

Instructor: Brian Smith

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Class T/Th 6:30-7:20 PM via Zoom

Office Hours: T/Th 5-5:50 PM via Zoom, beginning 10/6

## Course Introduction

EWrt1A/LART 250 provides an introduction to academic reading and writing coupled with practice and support from various campus resources. The two courses are graded separately, with EWrt 1A being a letter-based grade, and LART 250 having a Pass/No Pass grade basis. You must successfully pass the LART 250 segment, the EWrt 1A segment and the Portfolio to pass the EWrt 1A/LART 250 bundled class.

## Course Summary

This syllabus explains course textbooks, assignments, and policies, some of the latter of which are:

- You must complete all assigned essays to pass EWrt 1A, and all written work must meet the specified format and minimum page length. A “page” is defined in the *Essays* section (p. 2, below). An essay short of the minimum required number of full pages will receive a considerably lower grade. Minimum page lengths for assignments do not include the Works Cited page if a Works Cited page is required for that assignment. So as an example, an essay requiring both a Works Cited page and a minimum length of 4 pages will mean 4 full pages of essay text *plus* the Works Cited page.
- You must complete a minimum of 3 CSA activities in order to pass LART 250
- You must complete all assigned homework, essays, and the portfolio to pass EWrt 1A, and all written work must meet the specified format guidelines. Any late penalties assessed on any original essay version will still apply if that essay is revised for the portfolio (see Portfolio section on below p.3). Written assignments shorter than the minimum page length will receive a non-passing grade of C- or less.
- Spell-check, grammar-check, and proofread your work prior to submitting the document.
- You must electronically submit all specified assignments in the required file type to the TurnItIn.com web site. Note that submitting a file to TurnItIn is a multi-step process as explained in the below TurnItIn.com section (see p. 5, below). And make sure to read the section marked “Very Important” in that section. You must also keep electronic versions of all the previous working drafts of your essays in case authorship is questioned.
- You cannot make up missed quizzes if you miss the deadline for submitting the quiz on Canvas, no matter the reason.
- Written work is due on specific dates and at specific times. If you submit an essay assignment after the time due but before midnight (US Pacific Time Zone) on the same day, 10% is deducted from the assignment score. If you submit a late essay by midnight of the following day, 20% is deducted. I will not accept work after midnight (US Pacific Time Zone) of the day following the due date. **Note also that the college requires the Census Report from the instructors by the end of the second week (see the “Census Period” under Course Policies p. 4), so you must submit Quiz 1 by the time due or I must drop you from the class. I also cannot accept your end-of-term portfolio (see Portfolio p. 4, below)**

**after the due date and time. I cannot make any exceptions to any of the rules for late work — no matter the reason — so plan your time and submit your work as early as possible.**

## Course Textbook

The specific edition of the following text is required.

- Lunsford, Andrea. *EasyWriter*, 8th edition, published by Bedford/St. Martins, 2022; ISBN 978-1319244224. Make sure you get the 8<sup>th</sup> edition (purple cover). You can use either an electronic or physical text version. The Welcome email I sent earlier has links for textbook information and sources.

## Student Learning Outcomes

You will learn through this course to:

- Practice writing as a multi-step process including planning and revising with attention to varying purposes, audiences, and rhetorical strategies.
- Read and analyze rhetorically and culturally diverse narrative and expository texts from a variety of perspectives.
- Demonstrate the reading and writing process and metacognitive awareness in a combined reading and writing portfolio of their strongest work.

## Course Assignments

The following describes the assignments and activities during the term.

### Essays

Questions always arise regarding what constitutes a “page,” so to ensure we all use the same guidelines for essay length, a “page” for outside-class essays is a full 8 ½ x 11-inch page with double-spaced 12 pt. Times New Roman typeface, with the text running from the top margin to the bottom margin. All margins are one inch wide, no greater. The exception is the first page with the author block and essay title, on which the text runs from one double line space below the title to the one-inch margin at the bottom. In addition, essays 1 plus 3 through 5 must follow the MLA format as specified in *Lunsford* and the *MLA Format Instructions* I will provide. And once again, turning in an essay shorter than the assigned minimum pages will result in a non-passing score for that essay. As a guideline, an MLA-formatted essay page has 23 lines of text between the top and bottom one-inch margin lines (not counting page numbering), so that is one method for checking page length. We will go over the MLA format during our Zoom sessions.

