Instructor: Amy Lawlor
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Office hours: T 9:30-10:30
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**COURSE SYLLABUS**

**English 1A : Reading and Composition**

Section: 0941
meeting times: T/TH 7:00 a.m.-9:15 a.m.
room: C265
4 units
(prerequisite: one of the following: (1) Engl. 100; (2) ESL 33b; (3) placement based on the English assessment process.)

**Required:** concurrent enrollment in English 900, Writing Center Lab

The Writing Center: As part of the requirements for this class, you **must** enroll in one section of English 900 **Writing Center Lab**. This lab class requires you to spend one hour each week (the same hour) in the English Division’s Writing Center. Located in C341 and C345, the Writing Center is designed to both supplement and complement the work we will do in our class. Faculty and peer tutors will offer one-on-one and group teaching activities. In addition, the lab offers computer-assisted tutorial software that will address grammar, mechanics, Internet research, and general reading and writing skills. Your regular attendance at the Writing Center will count towards your mid-term and final grade for this course. Remember to bring proper identification as required by the Writing Center (Lancer card, course schedule receipt, and English 900 Assignment sheet) **every** time you attend the lab.

Required for the course:
*Composing a Civic Life*, 2/e, Michael Berndt and Amy Muse  
*Maus I*, Art Speigelman  
The Little Brown Compact Handbook, Fowler  
Internet access, email account

Highly recommended for the course:
small stapler  
folder or binder

**Course Requirements:**
total percentage for the semester = 100% made up of the following:
A) four out of class essays (50%)*  
B) rough drafts/peer editing (7%)  
C) service learning component (5%)  
D) quizzes and homework (5%)*  
E) reading journals (5%)*  
F) midterm (10%)*  
G) final exam (8%)*  
H) class participation and attendance (5%)*  
I) Writing Center Lab is equivalent to one essay grade (5%), determined as follows:  
14-15 hours = A+ (100%)  
13 hours = A (95%)  
12 hours = B (85%)
11 hours = C (75%)
10 hours = D (65%)
6-9 hours = F (50%)
Fewer than 6 hours = 0 points

*note these are rough estimates of your final grade and are subject to change

You will also be expected to participate in:
- class discussions
- small group work/activities
- peer editing

Weekly Requirements:
A course schedule* will be made available to you soon. Weekly schedules will vary slightly but will consist of: class discussions, small group work, homework (including readings, a reading log journal, and various grammar exercises), and four essays spaced out throughout the semester. Keeping up with the reading is essential. In the course schedule I will have a reading schedule, I recommend that you keep AHEAD of the reading schedule.
*subject to change

Upon successful completion of this course, the student will be able to

1. Write cogent, well-developed arguments that clearly articulate a thesis supported by textual evidence.
2. Read critically by summarizing, analyzing, synthesizing, and evaluating college-level texts.
3. Select, evaluate, interpret, and synthesize sources in the service of an argument.
5. Use effective strategies for pre-writing, composing, and revising of essays.
6. Recognize and identify the impact of civic action in a community: global, national, and local.

“Research is formalized curiosity. It is poking and prying with a purpose.” -- Zora Neale Hurston

Essays:
We will be writing four out of class essays and two in-class essays (midterm and final). One of the out of class essays will be a research essay. You will write multiple drafts for all essays—rough and final—and will receive credit for all drafts.

For each out-of-class essay assigned during the semester, you will need to meet with a tutor in the Writing Center to work on your essay. Working with a tutor on your essay can be done during the prewriting, rough draft or final draft stages of essay writing. Each final draft essay you turn in will need to be accompanied by a tutor conference slip to receive credit for the tutoring. If you do not have the tutor slip, your essay will be marked down five points.

Format for essays
All essays and drafts must be:
* typed
* double spaced
* 12 pt. Font
* 1.25” margins
* note: there should only be ONE regular double space between paragraphs

Papers that do not follow the proper format run the risk of not being accepted
Revisions
Because writing is a process and successful writing depends on writers going back and revising their work, you will revise each essay based on peer editing comments before turning in the final draft. You will have a chance to revise one of your first two essays for a better grade; your final grade for the essay is an average of the two. Revisions are due within two weeks of getting the essay back. Note: a revision requires substantial changes and additions, not just superficial grammatical changes, and you must meet with me before you begin revising. All changes on the new version must be underlined or highlighted.

