# Class Syllabus: Advanced Reading and Writing

## Key Information

## Instructor: Clara Zimmerman

## E-mail: clara.zimmerman@portervillecollege.edu

Classroom: FA-01

Length of the Course: January 18 - May 15, 2020

Day and Time: Tuesdays and Thursdays 6:00 - 8:30 PM

Clara’s Office Hours: Wednesdays 3 – 4 PM via ConferZoom

Clara’s Learning/Writing Center Hours: Tuesdays 4 – 5 PM; Thursdays 3 - 4 PM

### Course Description

Welcome to our class! This course is designed for students at the advanced level of academic English as a second language. According to the course catalog, this course “provides extensive practice in expository essays referencing outside sources, critical analysis of academic reading, and techniques to improve the organization, syntax, and grammar of the essays.” We will spend time discussing what these terms mean and what we will be doing to accomplish these goals during the first two weeks of class.

### Student Learning Outcomes

By the end of this course, you should be able to:

1. Evaluate academic and literary texts.
2. Organize an expository essay which: a. summarizes and cites (using MLA style) a reading passage b. includes a clear thesis statement c. uses evidence to support the thesis d. shows clear organization into an introduction, body and conclusion.
3. Revise writing to eliminate errors in syntax, and grammatical constructions.
4. Identify main ideas and supporting details in multi-paragraph reading passages, at the advanced level.

## Class Communication

### How to contact me

* You can contact me by email at clara.zimmerman@portervillecollege.edu or through the Canvas Inbox. I will respond within two business days (but usually sooner).
* My office hours are Wednesdays from 3 – 4 PM via ConferZoom. If this time doesn’t work for you, please contact me and we’ll set up a better time.

Canvas

In this course, we will use Canvas for many things, including accessing course materials, meeting on ConferZoom for office hours, and turning in certain assignments. I will also use Canvas to communicate with you by posting announcements and due dates. There will be other resources available as well, so be sure to check Canvas regularly!

### Diversity and inclusion

I would like to create a learning environment for my students that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, etc.) To help accomplish this:

* If you have a name and/or set of pronouns that differ from those that appear in your official college records, please let me know!
* If you feel like your performance in the class is being impacted by your experiences outside of class, please don’t hesitate to talk with me. I want to be a resource for you.
* As a participant in course discussions, you should also strive to honor the diversity of your classmates.

(Adapted from Monica Linden at Brown University)

### Learning in 2022

I want to acknowledge that the Covid-19 pandemic has created extraordinary challenges for our Porterville College community. There will be additional challenges as we continue getting back to “normal,” so it is essential we prioritize clear communication and flexibility. **If at any time during this semester your situation changes, please let me know so we can work together to come up with a plan B.**

## Course Materials

### Our book

This semester, we will be reading *The Power of Habit* by Charles Duhigg. You can buy this text **online**, at the **Porterville College Bookstore**, or check it out from the **Porterville College Lending Library**. I highly recommend you buy your own copy so that you can write and make notes in it!

Other readings will be distributed in class.

### Other required materials

* A binder or folder with loose-leaf paper
* Pens and/or pencils
* Access to the internet
* Access to Canvas
* Microsoft Word (available for free with your student account), Google Docs, or another word processing program
* Access to a computer
  + If you do not have regular or reliable access to a computer, please visit the Porterville College Library Website and fill out the “Student Technology Request Form”

## Course Policies and Expectations

### Attendance

Attendance is crucial for your success in this class! I will take roll at the beginning of each class meeting. If you come late, please see me after class or during a break so I can be sure I have not marked you absent.

Both credit and non-credit students who miss the equivalent of two weeks of class (four class sessions) will be dropped from the class.

If you must be absent, check the syllabus, check Canvas for assignments, and contact another student in the class to see what you missed. And, of course, you can email me!

### Due dates

Homework and essays are due at the beginning of class on the due date. If you must be absent, please email me your homework by class time for credit. You will receive one **late essay coupon**, which may be used only for the out-of-class essays. This is your free pass to turn in one essay up to a week late; just staple the coupon to the top of the late essay packet.

### Classroom etiquette

In order to foster a learning environment in which all participants have the opportunity to think, listen, and speak, we should agree upon a set of guidelines to follow. Below, write your ideas for what would make an ideal learning environment. We’ll use these to create a set of guidelines for our class.

My ideal learning environment looks like: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Assignments and Grading

### Writing

You will write approximately four out-of-class essays, at least one in-class essay, and many shorter compositions and exercises. The topics for your writing assignments will be based on the readings and class discussions, and each assignment will build upon the last. Each essay will be assigned with a complete set of guidelines and a grading rubric. Each essay will also include a workshop/peer review which will be discussed in more detail later in the course.

