SADDLEBACK COLLEGE

English 200: Fundamentals of Composition
Ticket #11930 Units: 4

Instructor: Professor Cooper
Email address: kcooper11@saddleback.edu

Class Meetings for term: Online
Office Hours/Availability: Raise Your Hand is checked M-F throughout the day and until 4 p.m. Fridays. If a student would like to meet with me personally I am more than happy to make meeting arrangements on the Saddleback campus on either Monday or Wednesday.
Division Office: LRC 344; (949) 582-4788

Required Materials: Texts and access codes are available at the Saddleback bookstore. For convenience and keeping up with the course it is strongly recommended students purchase directly from the bookstore. Often purchasing from Amazon or other online textbook vendors can be a delay of 2 – 3 weeks. The textbook, *The Compact Reader*, is also available at Library Reserves.

1. Textbook: *Compact Reader 9e*  
   Author: Aaron  
   ISBN: 9781319014476  
   Publisher: Bedford Saint Martin's (MPS)

2. Compclass Solo (6 Mo Access)  
   Edition: Packaged with textbook at bookstore. Supported by Firefox (not Chrome or Safari).  
   - If not purchased with textbook student is responsible for independent purchase through Bedford/St.Martin’s – Access purchase instructions on Black Board Information link

   - 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 Class - Blackboard link with weekly lecture, assignment links, objectives and instructions.

   2. Raise Your Hand a link for class questions regarding content or assignments. Post questions in this section. Raise Your Hand is checked at least once a day during weekdays and more often before assignment due dates but don’t leave your question for an hour before an assignment is due. Your question may be a question another student who has also pondered and it may be one that can be answered 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. Information and Additional Readings link will have additional downloads when assigned and pertinent as well as basic course information such as the syllabus.

   4. My 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 to be apprised of standing in the course.
5. **Turnitin.com** link for all processed and final essay writing assignments and a program that provides automatic grammar corrections, instructor feedback and plagiarism check.

6. **Journal and Response** link for reflective writing and response writing assignments.

7. **Class Discussions on Discussion Board** tool will always be accessed through Virtual Class. Expectations students post responses and read peer responses and comment and reply when instructed. Discussions are like a class discussion and an attendance check.

**Course Prerequisites:** A satisfactory score on the English placement examination or completion of English 300, English 340, or a comparable course with a grade of C or better.

**Catalog Description**
Focuses on developmental writing, culminating in thesis-driven short essays and totaling at least 5,000 words for the semester. Students will complete reading analyses, in-class writing, and out-of-class assignments to prepare for successful writing across the disciplines.

**Topics Covered**

**Writing: Paragraph, Multi-Paragraphs, and Processed Essay Development**
- Paragraphing, writing short essays, incorporating a variety of rhetorical strategies and contexts.
- Focusing writing, developing main ideas and organizing support in logical ways.
- Developing in-class writing skills including organizing, composing, editing, and time management skills.
- Response writing to topics.

**Reading**
- Summarizing, paraphrasing, and analyzing texts, drawing conclusions, making generalizations and analyzing main ideas and positions.
- Applying reading skills to multiple texts.

**Voice and Audience**
- Addressing specific audiences using appropriate voices for those readers.

**Organization, Development, Thesis and Central Idea**
- Formulating thesis statements or central ideas.
- Understanding objective, directions and process of a writing assignment.

**Learning Objectives**

**Upon completion of this course, the student will be able to:**
1. Understand the fundamentals of writing a clear, specific thesis statement.
2. Create an essay that provides at least 5-6 paragraphs of detailed evidence to support the thesis statement in an essay.
3. Use a variety of simple, compound and complex sentences.
4. Integrate MLA formatting within an essay, including the following six items: heading, spacing, title, indentation, running header and works cited (with some minor errors).
5. Using a process approach, write 3-4 formal essays ranging from 2-3 pages in length, totaling approximately 3,000 words.
6. Apply organization and editing/revising skills to produce 1-2 in-class essays and developmental writing, totaling 2,000 words.
7. Summarize, analyze and interpret approximately 100-150 pages of primarily cross-discipline texts reflecting a diversity of authorship, disciplines, genres and perspectives.
8. Synthesize one course reading from a cross-content discipline into an essay completed in-class (500 words).
9. Assimilate two sources/readings from cross-content disciplines into a formal, out-of-class essay (800 words).
10. Comment upon written work and offer constructive criticism and feedback to classmates during peer review process.

