Instructor: Karin Cooper  
Email address: KCooper11@saddleback.edu  

Location: INTERNET  
Units: 3

Day/Time: Must connect to course at least 2 times a week including discussion board and submission of assignments.

Course Prerequisites: Satisfactory score on the English Placement Examination or completion of ENG 300, 340, or comparable course with a grade of "C" or better.

Catalog Description  
Concentrates on writing the expository paragraph and multi-paragraph composition through a process approach. Students will learn how to construct a topic sentence or thesis statement with a controlling idea and provide support for that idea in Standard English.

Learning Objectives  
The process of writing a paragraph and an essay will become less daunting. Steps toward understanding that developing a writing assignment takes time from brainstorming to rewriting will be established, along with paragraph patterns and developing essays. Sharpening of grammar skills and strategies for critical reading and thinking that will contribute to developing academic writing abilities.

The class is intended to be rigorous to prepare each student for college-level writing. Some students may need extra tutorial help from the Learning Assistant Program tutors.

IMPORTANT DATES:

First Week of Class Begins: Monday, 6/17/2013  
Add without Instructor Permission by: Sunday, 6/16/2013  
Last Day to Add with APC: Tuesday, 6/25/20  
Drop with Refund by: Friday, 6/21/2013  
Elect Pass/No Pass by: Tuesday, 7/2/2013  
Drop without 'W' Grade by: Tuesday, 6/25/2013  
Drop with 'W' Grade by: Monday, 7/22/2013  
Last Week of Class Ends: Sunday, 8/11/2013
Required Materials:

Textbook:

- The Compact Reader, 9th edition
  AUTHOR: Aaron, Jane E. and Ellen Kuhl Repetto.

- Your Skills Class.com
  Bedford/St. Martins

The access to online course Your Skills Class is included with the purchase of The Compact Reader from the Saddleback Bookstore or you can purchase the package directly from Bedford St.Martins.

IT IS RECOMMENDED TO PURCHASE THE PACKAGE (text book and access pass to Skills Class) FROM THE BOOKSTORE INSTEAD OF BUYING A BOOK ONLINE FROM A TEXTBOOK COMPANY AND THEN HAVING TO BUY ACCESS TO THE ONLINE COMPONENT. The cost will be comparable to the bookstore price after having to buy the online access separately.

Online access: You will need internet access to the class Blackboard site, ability to download materials from Blackboard, and an official Saddleback College Email address for correspondence. It is very important for each student to become familiar with Blackboard (BB).

1. Virtual Classroom a Blackboard link with weekly assignments and topics.
2. Raise Your Hand a link for class questions regarding content, assignments or any other content question. Post questions in this section. Your question may be a question another student has also pondered and it may be one that can be answered quicker and easier by a peer. If your question or inquiry is of a personal nature you may email me. Otherwise leave all questions and content queries in Raise Your Hand.
3. Content link will have additional downloads when assigned.
4. Turnitin.com link for all uploads of final writing assignments.
5. Writing Assignment link for posting of assigned reading summaries.
6. Discussion link where discussion questions and introductions are posted.
7. Writer’s Exchange link for peer assignments.
8. Journal link for reflective writing and reading summaries
9. Grades link of all grades and attendance are posted regularly on the Blackboard site in the Grade Book section. It is the student’s responsibility to periodically check grades and attendance records for accuracy, and to be apprised of standing in the course.

Your Skills Class.com Access purchase code from publisher or Saddleback bookstore. Videos reviewed and writing assignments are what would be discussed and implemented in the classroom.