Peer Editing
Peer editing will take place on the day your rough draft is due. It is mandatory and worth 10 points; if you are absent the day of peer editing or you do not have a draft, you will receive no credit. In order to get credit for peer editing you must have a “good faith” draft (a “good faith” draft is equal to 75% of the final draft). For peer editing to be successful, each student must come prepared with a full draft; not being prepared will affect your grade.

Late Work
I do not accept late work: assignments, essays, homework etc. However, because “life” intercedes with school work occasionally each student is allowed two late tickets which allow you to turn work in one week late. Twice during the semester I will accept late work—other than that no late work will be accepted so use them wisely. Late essays will not receive written comments, but you may make an appointment with me to go over the essay during office hours. Please note: you cannot pass the class if you miss one of the required papers.

Attendance
Being present in class and prepared is essential to success and we will be moving through material quickly. Your participation and group work cannot be made up in the event of an absence. Roll will be taken at each meeting and the PCC attendance policy will be enforced—a student who misses two weeks of class can be dropped. And please be on time to class. Three tardies is equivalent to one absence and missing more than 25 minutes of class also equals and absence.

If you are absent, you are responsible for finding out what you missed; you are still responsible for the work due the day you return to class. Use the class phone/email list that will be circulated during the second week of the semester if you need to get assignment information from a classmate.

Grading
All final draft essays will be graded as well as your homework, short writing assignments, various exercises, quizzes, the midterm and the final, but take note that other things are considered in computing your final grade as well:
- attendance
- participation in class discussions and small group work
- being an active learner
- seeking help from me or from a tutor to improve your writing
- substantially revising your rough drafts
- coming to class prepared

Please note: All essays must receive a grade in order to pass the class

Important note:
Save all copies of your essays on disk and in hard copy form. Always back up your work on floppy disk or in hard copy form as your work on it. Never throw out any graded work until after you know your grade for the semester.
Plagiarism is a serious violation of college rules and regulations and will result in a zero/“F” for the assignment and could lead to disciplinary action including: referral to division dean or college administration. Plagiarism is stealing or passing off the ideas or words of another’s as one’s own; this includes using existing material or ideas without crediting the source. Please see me if you need any clarification about this. Assignments that are found to be plagiarized will not receive any credit; you cannot pass the class without receiving credit for all essays.

Additional things I’m sure you already know:
- No electronic devices in class: cell phones, mp3 players, cd players, etc. I don’t want to see them on your desk or in your ear and I absolutely should never hear them. If your phone rings in class you will lose ten points for the semester (equal to a quiz or two reading journals) or you can bring donuts for the entire class as an apology for the disruption.
- Be on time to class: arriving late and/or leaving early is distracting to the entire class.
- Be polite and listen when someone is talking in class; do not carry on conversations with your neighbor when someone else in class is talking

[Writing] is a lot like inflating a blimp with a bicycle pump. Anybody can do it. All it takes is time. -Kurt Vonnegut, Jr.

Helpful information:
A writing class takes a lot of time and patience. Learning to write is not something one can learn by memorizing a set of formulas or rules, it takes practice and more practice and some guidance. The following information you may find useful in your journey to become more skilled writers.

Writing Center Lab: Although students enrolled in English 1A are only required to attend one lab hour per week, consider going more often and working with tutors on your essays as often as needed. In addition to tutoring, the writing lab also offers computer-assisted instruction in writing, grammar, and punctuation, a reference library, grammar handouts, videotapes, and small group tutoring. The lab is a wonderful resource for writing students to strengthen writing and computer skills at the same time.

Office Hours: I strongly encourage students to meet with me in my office hours throughout the semester—don’t wait until the last few weeks of the semester!

Computer labs: There are several computer labs across campus for students to use for essay writing, internet and library database research.
- Library (3 labs)
- Computer Café—lower level of the Campus Center (free computer use, $5 print card for printing)
- Instructional computer labs (one hour at a time, first-come, first-served basis) D101, D104, D105

Library card: one of the most useful tools you will have for this class is a library card. Not just for checking out books anymore, a PCC library card is your ticket to using all the resources of the library–inter-library loan, periodical and reference database access (on or off campus), computers labs and more. Check out the library resources: http://www.paccd.cc.ca.us/library/Services.html

I look forward to a good semester with you all. Our class website can be found at the following url:
http://faculty.pasadena.edu/aslawlor/index.html