If you go to a writing mentor, tutor, or another instructor for assistance on your writing assignments, be sure to bring your assignment sheet. It is very important to complete your writing assignments on time; if they are late, you will fall behind in the class quickly!

### Readings

Readings will be assigned each class period; come prepared to discuss and write about them in class. We will practice different reading strategies this semester, and each reading will help you complete your writing assignments. The readings will also give you good examples of different writing techniques and styles and deepen your understanding of the writing process.

### Research

This semester, you will be conducing outside research to help you delve deeper into topics of interest related to the class. We will discuss and practice effective research strategies throughout the semester so you will be prepared to do research on your own.

### Quizzes

Quizzes on the material (vocabulary, grammar, readings, and so on) will be assigned regularly. Although quizzes cannot be made up, I will drop your lowest score at the end of the semester.

### Extra credit

Did you miss a few assignments? There will be various ways to earn extra credit announced this semester. Extra credit (up to 25 points) will go toward the “Exercises” portion of your grade.

### Grading

Grades are calculated on the standard scale: 90%-100% = A, etc.

Course grade breakdown by percentage:

Essays 45%

Exercises 30%

(homework, quizzes, small assignments, in-class work )

Habit project and presentation 15%

Final exam 10%

*NON-CREDIT STUDENTS: If you are taking this class as a non-credit course, I will still grade your work so that you can keep track of your progress. However, remember that you will not receive a letter grade on your transcript at the end of the semester.*

### Academic honesty

We will be spending time discussing plagiarism – and how to avoid it – in class this semester. But, in short, **to plagiarize means to claim authorship falsely.** Giving the impression that another person’s words, ideas, images, or data are your own is plagiarism, even if you do not mean to! Any evidence of plagiarism will result in an F on that assignment. A student who plagiarizes may also be referred to administration for academic discipline.

## Resources and Support

As your instructor, I am committed to supporting your learning. This includes helping you connect with the many resources available to you outside of our classroom. We have free, quality resources at Porterville College that I encourage you to take advantage of this semester.

Tutoring and/or academic support services

* NetTutor is a free, online tutoring service that you can use through Canvas. You can work online with a live tutor, drop off a paper for feedback, or drop off a question for feedback. The drop-off service times may vary, so be sure to plan in advance.
* In addition, the Learning and Writing Centers will offer both virtual and in-person services this semester.

To access all of these services, click on the Online Tutoring link on our Canvas page or stop by the Learning Center in the Porterville College Library.

### Learning differences

I am committed to providing an accessible learning environment for all students. If you have a visible or hidden disability or medical condition (this includes psychological & learning disabilities) which may require an accommodation, please register with the Disability Resource Center (DRC) by visiting the PC Disability Resource Center website, or call them at (559) 791-2215.

Veterans services statement

The Veterans Resource Center (VRC) at Porterville College is committed to serving the needs of our student veterans by providing comprehensive services and support to assist them in making a smooth transition from the military to the classroom. If you are a student veteran or veteran dependent and need any assistance, please contact the VRC. If you have special circumstances such as upcoming deployments, drill requirements, or disabilities, please communicate these, in advance if possible, to me. Thank you for your service!

### Foster support

The Foster Youth Success Program provides service to identified and verified current or former foster youth attending Porterville College. Our goal is to provide student support services to foster youth which will prepare and invest in the youth during their post-secondary educational journey. The criteria for participation in our program consists of youth who were in foster care at age 18, youth who qualify for FAFSA independent status based on foster care involvement, Chafee eligible youth, youth who had contact with the foster care system at any point in their life. There is no single standard definition of a “foster youth,” but rather a number of eligibility criteria for various financial and support programs designated for foster youth. Please contact the student services office for more information.

### Library

The Porterville College Library is an important information resource that you will likely find helpful this semester, particularly as you conduct research! We will be visiting the library in the first few weeks. You can reach the library by phone at (559) 791-2318, by email at pclibrary@portervillecollege.edu, and through the Porterville College Library website.

Technology assistance

If you have trouble logging in to InsidePC, contact the 24/7 support center either by phone at 877-382-3508 or at the following website: <http://support.kccd.edu>.

For 24/7 Canvas support, you can click on the “Help” button once in Canvas. If you cannot find the answer to your question, you can chat with tech support using Canvas Support Chat.

## Important Dates for Credit Students

1/31 Last day to drop and qualify for a refund

2/2 Last day to add a class

2/2 Last day to drop and not have the class appear on transcript

3/27 Last day to drop with a “W”

## Holidays - Campus is Closed

2/14 Lincoln Day

2/17 Washington Day

3/16 - 3/20 Spring Recess