



Hartnell College

English 253 – Fundamentals of Composition and Reading

Fall 2007

#4231, M-F 9:00-9:50
#4232, M-F 10:00-10:50

Instructor: **Rhea Mendoza-Lewis**

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Office Hours: MWF 11:00-12:00, TTh 5:00-6:00 p.m. (online), or by appointment

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✧ Purpose of Course ✧

English 253 is a course designed to develop both your writing and reading skills with emphasis on the sentence and the paragraph although you will be writing short essays for the duration of the semester. You will do much of the preparatory work for these assignments—working plans and rough drafts—for classroom exchange and peer editing. The point of this work is to help you learn how writers go about writing and to help you improve your approaches to the types of writing assignments you will likely encounter in college. Additional attention will be given to reading



strategies and individual grammatical usage errors. There will be daily/weekly homework assignments and a semester-long journal activity. Your success in the course depends on your level of commitment to all of these areas of study.

Note: In compliance with equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Request for academic accommodations need to be made during the first week of the semester, except for under unusual circumstances, so arrangements can be made. Students are encouraged to register with Disabled Students Programs and Services (DSP&S) for disability verification and for determination of reasonable academic accommodations.

✧ Course Objectives ✧

Upon completing English 253, students will be able to:

1. identify the main idea of a paragraph / essay.
2. distinguish between the main idea and supporting details.
3. summarize the content of a paragraph / short essay.
4. utilize basic prewriting techniques to produce material for a writing assignment.
5. select appropriate details and devise a plan for presenting them in an essay/ paragraph.
6. prepare an initial draft of an essay/ paragraph.
7. revise the assignment to improve its effectiveness.
8. proofread the essay / paragraph for errors in mechanics, grammar, and usage.

✧ Student Learning Outcomes ✧

By the end of the semester students will be able to:

1. Demonstrate comprehension of assigned texts by identifying the main ideas and supporting details.
2. Produce an essay by the end of semester which has a thesis, an introduction, body, and conclusion driven by a purpose that responds to a rhetorical situation.
3. Demonstrate knowledge of writing as a process that includes revision.

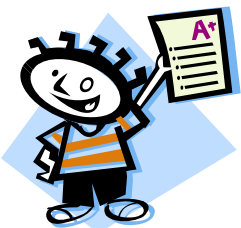
✧ Texts / Required Materials ✧

1. *Integrations*, William S. Robinson and Pam Altman
2. *Breaking Through College Reading*, 8th ed. Brenda Smith (Make sure it is **the 8th edition**.)
3. English 253 Course Packet (on sale at the bookstore); Make sure it is the one for **our class**.
4. Journal notebook (with lines to write); you must use a standard, 8 ½ x 11 notebook and use it solely for the course journal.
5. *New American Webster Handy College Dictionary* or any college level dictionary you already have.
6. Thesaurus – Purchase the type with alphabetized entries.
7. 8 ½” x 11” binder paper for all assignments (All final drafts of essays need to be typed but not homework assignments and journal entries. You may use a black or blue pen or a pencil for in-class work.)
8. A stapler
9. Black pen & white-out or correction fluid/tape for proofreading /grammar days
10. A flat pocket folder for your essays and handouts
11. Scantron forms No. 882-E (approximately six)
12. **Reliable, professional sounding** email address that indicates your first and last name (This will be shared with the class.)
13. A calendar to keep track of due dates



Please always come to class prepared with the proper materials, binder paper, and a pen (blue or black ink, please) or pencil.

✧ Evaluation / Grading ✧



- ✧ Assignments will be graded “A” through “F.” For every class session that an essay is late, your grade for the assignment will be lowered by one full grade (i.e., A to B). **An essay will not be accepted if it is more than four classes late.**
- ✧ The failure to bring copies of a draft to class for Peer Review on the designated days will result in a grade deduction of one step (i.e., B- to C+).
- ✧ Daily homework assignments may not be submitted late.

- ⬆ **No make up quizzes or tests.** If you have to be absent on the day a quiz or test is given, then you must make arrangements with the instructor to take the quiz or test **beforehand**. On quiz and test days, 15 minute maximum lateness time is allowed. All others who enter the classroom passed this time will not be allowed to take the quiz or test. Note: Time will be kept on the classroom clock.
- ⬆ I reserve the right to drop or fail any student caught plagiarizing or otherwise cheating.

<u>Assignment</u>	<u>% of Course Grade</u>
6 Essays	50%
Homework and in-class work	10%
Journal	10%
Quizzes and tests	10%
Participation and Attendance	10%
Final Exam	10%
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Total	100%

⚡ NOTE: In order to pass English 253, a C average (75%) is needed on all essay grades.

✦ Class Participation / Attendance ✦

⇒ You will be graded for your participation in class activities. Good participation involves both active listening and speaking. This includes paying attention in class, being prepared for class discussions, sharing your ideas in class, and giving thoughtful comments to your classmates during peer reading workshops.



⇒ Regular attendance is required. It is very important since you are responsible for everything assigned, presented, read, written, or discussed in class, whether you are present or not. We will adhere to the Hartnell College attendance policy which states:

“...a student may be dropped after missing one more than twice the number of class meetings per week.”

In addition, three late arrivals will count as one absence.

⇒ All appointments should be scheduled outside of class time.

⇒ Attendance at peer-review sessions and student–teacher conferences is required; failure to attend (with complete draft in hand) will lower your essay by one step (i.e., B- to C+).

The **bottom line** is that if you want your reading and writing skills to improve, you should simply expect to attend **every** class session.

⇒ Seating may be assigned in this class.

⇒ Due to the short amount of class time, understand that there will be NO exiting during the class period.

College Policy prohibits distracting conduct in the classroom; therefore, all beepers, cell phones, pagers, iPods, walkmans, etc. must be turned off during class time and no sunglasses may be worn [unless the student can provide a note verifying an eye prescription] in order to minimize distractions and maintain a good learning environment.

This classroom is intended to create a safe environment for students to take intellectual risks such as sharing thoughts and opinions in an open dialogue with other students and instructors. A safe environment is free from offensive language, verbal attacks on other students, and rude behavior such as interrupting when someone else is talking.

Students, staff, and faculty at Hartnell College may have allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities. Please keep this in mind when selecting and applying personal care products.

In addition, please refrain from eating in class.

✧ Writing and Reading Labs ✧



I highly recommend enrolling in the writing and reading labs where you can work on individualized assignments, which complement your lecture courses. In addition, you may receive elective units towards your degree. We'll tour the lab during the first week of class.

✧ Class Contacts ✧



Sometimes there are times when you can't make it to class. Although you must try to avoid this as much as possible, life does happen, and I understand this. In the space below, write down the names and phone numbers of at least three classmates. They will be your "class contacts." If there is a day when you can't make it to class, you should always check in with the instructor or one of your classmates to see what happened on that day and what is the homework for the following class.

- 1.
- 2.
- 3.