1. Learning Curve – tool to help with assigned grammar skills
2. Course Materials – Video Central viewing and Writing assignments
**Grading:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writer’s Exchange assignments</td>
<td>20</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>80</td>
</tr>
<tr>
<td>Reading quizzes (5)</td>
<td>100</td>
</tr>
<tr>
<td>Writing Paragraph Prompts</td>
<td>40</td>
</tr>
<tr>
<td>Essay Portfolios (3)</td>
<td>350</td>
</tr>
<tr>
<td>Reading Summaries (5)</td>
<td>100</td>
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<tr>
<td>Learning Curve (4) -Skills Class</td>
<td>100</td>
</tr>
<tr>
<td>Journal Postings</td>
<td>35</td>
</tr>
<tr>
<td>Midterm</td>
<td>100</td>
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<tr>
<td>Final</td>
<td>100</td>
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</tbody>
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Total 1025 points

Grades are assigned according to percentages of points earned: A = 90-100%, B = 80-89%, C= 79-69%, D= 60-69%, F=59% and below. Course requirements are subject to change, but fair notice will be given in such an event. Missing assignments will receive zeros. **The 1025 point total is an approximate and may vary slightly in the course of the semester. There are no extra credit opportunities.**

All grades are posted regularly on the Blackboard site in the Grade Book section. **It is the student’s responsibility to periodically check grades and for accuracy, and to be apprised of standing in the course.**

**Out of Class Academic Expectations**

Your study and work habits are an extension of the assignments. **The workload for this summer course is approximately 18 hours per week (in an on-campus course this would translate to 6 hours in class, and 12 hours of independent class work).** Additionally you are expected to spend extra time on activities that will increase your understanding of the subject, such as re-reading texts, writing notes, reviewing course materials, working on upcoming assignments, drafting essays and rewriting.

An on-line class will allow each student to work around his or her schedule but it does not translate into less learning or writing time, or an easier course. There are expected learning and writing goals for a student in English 200 to achieve and be competent in for advancement to English 1A.

**Assignments and Late Policy**

- **Final Essays without draft documentation will not receive a grade.**
- All assignments are due on specified dates.
- The midterm, final and final essays are writing assignments with advance due dates. Final essays will not be accepted past the due date. Personal problems, vacations, missing class, malfunctioning computers or other excuses will not be accepted.
• Students are required to complete all final essay assignments, midterm and final in order to pass the course.
• All final essays will be submitted to Turnitin.com accessed through the assignment link on Blackboard.
• **Drafts and Revisions** are assessed by completion of page requirements and timeliness. All drafts and revisions need to record the due date in MLA format on the page.
• **Page requirements** are defined as a complete page, for example if the page requirement calls for 3 pages a complete page is expected of Times Roman font of 12, double spaced, 1” margins right, left, top and bottom and 1” to approximately 9.5” is a full page. Failure to meet page requirement for final essays will result in an automatic full grade reduction ex: C = D.
• **No work will be accepted through email to the instructor.**

The instructor reserves the right to give a grade of 0 or to require a proctored rewrite if he/she feels that **the paper may be the product of too much outside help, if it does not reflect the writer’s abilities or if the voice and style coming through the paper do not match the writer’s voice and style in the discussion boards, drafts, emails and other writing done in class.** Furthermore, all major assignments are submitted to Turnitin.com, a plagiarism deterrent program.

**Public Nature of Writing Class and Discussions**
Please consider every piece of writing you do for this class, including online discussion, to be "public property." Part of becoming a good writer is learning to appreciate the ideas and criticisms of others, and in this course our purpose is to come together as a writing community. Remember that you will often be expected to share your writing with others, so avoid writing about things that you may not be prepared to subject to public scrutiny, or things you feel so strongly about that you are unwilling to listen to perspectives other than your own. This does not mean that you are not entitled to an opinion but that you adopt positions responsibly, contemplating the possible effect on others.

Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district of Trustees (AR 5401) (SB Student Handbook).

**Student Online Participation**
Online participation is considered attendance. You are expected to post substantively, as is required by course guidelines, keep up with course discussions online and submit assignments promptly. Correspondence will be done through course the Blackboard site and Saddleback emails, be sure to check these daily. **You may not be absent from our online discussion and learning for more than one online discussion in the 8 week course.** Missing deadlines means you have become “inactive” or stopped attending our online course; therefore, missing multiple assessments or assignments may lead to a drop from the course. Your online presence, participation and assignments are indicators of your attendance in our online classroom. **Watch assignment and discussion deadlines closely.**
New Assignments will open on Mondays. Example: Week One will begin on Monday, June 17th at 12:30 am.