Saddleback College English Composition Department Student Learning Outcomes

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

Student Conduct and Attendance

- In accordance with Saddleback College policies, students may be dropped from a course if they miss eight or more instructional hours during the term or for Online 2 consecutive weeks without participation in Discussion forums and not submitting assignments will be consideration for instructor drop.
- 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 Board 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 two online discussion and weeks in the 17 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.

- A Week officially begins on Monday. Example: Week One will begins on Monday. On most weeks Virtual Class will be available the weekend before the official Monday start.
- Thursday and Monday will be deadline days for assignments. All deadlines will be due by 9 p.m. unless noted otherwise.
- Example: for Week Two – 1st assignments will be due by Thursday and 2nd assignments due Monday.
- 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 Comp Class.

- Students should not think they can take the course by iPhone or iPad. Viewing some content on an iPad is conceivable but it is advised all assignments to be written on and submitted by a computer.

- Contact with the instructor - Monday through Friday Raise Your Hand is checked at least once. Emails will be returned within a 24 – 48 hour period during the week. It is suggested to understand what an assignment is requiring before it is due in case you need to post a question on Raise Your Hand.

- All email announcements are sent only to student Saddleback College email accounts. Make sure to either check the accounts or have them linked to your personal email.

- For most assignments return comments and/or rubrics are attached. Turnitin.com has a Grademark feature where instructor comments are posted and it is expected that students have reviewed the comments to aid in developing writing skills.

- Every effort by the student should be made to keep up with the online class and instruction, but if there are temporary problems that interfere with a student’s ability to stay current please email the instructor to see what arrangements can be made to help with maintaining enrollment in the class and finish the semester course. The college and your instructor want each student to academically succeed.

Out of Class Academic Expectations

Your study and work habits outside of class are an extension of your time in class. The “Carnegie Units” or workload for this course is approximately 12 hours per week (four hours in class and eight hours outside of class). This means that in addition to our time spent reviewing Blackboard lessons and assigned videos, you should expect to spend at least eight more hours per week on homework, reading, writing, and revising. Furthermore, even if a specific assignment is not due for the week, you are still expected to spend this amount of 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 and pursuing independent reading.

Processed essays are given due dates drafts and final essay submission.

An on-line class will allow each student to work around his or her schedule but it does not translate into less learning, 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. Strong and careful reading skills are advised. Consider that the student is responsible for the 2-hour class time (4 hours a week) plus homework.
Course Requirements and Grading Criteria

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Narrative</td>
<td>75</td>
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<tr>
<td>Example Essay</td>
<td>100</td>
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<tr>
<td>Argument Essay</td>
<td>100</td>
</tr>
<tr>
<td>Compare and Contrast Essay</td>
<td>100</td>
</tr>
<tr>
<td>Journal &amp; Reading Summaries</td>
<td>50</td>
</tr>
<tr>
<td>Writing assignments &amp; exercises</td>
<td>100</td>
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<tr>
<td>Discussion Exchanges</td>
<td>50</td>
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<tr>
<td>Comp Class assignments</td>
<td>100</td>
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<tr>
<td>Quizzes</td>
<td>60</td>
</tr>
<tr>
<td>Midterm</td>
<td>50</td>
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<tr>
<td>Final</td>
<td>50</td>
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<tr>
<td>Total</td>
<td>835</td>
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</table>

Grades are assigned according to percentages of points earned: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = below. Missing assignments will receive zeros. The 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.

Assignments and Late Policy

- Final Essays without draft documentation of essay assignment will not receive a grade. This policy is strictly adhered to in an online course.
- 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 and Compclass enrollment in order to pass the course.
- All final essays will be submitted to Turnitin.com accessed through the assignment link on Blackboard.
- All drafts and writing is assessed by completion of page requirements and timeliness.
- 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.
## Major Assignments for this Course

- Students will write **4 formal out-of class essays**, increasing in length from 1 ½ pages to 3 (totaling a minimum of 3,000 words).

- Students will write **2 in-class essays** (may be as a timed midterm/final exam) totaling 1000 words in length.

- 150 pages of required, out-of-class nonfiction expository or informational texts/articles/readings, *provided by the instructor* (no research is required of students at this level), approximately 8-11 pages of readings per week.