Pay close attention to style and mechanics in all of your work by implementing the organization and writing skills we discuss in class. Careful proofreading together with correct grammar and punctuation usage is crucial in this class. And though the spellchecker is a valuable tool, one that you absolutely should use, you cannot simply run a spell-check without also proofreading your paper. As we know, spellcheckers do not flag everything, and may incorrectly flag some items. Only your careful proofreading can find all the errors. In conjunction with the spellchecker, you should also enable the Microsoft Word grammar checker to run with the spellchecker. Lack of proofreading — formatting, punctuation, spelling and grammar mistakes — can result in a failing essay grade. And as course docs — the Class Schedule, the Assignment Instructions, as well as the Welcome Letter sent prior to class beginning — **submitting a Microsoft Word file for your outlines and**

**essays (except Essay 2) is required.**

### **Essay Format**

We are using the MLA formatting style for the essays, which is the standard for college writing in the Humanities and required by four-year schools. The format of your essay and Works Cited page must follow this MLA format. Works Cited pages do not count towards the minimum pages required in the essay assignment. Again, pp. 118-67 of *Lunsford* discusses the MLA format(except we will not use charts, tables, footnotes or endnotes), and the *MLA Format Instructions* document in the Canvas class webpage will show you how to set up that format in Microsoft Word. Your essay must be computer-typed and meet the following:

- Use double-spaced 12 pt. Times New Roman font only.
- Use left alignment for the text only; do not right align the text.
- Include a relevant title for the essay (i.e., not "Essay 2" or similar).
- Insert the upper left-hand corner author block on page one only.
- Insert your name before the page number in the upper right corner using the MS Word page # function.
- Use only one-inch margins unless I specify otherwise.
- Indent the first line of each body text paragraph one-half an inch.
- Set the Spacing Before & Spacing After controls to zero, and turn off the Widow/Orphan control.

The how-to instructions for accessing a free, online copy of Microsoft Word from the college are on the class Canvas page. Also, I will supply you with a set of instructions for Microsoft Word to set up the MLA format. I will also provide a pre-formatted essay page for Microsoft Word that you can type over if you wish. If you use another type of word processing app other than Microsoft Word, you will need to save your file as a Microsoft Word document file, then submit that file as your final version for grading.

### **Readings & Quizzes**

Quizzes measure your preparation for class: your understanding of and attention to concepts, terminology, class discussion and reading assignments. Any quizzes and their subject matter will be announced ahead of time via the posted schedule. **You cannot re-take or make up quizzes**, so please you submit your completed quiz on Canvas by the posted time. Complete all assigned readings by the date and time due.

### **Course Evaluations**

EWrt 1A course assignments are worth the following possible points and are subject to change.

<b>EWrt 1A Assignment</b>	<b>Possible Points</b>
Quizzes (3)	90
Essay 1 Analytical	180
Essay 2 "In Class"	180
Essay 3 Analytical	180
Essay 4 Revision of either Essay 1 or Essay 3	90
Essay 5 Reflective	180
<b>Total Possible EWrt 1A Points</b>	<b>900</b>

**You must complete all essays in order to pass EWrt 1A.** Your total EWrt 1A points translate to the following letter grades.

Total Points	Grade	Total Points	Grade
873 - 900	A+	693 - 719	C+
837 - 872	A	630 - 692	C
810 - 836	A-	603 - 629	D+
783 - 809	B+	567 - 602	D
747 - 782	B	540 - 566	D-
720 - 746	B-	≤ 539	F

Unlike EWrt 1A course grades, LART 250 is a Pass/No Pass course. The LART 250 assignments are worth the following possible points and are subject to change.

LART 250 Assignment	Possible Points
Essay Outlines	80
Customized Support Activities (CSA)	90
<b>Total Possible LART 250 Points</b>	<b>170</b>

**You must compile a minimum of 75%, or 127 points, of the LART total in order to both pass LART 250 and submit an EWrt 1A portfolio.**

I reserve the right to amend any course policy, grading or otherwise, at my discretion. I also reserve the right to drop, after verbal and/or written warning, any student consistently failing to complete their assignments on time.

### **Customized Support Activities (CSA)**

Completing a minimum 3 CSA activities are required to pass the LART component of the combined class. See the CSA Module on Canvas for information about the CSAs.