Thursday and Monday will be deadline days for assignments. All deadlines will be by 11:00 pm unless noted otherwise.
Example: for Week One some assignments will be due by Thursday and others due by Monday, 6/24.

Week Two will open on Monday, 6/24. Some assignments will be due by Thursday and others due by Monday, 7/1.

It is strongly suggested to post work before the deadline. Internet traffic, computer malfunctions and every conceivable interference may prohibit making an assignment deadline. Do not post or send late work or any kind of assignment to my email. It will not be acknowledged or opened. It is each student’s responsibility to submit work by the deadline. It is each student’s responsibility to have a working knowledge and understanding of Blackboard and Skills Class.

Academic Integrity Statement from the Saddleback College Student Handbook

Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else’s words, ideas or data as one’s original work, including, but not limited to, the following:

- Intentionally representing as one’s own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
- Taking sole credit for ideas and/or written work that resulted from a collaboration with others.
- Paraphrasing or quoting material without citing the source.
- Submitting as one’s own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
- Sharing computer files and programs or written papers and then submitting individual copies of the results as one’s own individual work.
- Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
- Modifying another’s work and representing it as one’s own work.

Your own commitment to learning requires you to be honest in all your academic course work. Faculty members are required to report all infractions to Student Services, wherein a range of disciplinary measures may take place, including receiving an F in the course and expulsion from the college. The complete policy on academic integrity can be found at: http://www.saddleback.edu/media/pdf/handbook.pdf

Students with Disabilities

“This course meets the requirements set forth in the accessibility check list and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities.” If you have questions on how to make accommodations, please contact Mike Sauter, the Alternative Media Specialist.
Student Learning Outcomes and Course Objectives

Course Objectives

1. Recognize and correct all sentence faults, all punctuation faults, all capitalization faults.
2. Use a variety of sentence structures, employing appropriate vocabulary.
3. Write a variety of paragraphs, or multi-paragraph compositions, utilizing organizational strategies and topic sentence placement appropriate to the assignment.
4. Recognize the main idea, supporting details, inferences, and conclusions in written material.
5. Use deductive and inductive reasoning skills to develop paragraphs.
6. Select and use a prewriting strategy to discover an approach, a thesis, and supporting details for a writing assignment.
7. Engage in peer-editing activities to respond to writing.
8. Create and maintain a journal.
9. Write a variety of assigned essays and complete page requirements.
10. Understand a writing assignment prompt.

Student Learning Outcomes

1. Students will write a 5-6 paragraph narrative composition that supports a specific thesis statement using competent topic sentences.
2. Students will write a 3 page expository composition using detailed evidence and assigned source to support the thesis statement.
3. Students will write a 3-4 page comparison and contrast composition using a variety of complete sentences, detailed evidence and assigned sources.
4. Students will use appropriate MLA format for the following (6) items: heading, spacing, title, indentation, running header and works cited.
How to get access to SkillsClass

www.yourskillsclass.com

You are required to purchase access to SkillsClass for this course.

SkillsClass Solo is an on-line learning environment that integrates videos, exercises, tutorials, and a number of other study aids.

Where can you purchase SkillsClass Solo?

At the Bookstore:
If you have purchased either a package with the SkillsClass Access Card or the Access Card itself, please follow the instructions below:
1.) Point your browsers to http://www.yourskillsclass.com. (If you are a Mac user, you will need to use Firefox).
2.) Click on “STUDENTS REGISTER YOUR CODE.”
3.) Scroll down until you find SkillsClass Solo and click “Register.”
4.) Select the state or province where your institution is located from the drop-down menu. Then, select your institution and then your course (from the drop down menus). Click Next.
5.) Complete the registration form, including your first and last name, and e-mail address. Create a username and password for yourself that you easily remember for use throughout the term.
6.) Click Next at the bottom of the screen, confirm your account information, and click Create Account to complete the registration process. We recommend printing the confirmation page so you have a record of your username and password.
7.) Your account information will be confirmed. To log in to SkillsClass, return http://www.yourskillsclass.com and enter your e-mail address and password in the top right log in box.