*Note that three typed pages are the equivalent of about 1,000 words.*

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Essay #1</td>
<td>Page/Words _1 ½ minimum 2 pages max</td>
<td>Intro/thesis due 2/9</td>
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<tr>
<td>Narrative Essay</td>
<td></td>
<td>Draft due 2/12</td>
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<td></td>
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<td>Final draft 2/16</td>
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<tr>
<td>Essay #2</td>
<td>Page/Words _2 pages</td>
<td>Intro/thesis due 3/9</td>
</tr>
<tr>
<td>Example Essay</td>
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<td>Draft due 3/12</td>
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<td></td>
<td></td>
<td>Final draft 3/16</td>
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<tr>
<td>Essay #3</td>
<td>Page/Words 3 pages</td>
<td>Intro/thesis due 4/6</td>
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<tr>
<td>Argument Essay</td>
<td></td>
<td>Draft due 4/9</td>
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<td></td>
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<td>Final draft 4/13</td>
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<tr>
<td>Essay #4</td>
<td>Page/Words 3 pages</td>
<td>Intro/thesis due 5/4</td>
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<tr>
<td>Compare Contrast</td>
<td></td>
<td>Draft due 5/7</td>
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<tr>
<td>Essay</td>
<td></td>
<td>Final draft 5/14</td>
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<tr>
<td>In-Class Midterm</td>
<td>Timed Essay (or exam)</td>
<td>Date 4/20</td>
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<tr>
<td>In-Class Final</td>
<td>Timed Essay (or exam)</td>
<td>Date 5/21</td>
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Academic Integrity Statement from the Saddleback College Student Handbook

Plagiarism involves the 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., from Paper Mills or other 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 coursework. Faculty members are required to report all infractions to Student Services, wherein a range of disciplinary measures may take place, including receiving an F for a plagiarized assignment, and possibly 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](http://www.saddleback.edu/media/pdf/handbook.pdf).

Supplemental Courses

- Students who would like ongoing, individualized help with grammar, sentence structure, punctuation and the writing process should enroll in ENG 210, which meets in the Writing Center, LRC 210. This half-unit credit/no-credit lab is open entry/open exit. You may come whenever the Writing Center is open; there are no scheduled class meetings. Twenty-four hours of attendance are required for credit.

- Students who need help with study skills (reading and annotating textbooks efficiently, interpreting writing assignments, using time management, etc.) should enroll in ENG 333, Reading Skills Lab, located in LRC 215. This half-unit pass/no-pass lab is open entry/open exit. You may come whenever the Reading Lab is open; there are no scheduled class meetings. Twenty-four hours of attendance are required for credit.

- Non-native English speakers who need support with grammar or mechanics are encouraged to enroll in ESL 347, Advanced Grammar Review. This 0-unit course begins the advanced ESL grammar sequence and emphasizes a rapid review of English verb system. Not open-entry/open-exit.

Students with Disabilities

If you have a verified learning disability, it is your responsibility to bring me a copy of your Saddleback College Special Services Educational Accommodations form and/or a Special Services Test Proctoring Guidelines form, either of which will indicate the accommodations you are given. (This is usually accompanied by an authorization for academic adjustments/accommodations form which I initial and keep, returning to you the yellow carbon copy on the bottom.)

If you feel that you might have a disability-related educational limitation, contact the main Special Services office (DSPS) at SSC 113, Mondays—Thursdays 8:00 am – 4:30 pm; Fridays, 8:00 am – 12:00 pm.

**Phone:** (949) 582-4885, **TTD:** (949) 582-4833, **Fax:** (949) 347-1526

[http://www.saddleback.edu/dsps/](http://www.saddleback.edu/dsps/)
**Tutoring**
All students are encouraged to use the Learning Resource Center (LRC 212), for one-on-one tutoring. Please make an appointment (in person) with an English tutor for help with writing assignments. Tutoring is free of charge. More information is below:

- **Location:** LRC 212 (second floor of the LRC building)
- **Phone:** 949.582.4519
- **Email:** sctutoring@saddleback.edu
- **Website:** [http://www.saddleback.edu/tutoring/](http://www.saddleback.edu/tutoring/)

