

De Anza College

EWRT 2.02Z (40165)–Spring 2023

Critical Reading, Writing and Thinking

Syllabus and Class Policies

Instructor: Dr. Margaret Hanzimanolis

This class is a fully online course, with **two required class meetings (conducted via zoom)** per week. While we will have opportunities to chat by phone or zoom (if you need personal assistance) much of the success of the course will be up to you. If you keep up with the reading and writing tasks, you will find online learning a rewarding and efficient way to complete your English requirements independently, and prepare for your next educational or career step.

- You can access all course materials by clicking on the CANVAS app, via your De Anza College portal.
- You should review the “[Canvas Student Guide](#)” if you would like an overview of the features CANVAS makes available to you, and that you are likely to need to know about for this course.
- Also helpful: A number of **De Anza online learning resources** are found here: [Information for New Online Students](#)
- If you are not familiar with **online learning in general**, you may want to view the 12-minute introductory video here: [online orientation](#)
- that the campus provides. It covers some common myths related to online coursework.

Required Zoom Class Meetings:

Mondays and Wednesdays, 8:30-9:20 am (Pacific Standard Time). More than 2 absences over the course of the quarter will result in a slight final grade penalty. One percentage point will be deducted from your final grade average for every zoom meeting absence over 2.

Office Hour:

Mondays, after class: 9:30-10:30 pm (Pacific time). Online only, or by appointment.

Contact the professor:

Canvas inbox or hanzimanolismargaret@fhda.edu,

Cell: 415-516-7949 (text). Identify yourself if you text!

Responses to email or text inquiries:

In most cases, I will be able to respond to you **within 12 hours**. I have set aside dedicated time for grading and for student queries on Mondays and Fridays. In most cases, **I will not be available on the weekend**. Please make sure you understand the tasks you need to complete over the weekend, if that is your usual time to finish work, by Friday!! I

Course Description:

This course, EWRT 2, has been developed to assist students in advancing their critical thinking skills and to further develop these skills in reading complex, college-level texts and in writing at the college level.. Students will formulate, seek evidence for, write, edit and proofread (4) analytical / argumentative academic essays based on reading of complex text, and the use of outside research. The papers will consist of analysis, synthesis of sources, and comparative forms of writing. You will be assigned an MLA-cited research paper (1800 words) to be completed in the last three weeks of the course.

Prerequisite: English Writing 1A.

Your assignments will advance rapidly from relatively simple summary-type assignments to quite complex tasks which require synthesis of multiple sources and understanding of writer's tone. These assignments will give you the opportunity to practice common rhetorical strategies used in academic writing and to gain experience crafting and supporting claims about the themes of this quarter: global history and how our knowledge is typically quite limited because of the narrow focus of most forms of education. Your goal will be the composition of clear, well-organized, and well-developed essays that have varying purposes and audiences, and to show that you can construct a claim or set of claims using carefully researched facts and/or opinions from respected and reliable sources.

I hope that this course will help you with the writing tasks that you're likely to encounter in your further college and university experiences, as well as your eventual work life. My intention is to help you establish lifelong habits of sustained reflection, effective research, close reading, rigorous analysis, and persuasive written communication, all of which will be of use as you come to better know yourself, to better analyze the world, and to better contribute to solving civic and social problems.

Departmental Student Learning Outcomes:

1. Apply critical thinking skills to writing and complex readings.
2. Demonstrate academic (analytical, argumentative) writing based on reading of complex texts.

Required and Optional Material:

Your primary source for complex readings will be the De Anza library holdings or pdf handouts. In addition there will be one required text!

1. Required: Galeano, Eduardo. *Children of the Days: A Calendar of Human History*. trans. Mark Fried. Bold Type Books, 2013
2. Optional: For grammar and punctuation guidance, I suggest bookmarking the online grammar/punctuation and MLA citation source: Owl at Purdue writing site. You may also use a grammar handbook you purchased for another course.

Special Help:

I am committed to delivering educational guidance and mentoring for you via a method and in a style that works for you, so that you can best develop your writing, thinking, and reading skills. Please let me know if you need special instructions or assistance. I am happy to work with you individually or to refer you to free tutoring services.

Here are several other excellent options for extra help.

- The De Anza [student success center](#).
- offers tutoring, skills workshops and other services to assist you. The winter term schedule is not yet up, but check it out after the first week of school.
- Your portal has links to an outside tutoring service for writing tasks, called Smarthinking
- Net Tutor is a link to help from the student success center accessible directly from Canvas.

