as links to websites or as pdf files).

Essays. There are 4 required essays, including the capstone research paper. **You cannot pass this class if you do not write all four essays.** I am willing to accept late essays without penalty only if arrangements are made before the deadline. (See “Late Work Policies” above.)

HW Assignments. Twice a week (usually), you will be required to complete a HW Assignment. These count as a large portion of your EWRT grade. I will accept HW Posts (for partial credit) for 24 hours after the deadline.

Discussion Forums. For each bi-weekly deadline, there will usually be one full class discussion in a Canvas forum. To receive full credit, you will need to both post and respond to your classmates.

Extra Credit. There is no extra credit in this class.

Grading

Your final grade will be calculated as a percentage out of 800 total points. Here is how the points will be assigned:

Paper 1	100 pts
Paper 2	100 pts
Paper 3	100 pts
Paper 4	200 pts
HW Posts (20 x 10 pts)	200 pts
Discussions (10 x 10 pts)	100 pts
Total	800 pts

Letter grades will be assigned based on the following percentages (Canvas calculates to two decimal places; there is no rounding). Note: there is no C- at De Anza and **I do not award A+ grades.**

$\geq 92.5 = A$	$77.5-79.99 = C+$
$90-92.49 = A-$	$70-77.49 = C$
$87.5-89.99 = B+$	$67.5-69.99 = D+$
$82.5-87.49 = B$	$62.5-67.49 = D$
$80-82.49 = B-$	$60-62.49 = D-$
	$<60 = F$

Classroom Environment

Safe Space. Consider this virtual classroom a safe space and please do your part to keep it a safe space. This includes Canvas forums and any other interaction with your classmates. For starters, you should feel free to share your ideas and express yourself without judgment from us. **There are no stupid questions!** If anything is ever unclear, feel free to ask. You never know; others might have the same question. You will learn very quickly that **I do not make fun of students**, so do not fear asking me questions.

Mutual Respect. In this course, we may discuss sensitive topics that will sometimes impinge on deeply held values or beliefs. Everybody in this class has a right to be heard. Please be mindful that each person brings a different perspective based on her/his own experience. If you wish to disagree with a specific argument or claim, you must do so intelligently and respectfully. If you are respectful and intelligent, **I will have your back**—regardless of whether I personally agree with you.

Plagiarism and Academic Integrity

Academic integrity means being honest and open about the work you do for school. It means standing behind your own work and giving credit to the proper people when you borrow work from other sources. Academic dishonesty, also known as plagiarism, is when you use another person's words without giving that person credit.

You will submit all of your essays and exams on Canvas, which has built-in plagiarism detection using turnitin.com.

NOTE on AI Writing Tools: I know that ChatGPT exists. I also know that the creators of ChatGPT have created a tool that will detect the use of ChatGPT in a writing sample. This tool will allow me to determine whether an essay has been written with ChatGPT. I will use this tool regularly.

Remember that plagiarism is a punishable offense. If I determine that significant plagiarism has occurred (and by significant, I mean *more than one sentence* in an essay that is not your work), the following things will happen:

1. I will automatically award the assignment a zero, with no re-write or re-submission.
2. I will submit a report to the office of the Dean of Student Development. That office will determine an appropriate administrative response.

Note also that if I determine that you have cheated on the timed essay (by, say, writing the essay in advance), the same consequences will apply.

There is no negotiation over these consequences. They will occur automatically. And note: the zero on that assignment may well result in you failing the class. Again, this is not negotiable. If you are not comfortable with this policy, you should not enroll in this class.

If you are having trouble developing your own words or ideas, or you find it difficult to correctly give credit to your sources, you can always ask me for help.

Administrative Deadlines

Saturday, January 21: Last day to add classes.

Sunday, January 22: Last day to drop without a “W.”

Friday, March 3: Last day to drop classes with a “W.”

Additional Resources

Undocumented Students

This is a challenging time to be an undocumented student. First, I want to be very clear that **you belong here**—in this class, at De Anza, and in the broader community. There are many, many people here who believe this and we will do everything we can to support you.

Second, I want to call your attention to De Anza’s **Resources for Undocumented Students**. Check out this website: <https://www.deanza.edu/students/undocumented.html>

And let me know if you have any questions or concerns. I can help!

Food, Housing, or Transportation Resources

Food, housing, and transportation can be significant challenges for people living in our area. De Anza has resources available that may be able to help you. Check out this page:

<http://www.deanza.edu/resources/>

Student Success Center and Writing & Reading Center (WRC)

De Anza’s Student Success Center is open and available for Zoom tutoring and workshops.

- All SSC Zoom links and schedules are located in one convenient place. Go to <https://www.deanza.edu/studentsuccess/> and follow the links in the Service Updates to add yourself to the non-course [SSC Resources Canvas](#) site, then click on Modules to find current schedules and links. This is updated frequently, so please, ALWAYS access SSC Zoom tutoring and workshops from within SSC Resources.
- Support for remote learning: If you’d like to speak with someone about trying different study strategies for online classes, finding new routines, creating a productive workspace,

resisting the new opportunities for procrastination, or just brainstorming some strategies for good self-care during a stressful time, we encourage you to talk with a peer tutor or SSC staff member, or attend a Skills workshop. We get it and are going through the same things, so let's support each other!

De Anza College DSPS Syllabus Statement

De Anza College views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.
- If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from **Clockwork** early in the quarter to review how the accommodations will be applied in the course.

Students who need accommodated test proctoring must meet appointment booking deadlines at the Testing Center.

- **Exams** must be booked at least **five (5) business days in advance** of the instructor approved exam date/time.
- **Finals exams** must be scheduled **seven (7) business days/weekdays** in advance of the instructor approved exam date/time.
- Failure to meet appointment booking deadlines will result in the forfeit of testing accommodations and you will be required to take your exam in class.
- [Contact the DSS](#) if you cannot find or utilize your [MyPortal](#) Clockwork Portal.
- DSS strives to provide accommodations in a reasonable and timely manner, some accommodations may take additional time to arrange. We encourage you to work with DSS and your faculty as early in the quarter as possible so that we may ensure that your learning experience is accessible and successful.

Phone: 408-864-8753

On the web: <https://www.deanza.edu/dsps/dss/>

Email: DSS@fhda.edu

De Anza College Mental Health Statement

Life at college can get very complicated. You may sometimes feel overwhelmed or lost. You may experience stress, anxiety or depression, or struggle with relationship difficulties.

Many of these issues can be addressed effectively with a little help.

Psychological Services helps students cope with difficult emotions and life stressors. Psychological Services is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. **The services are FREE and completely confidential.** Find out more at <http://deanza.edu/psychologicalservices/> or by calling 408-864-8868.

A Note on Sexual Misconduct

De Anza College is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct—including

harassment, domestic and dating violence, sexual assault, and stalking—is also prohibited at our school. Our school encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need and our school can respond appropriately. If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator, Lauren Balducci, at (408) 864-8945 or balduccilauren@fhda.edu

De Anza College is legally obligated to investigate reports of sexual misconduct, and therefore the college cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible. As an instructor, **I am also required by our school to report incidents of sexual misconduct** and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident.

Let's work hard and have a great quarter!