**UCD WORKLOAD 57P Section 2 COURSE SYLLABUS**

**SACRAMENTO CITY COLLEGE WRITING 100**

**UNIVERSITY PREPARATORY WRITING for the**

**UC ENTRY LEVEL WRITING REQUIREMENT**

**Winter Quarter 2015**

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**Sacramento City College Davis Office**: 1720 Jade Street/UCD West Village **PH**# (530) 747-5200

**SCC Code:** # 18225 **UCD CRN**: # 93049 **HOURS**: 54 Lecture **UNITS: 4.5**

**COURSE TIME/LOCATION: Tues & Th 10:00-11:50am; Fri 11:00-11:50am in SOCIAL SCIENCE 70**

**OFFICE HOURS: Fridays 1:00 pm – 2:00 pm (UCD or TBA)**

**REQUIRED COURSE:** *WORKLOAD 57 RHETORIC & HANDBOOK*

**TEXTBOOKS:** *EXPLORING LANGUAGE*, 14th edition by Gary Goshgarian

**COURSE OBJECTIVE:** This Sacramento City College course is designed to help you satisfy the UC Entry Level Writing Requirement (ELWR). You will develop critical reading and reasoning skills necessary to succeed in college level courses, and you will also develop university-level writing skills by learning how to: organize, support and present your ideas in coherent, well-structured essays which observe the conventions of written English; and by learning how to analyze and respond to readings and incorporate the ideas of other authors into your own writing. To accomplish the course objectives, you will be required to complete the following “Required Course Work” with a minimum passing grade of “C” in order to satisfy the ELWR this quarter:

**REQUIRED COURSE WORK: PERCENTAGE OF COURSE GRADE:**

In-Class Essay Exams (4) 45% (min. grade average of “C” required)

Out-of-Class Essays (4) 35%

Homework (10) 10%

Tests (5) 05%

Attendance, Participation, Effort (APE) 05%

**Workload 57 Essay Schedule**

**Essay # TYPE In/Out-of-Class Prep Sheet/Rough Outline # of Words Value**

**Essay 0** Diagnostic In-Class 500-750 0%

**Essay 1** Process Analysis Out-of-Class Prep Sheet/Rough Outline 1000-1200 05%

**Essay 2** Cause & Effect Out-of-Class Prep Sheet/ Rough Outline 1000-1200 10%

**Essay 3** Midterm Exam In-Class 500-750 10%

**Essay 4** Compare/Contrast Out-of--Class Prep Sheet/ Rough Outline 1000-1200 10%

**Essay 5** Midterm Exam In-Class 500-750 10%

**Essay 6** Argumentation Out-of-Class Prep Sheet/ Rough Outline 1000-1200 10%

**Essay 7** AWPE Final Exam In-Class 500-750 25%

**NOTE**: To satisfy the ELWR, you must complete all 7 graded essays (+ diagnostic) in this course to meet the 6,000 min. word requirement. Failure to turn in an out-of-class essay or failure to take an in-class essay exam will result in a failing grade in the course. To avoid this outcome, turn in all essays even if you think your essay may get a grade of “D” or “F”.

**GRADING**

A+ = 100-98% B+ = 89-88% C+ = 79-78% D+ = 69-68% F+ = 59-58%

A = 97-93% B = 87-83% C = 77-73% D = 67-63% F = 57-53%

A- = 92-90% B- = 82-80% C- = 72-70% D- = 62-60% F- = 52-00%

**DESCRIPTION OF COURSE POLICIES & PROCEDURES**

**Attendance Policy:**  attending class and staying awake, attentive and alert during class are crucial to your performance in this course. According to Sacramento City College, you should not miss more than **4 hours of class**. For each hour of class you miss, you will lose 1% of the “APE” portion (5%) of our course grade. Arriving late to class by **10 minutes or more** or leaving class early by **10 minutes or more** will be factored into the percentage you earn of the “APE” portion (5%) of our course grade. Let me know in-person or via email if an absence is unavoidable or if you plan on arriving to class late or if you must leave class early. Unless you can document the reason for an absence due to an illness, injury or a family emergency, there are no “excused” absences, and you are responsible for turning in on time any written assignments due on the day you miss class. Likewise, you are also responsible for adhering to any changes made to the course *Reading & Writing Assignment Schedule* on the day you miss class. Contact me to learn about any changes to that schedule and to collect any in-class work or handouts you may have missed while absent.