Online:
If you are planning to purchase access to SkillsClass only online, please follow the instructions below:
1.) Point your browsers to http://www.yourskillsclass.com (If you are a Mac user, you will need to use Firefox).
2.) Click on “STUDENTS PURCHASE ACCESS TODAY.”
3.) Scroll down until you SkillsClass Solo and click “Purchase Access.”
4.) Select the state or province where your institution is located from the drop-down menu. Then, select your institution and then your course (from the drop down menus). Click Next.
5.) Complete the registration form, including your first and last name, and e-mail address. Create a username and password for yourself that you easily remember for use throughout the term. Click Next.
6.) Enter your payment information including name as it appears on the credit card, card number, expiration date, and billing address. Click Next and confirm all account information. Click Place Your Order.
7.) Once you have confirmed payment and placed your order, you will see an account confirmation page that lists your name, e-mail address, username, and password. We recommend printing the confirmation page so you have a record of your username and password.
8.) Your account information will be confirmed. To log in to SkillsClass, return http://www.yourskillsclass.com and enter your e-mail address and password in the top right log in box. If you have trouble during the registration process, please call 1-800-936-6899 or email tech support at techsupport@bfwpub.com.
Other College Services

- Problems accessing Blackboard?
  949-582-4515
- Problems accessing MySite?
  Eric Garant, egarant@saddleback.edu, 949-582-4627
- The Saddleback Library is the best place to get research sources and personalized help from a Librarian whether you're on or off campus. Attend the library's free workshops to learn the basics and take the library's credit courses (LIB 100, LIB 101, or LIB 2) to become a highly skilled researcher. Visit the library or our website, www.saddleback.edu/library, for details.

Free Tutoring at Saddleback College

Summer 2013 – Hours of Operation for LRC Tutoring

Math/Science Tutoring – June 17 – August 8

Monday – Thursday, 9:00 a.m. – 7:00 p.m.
Friday, 9 a.m. to 2 p.m. – Study Time (no formal tutoring)
Closed Saturdays, Sundays, and College Holidays.

English/ESL/Other Subjects – June 24 – August 8

Monday – Thursday, 9:00 a.m. – 7:00 p.m.
Friday, 9 a.m. to 2 p.m. – Study Time (no formal tutoring)
Closed Saturdays, Sundays, and College Holidays.

Workshops on How to Succeed in Online or Hybrid Class

If you are new to online classes or are unsure about the online portion of a hybrid class, please join us for one of these free workshops for Summer 2013.

- Friday, June 14 from 9 a.m. to noon in LRC 230
- Saturday, June 15 from 9 a.m. to noon in LRC 230
- Tuesday, June 18 from 6 p.m. to 9 p.m. in LRC 230
- Wednesday, June 19 from 3 p.m. to 6 p.m. in LRC 230

For Additional Information, including how to register for these workshops.
Own Your Success

Appointment Tutoring: for individual (one-on-one) sessions in English, ESL, and other subject areas, please make your appointment in person at the front desk of LRC 212 or over the phone at 949.582.4519. For questions, please feel free to call or email sctutoring@saddleback.edu.

Drop-in Tutoring: for immediate assistance in Mathematics, Chemistry, Physics, and some English, just drop by LRC 212 during its regular business hours.

Group Tutoring: for study groups and exam review sessions, please make an appointment at the LRC front desk in LRC 212.

Skills Lab Computer Center: This lab offers Saddleback College students the opportunity to use software specific to course assignments, explore learning through the internet, and strengthen their knowledge of technology by learning more about Blackboard, MySite, and how to be successful in online classes. The Skills Lab Computer Center is located in LRC 258 (next to the Language Lab). For additional information, please call (949) 582-4441.