Navigation:

The weekly modules will be the core of the assignment progression. The Modules will be posted (or will be opened up) each week on Monday by 12:00 noon, Pacific Standard Time. Most of your assignments will be due on the following Monday, though you may also have several mid-week due dates each week!

Submissions:

Submit all work online, via CANVAS, unless instructed otherwise. Large (major papers) assignments should be file uploads, smaller submissions can be pasted in as text blocks if you like (ie "I read the week's summary").

Time Commitment:

The weekly tasks have been carefully calibrated to equal a usual week's face-to-face class (i.e. approximately 4.5 hours of discussions, lectures, quizzes, exams, and in-class writing), as well as the typical homework hours associated with a face-to-face class.

A 5-credit course also requires approximately 8-12.5 hours of homework per week. This average “workload” is an essential component of the academic rigor that De Anza College prides itself on, and the accreditation of the school is based upon, in part. Faculty faithfulness to the published course outline of record is part of how the college demonstrates its academic rigor. This [course outline](#) is the model that all EWRT 2 classes at De Anza are meant to follow: 6000 words of writing, 4 analytical papers, including a research paper of 1500 words (part of the 6000 word requirement, above), as well as an exam.

Your four (4) major papers and one exam (a writing task) will require at least 40 hours. The major readings will require for most students about 10 hours (slower readers may need to schedule more time for the reading component of the course). Other activities include the following over the 11-week course:

- 6+ Hours: Research: Two required assignments related to using the library,
- 10+ Hours: Discussions. Please read the entire discussion thread and at the MINIMUM respond to one other student with an in-depth comment. Discussions are a very important part of the course! Up to 5 bonus points are available for extra detailed engagement with other students or particularly useful and comprehensive posts.
- 30+ hours: All other activities (quizzes about grammar and the reading you are doing, informal writing assignments, developing graphic organizational aids, and so on).

Please make sure you have time booked in your busy schedule for the work associated with this class. I would start out with booking into your schedule (3) 2-hour sessions or (4) 1.5 hour sessions per week. You will then need to adjust up or down, depending on your efficiency and base skills.

Attendance/Participation: Because writing is a skill that is only improved gradually and with daily effort, consistent engagement with the course material and online format is very important for your success in the class. You may be dropped, or receive an “F” for the class, if you become more than two weeks behind on your assignments. However, if you have a special predicament (medical, family, work), please let me know and we can probably work something out. This is negotiated on a case-by-case basis and requires a conversation!

In order to avoid being dropped for non-attendance: (or the online equivalent of non-attendance),

- you will need to **log into Canvas EWRT 2 site at least twice a week throughout the quarter**, and submit the required material for that week. Enrolled students who fail to complete **ALL of the first week’s assignments**

(approximately 8 hours of work) may be dropped unless they have contacted me and have explained their situation to my satisfaction.

- Students **missing substantial work, such as most of the assignments for a two-week period**, or more than one major paper for more than a week, will be dropped from the course or will receive “F” for the quarter, unless there is an unusual situation. It is your responsibility to contact me immediately if there are special circumstances that you would like me to consider.

Late Work Penalties: Generally, in a face to face class, I do not accept late work. However, for an online class, the deadlines are not as critical. I am somewhat lenient on work being a day or two late (ie, don't worry about it). This 72 hour grace period applies to all assignments EXCEPT quizzes. In addition, because student responsibilities such as illness, work and family can prevent students from completing work temporarily, I offer these extended “late work” opportunities:

- One (1) of the formal papers can be up to one week late, with no penalty
- Up to two (2) informal responses /short essay reading responses can be up to one week late with no penalty.
- Up to two (2) discussion posts and/or discussion responses can be up to one (1) week late with no penalty.
- Please note: Most assignments will no longer be accessible 72 hours after the due date and time. After this grace period there may be small loss of points. Also, you may need to request that I manually open the assignment:
 - Generally the penalty for minor assignments will be a loss of 1/10 of the assignment points. That is, you will receive 9 instead of 10 points, assuming the work meets or exceeds the assignment standards.
 - Formal paper assignments will lose 5-10 points, depending on the assignment), if they are more than 72 hours late and you have already used your options for late work!
 - Quizzes CANNOT be done late for any reason.
 - Other work done later than the 72-hour window, but before the Module closing--typically in two-three weeks, will be given 3/4 credit, assuming the assignment standards have been met. It is always better to turn work in late than to not do the assignment at all. The difference is enormous when the averaging is done. A “0” is a stone that drops the whole average down dramatically. It is ALWAYS better to turn in something, even if it is not as good as you believe you could do!