**CONDUCT POLICY:**  Out of respect and consideration of me and others in the classroom, please refrain from the following disruptive activities while class is in session: eating (beverages allowed); sleeping; talking off topic during lessons & group discussions; studying for other classes; reading material not related to this course; wearing sunglasses; letting door slam as you enter and leave the classroom; using your cell phone, laptop, or other communication device to text, to go online, to listen to music, to watch videos, to take pictures, to do work for other classes. Silence your cell phones & other electronic devices so they don’t sound-off during class. Speak only in English during class so that all present can understand you. If you do not show adequate cooperation in adhering to this conduct policy, you may jeopardize the “APE” portion of your course grade.

**ESSAY REVISION POLICY**: You cannot revise any of the 3 graded, in-class essays (#3, #5, #7) for a higher grade. At my discretion and approval, you may be able to revise one of your out-of-class essays (#1, #2, #4, #6) for a higher grade if your final draft grade was lower than a “C.” You cannot revise an out-of-class essay for a higher grade if your grade was lowered because you turned the essay in late or if you did not do or if you earned only low or zero credit for the required PREP SHEET & ROUGH OUTLINE. If factors such as plagiarism or a final draft under 2 pages in length contributed to the low grade on your essay, you may not revise your essay for a higher grade. If I allow you to revise one of your out-of-class essays for a higher grade, I will stipulate the due date of the revision and require that you turn in the original, graded final draft with the revision.

**GRADING PROCEDURE:** You will receive a letter grade on the course SMARTSITE for the written **Required** **Course Work** (**ESSAYS, HOMEWORK, TESTS**) you turn in. Your current course progress grade will be reflected on the course SMARTSITE throughout the quarter. Your final course grade will be viewable on the course SMARTSITE a few days after the final exam and on SISWEB a few weeks after the quarter ends. Sacramento City College does not award “+” or “-“ letter grades; so if SMARTSITE shows a course grade of “B+”, your grade will be recorded as “B”. All 7 **Essays** will receive a letter grade: A/excellent; B/good; C/average; D/poor; F/no credit. **Essays #1-6** will be graded according to the criteria on the WLD 57 Essay Grading Guidelines (posted on SMARTSITE); **Essay #7** (the course final exam) will be graded according to the criteria on the AWPE Scoring Guide (posted on SMARTSITE). **Homework:** for the10 homework assignments in *Exploring Language*, you will receive one of 5 grading symbols for your answers to the “Thinking Critically” questions: +/excellent (A); √/good (B); S/satisfactory (C); -/poor (D); NC/no credit (F). **Tests:**  you’ll receive a letter grade (A/excellent; B/good; C/average; D/poor; F/no credit) on the unit tests in the *Rhetoric & Handbook*.

**LATEWORK POLICY**: All written assignments are due as specified on the course *Reading & Writing Assignment Schedule*; late work may be marked down and will not receive full credit. If you turn in assignments late or not at all, you will jeopardize a major portion of your course grade or will not pass the class. **Homework** will not be accepted for credit after the next class meeting that the assignment is due. The first time you turn in homework late, there is no penalty. The grade on any subsequent late homework assignments will be lowered one full letter grade. Final drafts of out-of-class **Essays** turned in one week or more after the assigned due date will not be accepted or graded for credit. One final draft essay can be turned in late (due by the next class meeting) without penalty as long as you contact me (in person or via email) **at least a day before** the assignment is due. The grade on any subsequent out-of-class essays turned in late will be lowered as much as one full letter grade. No required course work can be turned in for credit after the last day of instruction.

**Participation & Effort Policy**: Your participation in class is not only measured by raising your hand to ask or answer a question. Although this is encouraged, your participation is also gauged by completing the course assignments on time before class as stated in the course *Reading & Writing Assignment Schedule*. Your effort in class is also measured by the quality and thoroughness of your performance on the course reading and writing assignments. If you do not show adequate participation and effort in this course, you may jeopardize the “APE” portion (5% of the course grade) your course grade, and you may also jeopardize how well you are prepared to compose the 7 graded essays (80% of the course grade) in this course.