### **Portfolio**

You will complete five total essays for the class. Four of those five will be a minimum of 4 full pages plus a Works Cited List ("Works Cited" is the MLA name for an essay bibliography). A full page in the MLA format is approximately 325-350 words for any essay page other than the Works Cited page (the bibliography), or page 1, which is approximately 275 words because of the author block. Your end-of-class portfolio should demonstrate skills expected from an EWrt 1A student and will include

- A thoroughly revised version of your previously graded, analytical Essays 1 or 3. You will submit the revised essay version only, so you will not include the original, graded version of whichever essay, Essay 1 or Essay 3.
- A timed, analytical essay (Essay 2) of a minimum 4 paragraphs covering a minimum 2 pages. This will be the original version submitted for the assignment. This timed, "In-Class" essay cannot be revised for portfolio inclusion per the English Department requirements.
- The last essay (Essay 5), the "Reflective" essay, which we will discuss in a class Zoom meeting.

**Your portfolio will be assessed by a committee of English instructors, and you must receive a passing portfolio grade to receive a letter grade of C or above**

**for EWrt 1A.** The instructions for the portfolio process in the Canvas Portfolio module will provide more detail about how the portfolio process works.

## Course Policies

The following policies apply during the term.

### Census Period: First Two Weeks of Class

The college and the State of California require instructors to file the Census Report by the end of the first two weeks of the quarter. The Census Report drops any student not showing progress through those first two weeks. Consequently, **you must complete Quiz 1 and any other assignments by the due date those first two weeks; otherwise, the college will drop you from the class roster.**

### Email

Only email assignments if I specifically ask you to do so. Also, any emailed assignments must be sent *as a Microsoft Word attachment(s)*, meaning a Microsoft .docx filetype. Moreover, for you to receive a grade, I must be able to open and read the attachment(s). I will assign a grade to what I receive, so if your email attachment cannot be opened or is an incomplete document, that partial document is what I will grade.

I check and respond to email at least once every 24 hours except weekends and holidays.

**If you send me email, make sure to use relevant, descriptive wording in the subject line. Please do not simply find an old email I sent to you, type your new message and resend the email to me. If you do, your email will have the same subject line wording as the previous email sent, but will be about a different subject. However, the email system will automatically file the email under the old subject line heading, meaning I may not get back to you because the email is not in my email inbox.**

### Late Assignments

Essays 1, and 3 through 5 are due to TurnItIn by the due date and time on the Class Schedule document in the Canvas *Class Schedule* module. Also, your internet connection could lag, and the TurnItIn submission process itself takes a few minutes, so give yourself some time by not waiting to the last five minutes before the time due to send the assignment to TurnItIn. If you do not allow enough time, your essay may be late.

I will accept essays 1, 3, 4 and 5 only under the following policy. If you are late but submit the assignment as a Word .docx document file to TurnItIn by midnight Pacific time on the day due, the late penalty is a 10% grade deduction for that assignment. If you submit the assignment as a Word .docx document file to TurnItIn by midnight the day after it is due, the penalty is 20%. I cannot accept late assignments after midnight that day after the assignment is due. And again, late quizzes are not accepted, and you **cannot submit your in-class Essay 2 or end-of-class Portfolio late.**

Although I will carefully read all your essays, I cannot comment as extensively on late essays compared to those I receive on time, nor can I promise to return late papers at the same time as those submitted when due. Consequently, the best (and easiest) course of action is to start early, avoid the hassle and submit your work on time.

## Plagiarism and Cheating

Writing instructors easily spot plagiarism. Plagiarism is using someone else's words or ideas and submitting them as your own without crediting the original author. In the academic, business, publishing worlds, and now, even in politics, plagiarism is a major offense, and a student plagiarizing in this class will fail the assignment, may fail the class and be referred to the Dean of Student Affairs for disciplinary action, the latter of which could mean you are expelled from the college. We will discuss what constitutes and how one avoids plagiarism, but I refer you to the Purdue OWL website listed at the end of this syllabus, the De Anza *Catalog*, and main college website for further information. **If any doubt exists whether any part of your work is plagiarized, you will be required to prove the work is your own;** consequently, you should always save electronic copies of your earlier essay drafts to help your case.

Amongst other actions, cheating includes copying quiz or exam answers, answering for another student during roll, signing another's name to an attendance sheet, turning in work not your own, submitting work done for a previous class. For further information, see the [De Anza Academic Integrity Page](#).

