

**English 165: Critical Thinking and Advanced Composition
Kababayan Program**

MWF 10:10 – 11:00 am • Section AK • 7-304
Fall 2005

SYLLABUS

Instructor:	Liza Erpelo	Office:	Building 2-104
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E-mail:	erpelol@smccd.net	Office Hours:	Tuesday & Thursday 10-11 am
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			Friday 12-1 pm

COURSE DESCRIPTION & PREREQUISITES

English 165, a transfer-level composition course which is also applicable toward attaining an associate degree, gives you three units of credit. For CSU transfer requirements, it satisfies A3 (Critical Thinking), and for IGETC transfer requirements, it satisfies Area 1, Group B (English Communication). UC/CSU transfer agreements require a total of 10,000 written words over the course of the semester. Prior to enrolling in this course, you must have passed English 100 or 105 with a letter grade of “C” or better.

COURSE OBJECTIVES

This course will teach you to use critical thinking, reading, and writing skills through discussion of ideas and a progression of argumentative writing assignments and projects. Since this course is part of the Kababayan Program learning community, the texts we will read, discuss, and write about have at least one common element: their authors are concerned with the Filipino/a and Filipino/a American experience. Your concern, as a reader of a particular text, will be to examine what that text says, to decide what it means to you, to evaluate that message, and to communicate your evaluation to the rest of us.

Please note that this is not a lecture course: we will work together to *explore* ideas and *experiment* with different ways of expressing them. The success of the work we do together — our class discussions and work with partners or in small groups — will depend upon the effort each of us makes individually. Part of that effort is simply being prepared, having done the reading, thinking, and writing assigned. Another part of that effort, an essential part, is to be willing to investigate your opinions, to share them, and to respect the right of your classmates to express opinions that are different from your own.

By the end of the semester, you will have developed a strong understanding of what it means to think, read, and write critically. Through the writing and reading you do in this course, you will be able to analyze; criticize; advocate and reason both inductively and deductively; distinguish fact from judgment; understand the relationship of language to logic; identify the assumptions upon which particular conclusions depend; and recognize common errors of logic in language and thought.

TEXTBOOKS AND MATERIALS NEEDED

TEXTS

1. *Journey of 100 Years: Reflections on the Centennial of Philippine Independence* edited by Cecilia Manguerra Brainard and Edmundo F. Litton
2. *Lies My Teacher Told Me* by James W. Loewen
3. *The Forbidden Book* by Abe Ignacio, Enrique de la Cruz, Jorge Emmanuel, and Helen Toribio
4. *Home Bound* by Yen Le Espiritu
5. *English 165 Course Reader and Workbook*. This will be available from the bookstore during the second or third week of instruction.
6. *A Pocket Style Manual* by Diana Hacker

MATERIALS

- A “Student Record Folder” to document your lab hours.

- One folder with two pockets to turn in each final draft of an essay, which will include your rough drafts, peer review sheets, and any homework/worksheets you have completed for that unit.
- An organizer, datebook, or planner to keep track of all your assignments and essay due dates.
- E-mail account

COURSE REQUIREMENTS

1. Essays (60%)

Essays will usually be between three and five pages. **Due dates are subject to change at the instructor's discretion.** All essays must be typed in black ink, double-spaced, on white 8.5" x 11" paper in a standard font — no exceptions. Margins should be 1" all around. Please staple all of the pages together and number the pages; you do not need a title page. I will provide a sample essay to show you the format conventions you should follow. When each essay is due, you will need to turn in a folder which includes **two clean copies** of the final draft, your peer review sheets, your rough draft, and any homework/worksheets we have done during that unit. If you are missing any of that work, the essay will be marked down by 1/3 of a grade. **You must turn in all of your essays in order to pass this class.**

Please consider every piece of writing you do for this class 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.

Proofreading: While the ideas, organization, and development of your essays are most important, proofreading does count. Too many proofreading errors (more than an average of three per page) will mean that an essay does not pass, despite whatever strengths it may have. Feel free to mark up the final draft even after the essay is printed out; I'd rather get a marked-up final draft than a clean rough draft.

Late Essays: All essays are due **at the beginning of class** on the assigned date — any time after is considered late. Absence on the due date is not an excuse. You may turn in only one essay late in the semester, and “late” means by the next class meeting; for instance, if an essay was due on Monday, you can turn it in late on Wednesday. Use the “late essay” coupon attached to the end of this syllabus. Any essays submitted beyond the due date will be marked down one full grade for every day that it is late. When papers come in late, I will still grade them, but may not be able to provide any written feedback on the essay itself.

Revision: You may revise any of your first three essays during the semester. A revision involves re-working an essay — clarifying, developing, and reorganizing your ideas — not simply correcting errors in it. If you wish to revise an essay, you must (1) notify me within a week of receiving your grade on the essay and (2) meet with me for a revision conference; your revised essay will be due one week after we meet. When you turn in your revision, include the original essay with feedback and please highlight the changes you made on your revision. Your revision grade will be averaged with the original grade, unless the revision grade is lower.