**PLAGIARISM & UNAUTHORIZED COLLABORATION POLICY:** Plagiarism and unauthorized collaboration on assignments submitted for a grade in this course are serious academic offenses, and are violations of the UCD Code of Academic Conduct. Plagiarism and unauthorized collaboration on assignments constitutes cheating, and no credit will be given to such work. Cheating includes receiving extensive assistance to write a paper, having someone write all or a portion of your paper for you, receiving all or a portion of your paper from an online source, improperly citing sources of support or failing to cite sources of support or not placing quotation marks around exact wording from a source. If you turn in work suspected of plagiarism and/or unauthorized collaboration, you may be referred to UCD Student Judicial Affairs, and you may also fail the course or jeopardize a major portion of your course grade as well as your enrollment at UCD.

**ROUGH DRAFT REVIEW POLICY**: It is not required that I review any rough draft of your out-of-class essays (Essays #1, #2, #4, #6), but you have the option for me to review and give you feedback on your rough drafts for these 4 out-of-class essays. I will allow one rough draft review per out-of-class essay. You can submit a hardcopy of your essay or bring one to my office hour for review; preferably, you can email me an attachment of your essay draft for review. Be reasonable about the time of day you email me a rough draft and how quickly you expect me to read it and email feedback to you. I will not review essays on your laptop; I will not rewrite sentences or make edit corrections; I will not review rough drafts during class or between my classes that are scheduled back-to-back; I will not review a rough draft within the 24 hours before the final draft is due according to the course *Reading & Writing Assignment Schedule*; I will not predict the potential grade your final draft essay will receive. You do not need to turn in the rough draft review of an out-of-class essay with the final draft. Submitting a rough draft for my review will not necessarily improve the grade on your final draft.

**SMARTSITE PROCEDURE**: On my SMARTSITE for WLD 057P, I will post the following course RESOURCES: SYLLABUS; READING & WRITING ASSIGNMENT SCHEDULE; WLD 57 ESSAY GRADING GUIDELINES; AWPE SCORING GUIDE; SACRAMENTO CITY COLLEGE STUDENT INFORMATION SHEET; UCD ENTRY LEVEL WRITING REQUIREMENT INFORMATION SHEET; UCD ENTRY LEVEL WRITING REQUIREMENT Web Link; UCD STUDENT ACADEMIC SUCCESS CENTER Web Link; UCD STUDENT JUDICIAL AFFAIRS Web Link. I will post the following course ASSIGNMENTS: ASSIGNMENT SHEETS & PREP SHEETS/ROUGH OUTLINES for Essays #1, #2, #4, #6.

**TUTORING PROCEDURE:** All Workload 57 students are entitled to free peer tutoring to improve their writing skills and to increase their chances of passing the Analytical Writing Placement Exam (AWPE) final essay exam this quarter. Tutoring provides you with individual, one-on-one feedback and discussion of your writing and can increase your ability to pass this class with a minimum grade of “C” in order to satisfy the ELWR this quarter. Weekly peer tutoring (30 minutes/week) with instructor referral and ELWR counseling are available at the **ELWR office** (116 Voorhies; 752-0450); drop-in peer tutoring (no referral necessary) is also available at the **Student Academic Success Center** (2nd flr./Dutton; 752-2013). Writing Specialists at this center also conduct quarterly writing workshops and can meet with you one-on-one to discuss your writing.

**UNCLAIMED WORK POLICY**: I will retain possession of any unclaimed work through the end of the following quarter. Contact me via email to arrange to have your graded work returned to you.