ADD/DROP information.:

1. No students will be added after April 11, 2023, for any reason.

2. Enrolled students who fail to complete all of the first week's assignments will be dropped unless they have contacted me and have explained their situation.
3. If you begin to get seriously behind, even a week behind, **please contact me** and let's try to figure out a way to save the quarter. If you do not think you can manage to catch up, because of life circumstances beyond your control, I strongly advise you to drop before **April 23:** (Last day to [drop classes](#) without a W) or June 2: Last day to drop with a W.

Types of Assignment and grade point distributions by category (total approximately 950 points):

- Five (5) **major papers**, including a 1500-word research project, and a short timed writing (exam), will be the major component to fulfill the total writing requirement, per the course of record, of 6000 words: 550 points
- Five (5) **discussion posts, including responses**: 50 points
- Nine - Eleven (9-11) grammar and reading **quizzes**: (I will drop the lowest quiz score): 100 points.
- Four (4) Substantial Library research **assignments**: 100 points.
- Ten to twenty (10 -20) miscellaneous reading assignments that will include short informal communications about the reading you are doing and verifications of having read the formal paper assignments, and short research projects.
- Two graphic organizing assignments to help with keeping track of ideas for your research paper.

***To understand the grading criteria for each of the major assignments, please consult the **grading rubric** for each assignment.

- One (1) essay explaining what you have found out about events or people briefly described on one or two of Galeano's "days" (100 points)
- One (1) personal narrative / reflection paper (100 points)
- One (1) essay about the writing techniques that Galeano has used (100 points)
- One (1) substantial research paper about several content areas that weave throughout the work, and an evaluation of the writing techniques used throughout the book(150 points)
- One (1) Final exam that will consist of a short reflective essay (100 points)

Quizzes: (100 points; lowest score will be dropped).

***To receive full credit for each assignment, you will need to complete by the deadline and answer the questions correctly.

Five to six (4-6) "reading or text-based quizzes" (open book)

Four or more (4-5) “language usage (grammar/punctuation/language usage” quizzes will be required.

Discussion Forum: At least five (5) discussion posts or collaboration assignments (50 points), some of which will include response requirements.

***To receive full credit for each discussion assignment (post and response), you must follow these guidelines:

- Each post must be four or more fully developed sentences. This length requirement applies to your comments in response to other student posts, as well as your own posts.
- Each post must contain sufficient detail and examples such that readers can easily respond to it, with expansions or disagreements.
- Each post must be written in complete, standard English sentences. Slang is acceptable, but fragments, text-like writing, and generally badly-written posts may not receive any credit.
- Most posts must move into a somewhat speculative area. This is a great place to “think out loud.” Do not be overly concerned with being “right.” Remember: this is a critical thinking, critical reading, critical writing course. Critical thinking often requires one to first be wrong, or to use all opportunities to refine one’s thinking. Mistakes in reasoning, or erroneous conclusions, or inadequate research are quite common, and in some sense necessary, to develop your thinking / research/ and writing skills.
- I encourage you to disagree with one another, even on small points; however, please do so respectfully, kindly, and without making the issue ‘personal.’ Explain why you disagree by bringing into the discussion more and different evidence, plausible alternative frameworks, or historical or cultural analogies. You are free to use your general reading, any on-the-spot research you do, or evidence and anecdotes from your own life in order to deepen our understanding, collectively, of the issues raised in the Discussion Forum prompts. Here is a polite, open-ended way to register disagreement: “While I see what you mean about X, I was thinking that Y also has an impact on such and such.” It comes off as rude to say “You’re wrong about X, Y is clearly more important.”
- Each response post should show genuine curiosity toward other students’ ideas, and build on or put pressure (through the use of questions or comments) on the other student’s ideas.
- We engage in spirited discussion not to “win” arguments, in this class at least, but to sharpen and deepen our own positions, and to more fully understand others! It is a mental exercise, quite similar to what an athlete would do to develop a stronger body.

Maybe you have a “hunch” about something, but no real evidence.... In that case you are asking your classmates to see if they might be able to “confirm or deny.”