**Other Saddleback College Services**

- **Student Technical Support**
  - Problems accessing Blackboard? Call (949) 582-4515 or call 1-866-940-8991 for 24-hour service.
  - Other Technical Problems (for email, mysite, etc.)? Call (949) 582-4363, Mondays—Thursdays, 8:00 am – 8:00 pm; Fridays, 8:00 am – 2:00 pm.
  - or email scstudenthelp@saddleback.edu
  - Check out these great websites for help:
    - [http://www.saddleback.edu/de/student-technical-support/](http://www.saddleback.edu/de/student-technical-support/)
    - [http://saddleback.edu/oe/student-resources/StudentHelpDirectory.html](http://saddleback.edu/oe/student-resources/StudentHelpDirectory.html)

- **The Saddleback Library** is the best place to get source material 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 at utilizing information technology. You may “ask a librarian” face to face at the Reference Desk on the 2nd floor of the LRC or on the phone at (949) 582-4525 or online, chatting with a librarian during library hours, Mondays through Thursdays from 8:00 am – 8:00 pm and Fridays from 8:00 am – 2:00 pm. For details, visit the library website, [www.saddleback.edu/library](http://www.saddleback.edu/library). You may also have your questions answered within 24 hours by contacting the library on Facebook at [https://www.facebook.com/pages/Saddleback-College-Library/310334007473](https://www.facebook.com/pages/Saddleback-College-Library/310334007473) or by emailing your question to sclibrary@saddleback.edu.

- **Student Health Center**  SSC-177; (949) 582-4606
  All students who enroll in classes held at Saddleback College are required to pay an $18.00 Health Fee per regular semester and $14.00 per summer session. The Health Fee entitles students to a variety of health services. The Student Health Center provides treatment for acute, short-term illnesses and minor injuries, general health screening and other health maintenance procedures. The Health Center is open from 8:00 am – 7:00 pm Mondays-Thursdays and 9:00 am – 3:00 pm on Fridays. It is closed daily from 1:00 pm – 2:00 pm.
Mental Health
The College Mental Health Program helps students meet the personal challenges associated with their academic and life goals. Sometimes problems arise that interfere with students’ abilities to do well in college, to continue in classes, and to be emotionally healthy. Personal counseling is provided by advanced graduate school interns under the direct supervision of a licensed psychologist in the Student Health Center and by generalist counselors in the Office of Counseling and Special Programs. These services are free to all currently registered and enrolled students.

- **Counseling and Special Services**
  Services are provided for enrolled students with verifiable disabilities. Each semester, Saddleback College serves more than 1500 students with disability-related educational limitations.
  - **Academic/Career/Personal Counseling**
    SSC 167
    (949) 582-4572
    Mondays—Thursdays, 8:00 am – 7:00 pm; Fridays, 8:00 am – 12:00 pm.
  - **Special Services Office**
    SSC 113
    (949) 582-4885 (voicemail)
    (949) 582-4933 (TDD)
    Mondays—Thursdays 8:00 am – 4:30 pm; Fridays, 8:00 am – 12:00 pm
  - **Learning Disability Center**
    SSC 224
    (949) 582-4246
    Mondays—Thursdays 8:00 am – 4:30 pm; Fridays 8:00 am – 12:00 pm.
  - **Alternate Media Production Center**
    Village 23-1
    (949) 582-4885
    msauter@saddleback.edu
  - **Accommodated Testing Center**
    Village 28-1
    (949) 582-4424
    Mondays, Tuesdays, Thursdays, Fridays: 8:00 am – 3:00 pm; Wednesdays, 7:00 am – 3:00 pm.

- **Campus Safety**
  Emergency number: (949) 582-4444
  The Campus Safety office is located in the Village between Village buildings 1 and 2.
  Mondays—Thursdays, 8:00 am – 6:00 pm; Fridays, 8:00 am – 3:00 pm.

  The Saddleback College Campus Police is a service-oriented police agency. The Campus Police Department is staffed by fully-sworn peace officers, trained and regulated by standards established by the California Peace Officer Standards and Training (POST) Commission. The officers have the same authority as a municipal police officer or county deputy sheriff.

  Campus Police Officers are responsible for patrolling campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws, traffic regulations and providing a safe environment for our students, faculty, staff and guests.
Crimes, suspicious activities, and any emergency should be reported to the Campus Police Department. Campus Police can be contacted at any time by calling (949) 582-4585 or at extension #4585 from any campus phone.