Plagiarism: At all colleges, plagiarism is unacceptable. Plagiarism refers to passing off another person's ideas or words as your own, from copying someone else's words or ideas without citing that source to having people write or excessively edit your essays for you. According to the Skyline College “Student Handbook,” plagiarism is:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

Any assignment that has been plagiarized will receive an “NC” (no credit) and we will meet to discuss your status in the course. You may also be required to meet with the Dean of Language Arts for disciplinary action.

2. Digital Oral Research Project (10%)

As part of the course requirements for English 165 AK, each student will participate in LSCI 110: Digital Oral Research Project, a practical introduction to methods and techniques of gathering and documenting oral research using digital audio technology, with Professor Eric Brenner. Students will learn to interview people in order to record and organize information relevant to specific historical, social, cultural, ethnic or other areas of research interest and completed digital oral research projects will be included in the college library's oral history website. The course dates are as follows:

W 10/12:	<i>Orientation meeting and introduction to oral research</i>
W 10/19:	<i>Interviewing tips & practice</i>
W 11/9:	<i>Digital editing</i>
W 11/30:	<i>Creating a web page</i>

More information about the project and a more detailed schedule will be provided later in the semester.

3. Attendance/Participation (10%)

Because all the work we do in class is directly related to your writing development, it is crucial that you come to each class prepared and ready to participate. I will take roll at every class meeting. If you cannot make a particular class, call or e-mail me to let me know. You will also need to call a classmate and be sure to get the homework assignment and any materials from him or her. You are responsible for all homework whether you've been in class or not. Missing more than three class meetings will affect your grade, and missing more than six class meetings is unacceptable and will result in a failing grade for attendance and participation. While you are in the classroom, please turn off all cellular telephones, pagers, Walkmans, etc. before class begins. It is disrespectful to me and to your classmates.

**** IMPORTANT NOTE ****

To keep your spot in this class, you must attend all class meetings during the first two weeks. If you are absent without notifying me during this time, you will be dropped from the class.

One more point...I suspect it may be a challenge for us to get to class on time, but that's what I expect all of us to do if we are going to get started and not be interrupted by late arrivals which invariably produce distracting paper shuffling and repeated directions/conversation. We will use the entire class period. Three "late arrivals" (defined either as coming in after I take roll or more than 10 minutes into the class) will be considered an absence; early departures carry the same consequences. Both will count toward the maximum of six absences permitted.



Conferences

Conferences are a major part of this class, providing opportunities for us to work together on your growth as a writer. Please keep your appointments with me; if you have to miss a conference with me, call or e-mail me ahead of time to let me know. Otherwise, your missed conference will count as an absence.

Peer Review Days

Peer review is an integral part of the class, and it works best with your full participation and cooperation. On peer review days, you and two of your peers will get together and read each other's essays and comment on them. These workshops are here to help you, by providing feedback from your readers and allowing you to reread and rethink about your work. Remember, we don't write in a vacuum — you need to get feedback from your readers.

You will need to **bring three copies of your draft to class** on these days. Your essay must be a "good-faith draft": at least two pages long and shows careful thought and planning even though it may be unfinished. Notes and outlines, while important elements of the writing process, do not count as drafts.

By missing peer review, you will be letting yourself and your classmates down. Peer review is a required step in your writing process; you must attend to receive full credit for your essay. You may miss one peer review day without penalty; use the "missed peer review day" coupon at the end of the syllabus. If you do not attend a workshop for a given paper or come to a workshop unprepared and without a "good faith draft," your final grade for that paper will drop by one grade.

Class Discussion/Readings

Many times in class discussion, it becomes fairly obvious who has done the reading and who has not, who is willing to speak their minds and who chooses to disengage; get your words out there. Convince me that you are prepared for class, have thought about these ideas, and are ready to participate.

4. Homework/Quizzes/Lab Work (10%)

Homework: Homework consists of sentence or paragraph exercises, smaller writing assignments, worksheets, freewrites, and any other assignments. We will go over homework in class the day after it is assigned; I expect everyone to have completed the homework before coming to class. Homework is a large part of your responsibility as a student and will greatly affect how much you learn in this class and how well you do on the essays. Each homework assignment is worth three points. Late homework will be accepted by the next class period and carries a point penalty.

Points	Meaning
3 points	excellent work
2 points	good work
1 point	incomplete or needs improvement
0 points	turned in late
-1 point	not turned in

*PLEASE NOTE THAT NOT TURNING IN HOMEWORK EARNS YOU **NEGATIVE** POINTS.*

Submitting Assignments by E-mail: I will only accept homework electronically if you are absent on the day that the work is due or if we have made previous arrangements; otherwise, your work will be considered late. Keep in mind, however, that if you e-mail me your homework, you do so at your own risk and I cannot guarantee that I will receive it on time. Please send your work in Microsoft Word format (.doc) or in rich text format (.rtf) as an attachment. **NOTE:** I do not accept essay assignments via e-mail.

Quizzes and In-Class Work: You may not make up a missed quiz or in-class activities; you lose points entirely.