Library Research Assignments: You will be given specific research assignments to familiarize yourself with the De Anza library and to develop more advanced research skills.

***To receive full credit for the library assignments, you will need to complete them by the deadline.

Other Assignments: Particularly in the beginning of the quarter, you will have a number of short assignments which will consist of such tasks as writing a confirmation that you have read and understand an assignment or some other instruction. Often, you need only to verify that you have read a summary or an article that has been assigned to earn the 2 points.

***To receive full credit for the several small “other assignments” you simply have to do them by the deadline.

Faculty feedback:

Students sometimes prefer different types of feedback. If you have a preference for what YOU want feedback on, please let me know. If I am supplying writing tips or corrections that make you anxious or feel bad, also let me know, so I can offer only "general" assessments. Some students like lots of feedback, the more the better, some are happier with "just a grade"! Some students like attention on their sentence-level writing, others want to know how to easily convert a summary approach to an analytical approach. You are always encouraged to help me understand what is most helpful to you! At times I will suggest that you work one-on-one with a tutor on specific issues, typically grammar or punctuation. I would appreciate your using these services as it allows me to focus on higher-level critical thinking and writing skills.

The time frame for faculty feedback:

- My intent is to have most student work graded, with appropriate feedback, **within (3) three days** of the final due date. (Generally I can grade at this pace for at least the first half of the quarter).
- **All formal papers will be graded within (7) seven days.** Since the last paper is due on or near the last day of the quarter, if you would like extensive feedback, you will need to submit it a week before the end of the quarter.

Grades: Please monitor your grade throughout the quarter. Your grade-book will give you a running average throughout the quarter. Please note, unless I have zeroed out missing assignments, your average may show higher than it is!! I generally zero out all missing

assignments when the module closes. 9%)A student very rarely attains an A+, but it occasionally happens (over 99%).

A+	99-100%
A	93-98.9%
A-	89-92.9
B+	86-88.9
B	82-85.9%
B-	79-81.9%
C+	75-78.9%
C	70-74.9%
C-	65-69.9%
D-F	Below 65%

In order to pass this class, you must earn a C+ or above.

Grading Criteria for Formal Papers and Projects: Each formal paper assignment will be accompanied by a rubric that breaks down the assignment points students may earn. In general, you will be graded on 1) organization, 2) supporting evidence and details, 3) mastery of the conventions of standard written English, including language usage, punctuation and documentation, and 4) writing style (vocabulary, sentence structure, reader interest, writing voice, appropriately used figures of speech, for instance).

General Submission Guidelines:

1. Submit all formal papers and informal writing on Canvas by the due date. Generally the due date for all of a single week's work will be Sunday night by midnight. I encourage you to work well ahead of this deadline.

2. All formal out-of class work must be free from spelling, grammatical, and punctuation errors.
3. Length: Most formal papers should be a minimum of 850 words and a maximum of 1500 words. Please note your word count at the top of the page. Your final research Paper can be up to 1800 words..
4. Labeling: Student Name, college, date, class number and section letter in upper left-hand corner. Identify the assignment clearly ("Paper # 1, Narrative," or Informal Response # 2 to Galeano Podcast)
5. All formal papers should have a **properly capitalized title**.
6. All direct quotes and factual or opinion-based source material must be cited **MLA** style. Please consult <http://owl.english.purdue.edu/owl/resource/747/01/>
7. For proper formatting: 12 point font, 1.5 line spacing, Times New Roman, paragraph indents conform to the audience and writing purpose.
 - Business writing flush left with no indent and a space between paragraphs;
 - Academic writing should have indented paragraphs and no space between paragraphs.

- **April 22: Paper # 1, A summary, close textual analysis and expansion of one or two of the ideas or events briefly introduced in one of Galeano's "Days"**
- **May 6: Paper # 2, Narrative / Reflection**
- **May 22: Paper # 3, Researching a "day" from Galeano's book and analyzing the book itself for omissions, emphasis, or stylistic problems.**
- **June : 24 Paper # 4, Research Project that analyzes the writing techniques Galeano uses as well as the topics that he focuses on: 1500-1800 words.**
- **June 27-31. EXAM week. Topic and due date TBA**

Papers must be submitted by 11:59 pm on the dates they are due, unless otherwise specified.