**DESCRIPTION OF REQUIRED WRITTEN COURSE WORK**

**ESSAYS (80%):** The minimum writing requirement for this course is 6,000 words, so to meet this requirement you will write a total of 8 essays in this class this quarter. The first essay, an in-class, diagnostic essay exam, (0% of course grade) is not graded or revised. The other 7 essays are worth 80% of your final course grade:

IN-CLASS ESSAYS: Your 2 midterm essay exams (each worth 10% of course grade) and the final exam - a form of the Analytical Writing Placement Exam/AWPE (worth 25% of course grade) are in-class, timed essays and are worth 45% of your final course grade. For each of these 3 in-class, essay exams (Essays #3, #5, #7), you must write a minimum of 500-750 words and maintain an average grade of “C” or higher to pass the ELWR this quarter. See the course *Reading and Writing Assignment Schedule* for in-class essay exam dates.

OUT-OF-CLASS ESSAYS: Your other 4 essays (Essays #1, #2, #4, #6) are out-of-class and are worth 5-10% each (35% total) of your final course grade. You can turn in a hardcopy of the final draft of your out-of-class essays, or you can submit the final draft of your out-of-class essays via the course SMARTSITE. Assignment sheets for each out-of-class essay will stipulate the following required guidelines for submitting your final drafts of these 4 essays: all out-of-class final draft essays must be typed (in 12 sized-font) and should be 3-4 pages in length (you must write a minimum of 1000-1200 words per out-of-class essay); double-space your lines and use 1” left/right & upper/lower margins; print on one side of each page and number your pages in the lower-right-hand corner of each page; cite sources of support from the related course readings within the content of your paper by placing the article titles in quotation marks and citing the author’s full name (no bibliography or work cited/reference page is needed); on a cover/title-page, center the following information: the Essay no#, a TITLE, your full name, your UCD ID#, your Wld 57 section # and the essay due date; for each essay, attach the required PREP SHEET & ROUGH OUTLINE (see below) to the back and staple your pages together in the upper-left-hand corner. If you do not comply with these guidelines, your paper will not be accepted or graded until you do comply, at which point your work will be considered late and will receive a lower grade. See the course *Reading and Writing Assignment Schedule* for the due dates of the 4 out-of-class essays this quarter.

PREP SHEET & ROUGH OUTLINE:for each of the 4 out-of-class essays described above, you will compile a PREP SHEET & ROUGH OUTLINE (laptop use allowed in-class to copy notes from overhead) after you have completed and the class has discussed the related readings for each essay topic. PREP SHEET & ROUGH OUTLINE notes are essential to organizing & developing your out-of-class essays and can greatly improve your essay grades. The PREP SHEET & ROUGH OUTLINE can be submitted on SMARTSITE or turn in hardcopies. Grades on final draft out-of-class essays will be lowered as much as one full letter grade for low or zero credit on these required PREP SHEET & ROUGH OUTLINE notes. **Do not submit ESSAYS and the PREP SHEETS & ROUGH** **OUTLINES via EMAIL; submit via SMARTSITE or turn in a hard copy**.

**HOMEWORK (10%)**: You will write answers to certain “Thinking Critically” questions which follow ten of the reading assignments in *Exploring Language.* Your answers to these questions are meant to facilitate small group discussions of the reading assignments which your out-of-class essays will be based on. See the course *Reading and Writing Assignment Schedule* which lists the “Thinking Critically” questions you are to answer from your textbook and when the answers are due in class. No credit will be given to answers that are copied from the book or for excessive quoting from the book. Paraphrase or summarize what you read into your own words and if the questions ask for your opinion, elaborate your answers with support of your own point of view on the topics in the readings. This will help to prepare you to respond to the readings in your out-of-class essay assignments. Your homework grade will be based on how accurate, detailed and complete your answers are to the homework questions. All homework assignments can be handwritten or typed/printed out; please answer questions in complete sentences. Homework is prewriting (like freewriting or journal writing) for your out-of-class essay topics in this course, so I will not grade down for grammar, spelling or punctuation errors; for each set of answers you turn in, label homework with the HW# and the title of the reading assignment in *Exploring Language*. **Do not submit homework to me via EMAIL or SMARTSITE. Turn in a hard copy**.

**TESTS (5%)**: You will be tested on your comprehension of reading assignments in the *Workload 57 Rhetoric & Handbook* textbook. This reading is supplemented in-class with lectures and handouts. Tests are open-book. See the course *Reading and Writing Assignment Schedule* for the 5 test dates this quarter.