Lab Work: A required activity for English 165 is 16 hours of lab time during which you work on assigned activities in The Learning Center or attend other workshops and events on campus. You must purchase a blue "Student Record Folder" to document your lab attendance. I will collect your lab folder from time to time to check on your progress. Each lab hour is worth 6 points, for a total possible 100 points. Any hours in excess of your required 16 hours (up to 10 hours) for the semester can be counted as extra credit towards your homework grade.

5. Final Exam (10%)

The final is required to pass the course. Please do not take the course if you cannot take the final at the scheduled time; no finals will be given early. The date for the final exam is Monday, December 12 from 8:10 am – 10:40 am.

Special Accommodations: In coordination with the DSPS office, reasonable accommodation will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DSPS office at (650) 738-4280.

GRADING POLICY

This course is graded A-B-C-D-F with no plus or minus grades. You may choose to take the class Credit/No Credit, but you will need to sign up for this option with me. Grades are assigned as follows:

A or Credit:	90-100% average on tests and assignments
B or Credit:	80-89% average on tests and assignments
C or Credit:	70-79% average on tests and assignments

D or No Credit:	60-69% average on tests and assignments
F or No Credit:	below 60% average on tests and assignments
W (Withdrawal):	a requested grade which can be assigned only if requested before <u>November 15, 2005</u> . Use college withdrawal procedures.

Note that the "W" is a requested grade. A "W" will not be assigned unless you follow the official college WITHDRAWAL procedures. If you wish to drop this class, you must initiate the process using the SMART system. Students will not be automatically dropped for missing class. If you simply disappear from class without going through the withdrawal process, you will receive whatever letter grade you deserve at the end of the semester, most likely an "F."

Essays are graded A-B-C-NP (Not Passing). Unsubmitted or late work will earn a NC (No Credit) grade. I will be handing out a detailed grading criteria sheet that will help you understand what I and the department regard as excellent work (A), good work (B), adequate work (C), and not-passing work (NP). **Minimally, to pass the course, (1) the essay and oral digital research project portions of your grade must be a C- or better, and (2) every essay assignment, passing or no, must have been attempted and submitted for a grade.**

We will work together to strengthen your skills and confidence. Your attendance, participation in class, and homework will all contribute to your overall grade, but your essays and oral project compose the bulk of your grade, 70%. If you are on a borderline between grades, an overall upward trend in your essay grades will help you.

This course is graded A-B-C-D-F with no plus or minus grades. You may choose to take the class Credit/No Credit, but you will need to sign up for this option with me by the fifth week of the semester.

IMPORTANT DATES

Last day to ADD	Tuesday, August 30
Last day to DROP without appearing on record	Friday, September 9
Last day to WITHDRAW ("W")	Tuesday, November 15

HOLIDAYS

Labor Day	Monday, September 5
Veteran's Day	Friday, November 11
Thanksgiving	Thursday, November 24 – Sunday, November 27

FINAL NOTES

A few important things to remember about this class:

- Always make and keep a copy of your essay for your records before you turn it in.
- Save all essays and homework until the end of the semester.
- Exchange phone numbers/e-mail addresses with at least two of your classmates so that you can contact them for assignments if you are absent.
- This class is often in high demand — if you miss the second class meeting without notifying me or if you do not submit the required first essay, student information sheet, and syllabus contract on time, **you will lose your spot in this class.**
- Always see me any time you have questions or concerns.
- Come to class prepared, but come to class even if you aren't.

My goal is to help you discover ways to develop and support your opinions so that you will be able to think critically and write effectively when expressing your own voice as a member of the academic community. You, however, are responsible ultimately for your success in this class, and the best way to ensure that success is to come to class every day, come to class prepared, and come see me as soon as you have a question or problem. I look forward to working with you!

Please note that the above schedules and procedures in the course are subject to change in the event of extenuating circumstances.

MISSED PEER REVIEW DAY COUPON

Attach this form to your final draft when you turn it in.

Name: _____

Essay Number: _____ Paper Topic: _____

Date of Missed Peer Review Day: _____

Reminder: You may miss only **ONE** peer review day without penalty. You cannot use this coupon for your digital oral research project.

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LATE ESSAY COUPON

Attach this form to your late essay.

Name: _____

Essay Number: _____ Paper Topic: _____

Original Due Date: _____ Date Submitted: _____



Reminder: You may submit only **ONE** late essay during the semester. A late paper must be turned in by the next class meeting after the due date. (For instance, if a paper was due on Monday, you have until Wednesday.) You cannot use this coupon for your digital oral research project.

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Please sign and return to class by Monday, August 22, 2005.

SYLLABUS CONTRACT

I, _____, have read the course syllabus for English 165 AK
Print full name

for the Fall 2005 term. I understand that by signing this contract I am agreeing to abide by all the rules and requirements described in this syllabus and that my failure to comply can result in my failing this course. If I have any questions concerning the requirements, I will first consult my course syllabus and then contact the instructor for further assistance.

Signature

Date