Use of select sentences in proofreading practice: Sentences from your work, not identified by your name, may appear in proofreading or other grammar exercises. I will not use sentences that contain any identifying information. Your permission is not needed for sentence examples. However, if I wish to use a paragraph or entire paper, I will solicit your permission.

Late Papers: If you are planning to be away from your computer and anticipate having difficulty submitting your work on time, I suggest you post your work early.

Extra Credit: There are no extra credit assignments to fulfill the requirements of this course. You would not want your physician or airline pilot to not know her field, but instead have attained her credentials via "extra credit," would you? Similarly, the grade you earn for this course is an accurate indication of your competence or mastery of the writing and reading abilities that are necessary for the work tasks (and critical thinking skills) that the college-educated person is expected to be able to accomplish.

Documented Disability: If you have a documented disability, please request a conference early in the quarter so we can discuss any accommodations you may need. It is important that we both fully understand what sorts of workarounds we can use to better support your learning. It is also necessary to seek a confidential letter from the office at De Anza.

Conferences: I am happy to talk with you at any point during the quarter about problems you are encountering with the material or the class itself. Please send me an email with two date/times you are available and I will schedule a zoom at the most convenient of the two choices.

Academic Integrity: All students in this course are expected to abide by the district's rules and regulations on academic integrity, including avoiding plagiarism. The following paragraphs are drawn from the FHDA student handbook, available online at <http://www.deanza.edu/studenthandbook/>

All work you turn into this course must be done entirely by you. Kindly do not use your father, roommate, sister, or any other person to “proofread” or edit your papers!! It is impossible for me to know what you still need to learn if you have significant proofreading done by someone else!!

You are welcome to use the approved tutoring services: Smart Thinking (accessible via your portal), Net tutor (link to student success service on Canvas) or the student success center at De Anza.

Plagiarism is representing the work of someone else as your own.

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as one's own
- Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own
- Submitting a paper purchased from a research or term paper service, including the internet
- Undocumented Web source usage.

Other Specific Examples of Academic Dishonesty

- Purposely allowing another student to copy from your paper during a test
- Giving homework, term paper or other academic work to another student to plagiarize
- Having another person submit any work in your name
- Lying to an instructor or college official to improve your grade
- Stealing tests
- Forging signatures on drop/add cards or other college documents
- Collaboration without permission of instructor.

Possible Consequences of Academic Dishonesty at FHDA

1. Receiving a failing grade on the test, paper or exam
2. Having the final course grade lowered
3. Receiving a grade of F in the course

MORE HELPFUL CAMPUS RESOURCES:

Student Health Resources:

- Health resources: (408) 864-8732
- Psychological Services: <http://www.deanza.edu/psychologicalservices/>
- (408) 864-8868
- Crisis Hotlines: <http://www.deanza.edu/healthservices/hotlines.html>
- Title IX: <http://www.deanza.edu/titleix>
- Disabled Student Services: <http://deanza.edu/dsps/dss/index.html>
- (408) 864-8753
- Food Pantry: http://deanza.edu/outreach/food_pantry.htm
- (408) 864-8327

Emergency and Police:

- Emergency Information: <http://www.deanza.edu/emergency/>
- Campus Police: **From a campus phone: Dial 9-1-1**
(You don't need to dial "9" before calling 9-1-1 from a campus phone.)
- **From a mobile phone: Call 408.924.8000**
- **For non-emergencies:** Call 650.949.7313 or dial extension 7-3-1-3 from campus phones

Academic Resources:

- Admissions and Records: <http://deanza.edu/admissions/index.html>
- Academic Calendar: <http://www.deanza.edu/calendar/>
- Bookstore: <http://books.deanza.edu/home.aspx>
- Distance Learning: <http://deanza.edu/online-ed/>
- Faculty and Staff Directories: <http://deanza.edu/directory/>
- Final Exams: <http://www.deanza.edu/calendar/finalexams.html>
- Library: <http://www.deanza.edu/library>
- Registration Instructions and Guide: <http://www.deanza.edu/registration/>
- Student Success Center: <http://www.deanza.edu/studentsuccess/>
- Undocumented Students:
<http://www.deanza.edu/students/undocumented.html>
- Resources for LGBTQ+ and women: Jean Miller Resource Room MLC 250 inside the Equity office 408.864.8284 or 408.864.5636
- Veterans services, **408-864-8723**
<https://www.deanza.edu/veterans/>

Changes to the Syllabus: The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be announced on CANVAS in the “announcements” section, and the changes will be highlighted in blue.