## TurnItIn.com

We will use the TurnItIn academic integrity checker for all assignments that specify using TurnItIn. To submit an assignment, you must first open an account at the TurnItIn.com web site using the class I.D. number and password I provide in the TurnItIn module on Canvas. If you have not used TurnItIn before or you need a refresher, go to [www.turnitin.com](http://www.turnitin.com), click SUPPORT in the upper RH area of the web page and view the short, introductory videos for a walk-through of the basics of the web site: creating a profile, logging in, and submitting papers.

**Essay Assignments must be sent to the TurnItIn site as a Microsoft Word file, a .docx file extension type. I will not grade any other file types for essays than a Word. Docx extension document file. That means no PDFs, Google Docs, Apple Pages etc. files.**

**Very Important, Need to Read:** Submitting a file to TurnItIn is a multi-step process. The first step is simply clicking the SUBMIT icon; the second is to use the BROWSE function to locate the file; the third is to send the file to TurnItIn. TurnItIn will then send a screen shot back of the first page, but at that point, the website **has not** accepted the file. **Instead, the site is simply asking you if this is the right file?** Only after you click to confirm that is the file will TurnItIn accept it and load the file to your account, so make sure you get the electronic receipt page to confirm the website received your file. **You can also open your account screen to see if the file appears after you submitted it, but just keep in mind it takes the website a couple minutes to check it in.**

Bookmark the site and keep your personal log on credentials in a readily available, secure place.

TurnItIn issues an "originality report" to the instructor that lists the percentage of language your paper shares with web sites, paper mills, books, magazines, databases, student papers or other third-party documents. Since the goal of the course is to help you improve your writing, you defeat the purpose of the class if you submit someone else's work in place of your own.

## Course Miscellaneous

Below is some additional information that will help you during the class.

## Hints and Tricks

- Save your work frequently during your drafting and revising processes in order to save yourself a lot of grief. Remember also that you should save all your early work and in-process drafts to show ownership of your work if your authorship is questioned.
- Use a college-level, English dictionary. Electronic translation dictionaries offer just simplistic help and can keep you from succeeding in your college work. Links to two online, college-level dictionaries are included below under the **Grammar Help** heading.

## Getting Access for free to Microsoft Word

Microsoft Word is part of Microsoft's Office 365 suite of apps. You can access the online version after you set up a De Anza student email address. Instructions for doing so are on the Canvas class page in the in the **Microsoft Word Requirement & Getting Free Copy** module.

## Assistance

- For information about all the student services, including **Academic Counseling, Psychological Services, Disability Support Services, Financial Assistance, Child Care, the Food Pantry, Health Services, HEFAS** (help for AB540/DACA students), the **Occupational Training Institute, Veterans Services** and a lot more, visit the [Guide to Student Services Page](#)
- **Getting Started with Canvas Workshops** [Online Education Center](#)

## Holidays

- Friday, November 11, Veterans Day. Most campus offices and services will be closed
- Thursday & Friday, November 24-25, Thanksgiving. Most campus offices and services will be closed

## Academic Calendar

- Sunday, October 9<sup>th</sup>: Last Day to Drop without a W Grade
- Friday, November 18<sup>th</sup>: Last Day to Drop with a W Grade

## Academic Help and Support Available

- For tutor help and some CSA activities, click here for the Writing and Reading Center [WRC](#)
- Listening and Speaking Center [LSC](#)
- Math, Science, & Technology Resource Center [MSTRC](#)
- For academic skills help and other academic services, visit the Academic Skills Center [ASC](#)
- General Subject Tutoring is here [General Subjects](#)

## Admissions and Records

- Admissions and Records office (registration, transcripts etc.) is here A&R

## Canvas and Zoom Online Classroom Software Help at De Anza

[Get Help with Canvas](#) & [De Anza Online Learning Resources](#)

## Extended Opportunities Programs and Services

[EOPS/CARE](#)

## **Food Pantry**

[Food Pantry](#)

## **Scholarships**

[Financial Aid](#)

## **Guide to Other Online Resources**

[DA Student Resources](#)

## **Grammar Help**

Online grammar site:

[Purdue University OWL Site](#)

College-level dictionaries:

[Merriam-Webster Dictionary](#)

Dictionary & Thesaurus [Dictionary.com](#)

MLA Style: [MLA at Purdue University OWL Site](#)

Essay Structure, Plagiarism Guidelines:

[Purdue University OWL Site](#)

## **Other Sites of Interest**

UC Admission Applications & Personal Statement Essays Information

[UC Admissions](#)

CSU Admission Application Information

[CSU Admissions](#)