



English 838 BP Fall 2012 Course Syllabus

Instructor: Jon Kitamura

Course: English 838 BP, Intensive Introduction to Composition and Reading

Time: MWF 11:10- 12:35 p.m.

Location: Building 16, Room 205

Instructor: Jon Kitamura

Office: Building 15, Room 103

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Office Hours (15-103):

Monday, Wednesday: 9:30 – 11:00 a.m.

Friday: 10:00 – 11:00 a.m.

And By Appointment

Course Description and Goals Welcome to the *Puente Program* at College of San Mateo and English 838, *Intensive Introduction to Composition and Reading*. Along with Counselor Lorena Gonzalez, my goal is to help you succeed in both your English classes at CSM as well as assist you with your transfer goals. As a Puente student, you will be participating in a year-long program that blends English, academic counseling and personal development, and mentorship, three key components that have proven to be successful for thousands of entering college students state-wide. While Puente focuses specifically on the Chicano/Latino experience, it is open to everyone interested who meets the placement test criteria for English Composition.

Specifically, by the end of the semester, English 838 Puente students will be able to:

1. Use effective reading strategies (main point and supporting points) to comprehend a variety of texts.
2. Write expository essays unified around a clear thesis statement.
3. Develop essays using specific details drawn from assigned texts as well as personal experience and knowledge.



4. Write fluent, clearly focused complex sentences.
5. Proofread effectively for basic grammar and usage errors.

2. Books and Materials (available at the CSM Bookstore, Building 10)

Required:

- *Always Running* by Luis Rodriguez
- *Burro Genius* by Victor Villasenor
- A large three-ring binder with dividers
- Binder paper for taking notes
- A simple pocket folder
- An e-mail address that you check frequently
- A flash drive/USB for storing your written work

Recommended:

- A university-level dictionary

3. Course Requirements

1. **Attend class regularly:** arrive on time, and stay for the duration of class time.
2. **Come to class prepared to work:** complete reading assignments, critical responses, rough drafts, and final drafts.
3. **Participate in class discussion.** Your participation in discussion is essential in helping you as well as your classmates examine issues and topics from a variety of perspectives.
4. **Participate in all Puente activities outside of class.** This will include various field trips, cultural events, and university transfer events throughout the fall and spring semesters.
5. **Ask questions** when you need clarification about lessons, topics of discussion, readings, or any other English 838 class activity or assignment.



6. **Complete all assignments on time.** This pertains to all activities and homework, including readings, critical responses, rough and final drafts of **ALL** essays.
7. **Maintain a level of respect** for yourself, your peers, and your instructors.

4. Grading Policy

In the Language Arts division, we use the traditional A-B-C-D-F grading system. You **must complete all essays** in order to pass this course, and **earn a C or higher on the last two**. If you receive a not passing grade for the course (either a D or an F), you must repeat the course.

Your final grade for the course will be based on the following:

Essay Assignments (Essay 3, Essay 4, Essay 5)	70%
Homework (includes Essay 1, Essay 2)	20%
English 800 Lab Assignments	5%
Participation	5%
<hr/> Total	100%

5. Paper Requirements

Essays: You will write 5 essays in this course (not including your first in-class “introductory” essay). With the exception of any in-class writing assignments, all essays must be **typed**, double spaced, with 1.25” margins and 12 point font. I will make suggestions on all final drafts you submit as to how you can improve/revise these essays and provide you with guidelines for future essays.

Please read all of my comments to you, as they are “mini-conferences” between you and me that address the strengths and weaknesses of your papers.



Essays are due at the beginning of class time. I accept one late essay during the semester, no more than one week—no questions asked. After the one-week grace period, I will still accept the essay, but the highest grade you can receive on it is a C-, 70%. I understand that students have very busy lives, so if you must absolutely turn in an essay late, speak to me in advance so we can discuss your situation and make special arrangements.

The first two essays will be marked either Pass or Not Passing, and these will be included in your homework grade. Essays 3, 4, and 5 will be marked for a letter grade. These three essays comprise 70% of your overall grade for the class, so they are very important. And, of course, you have to write all 5 essays in order to pass the class.

6. Revision Policy

If you receive a not passing grade on essay #1 or #2, you **must** revise the essay and return it to me in one week. You may also revise the essays from Unit 3 or Unit 4. Before beginning your revision, **you must meet with me to discuss a plan for your revision.** If you decide to revise essay #3 or #4, I will average the two grades (revision and initial grade) to determine your essay grade for the unit.

7. Class Participation and Attendance

Although you are not allowed to miss any days of class, I understand that unexpected events sometimes prevent us from attending class. If you cannot make it to class, please contact me *before* class time. Keep in mind, however, that after **FIVE** absences, *excused or not*, you will most likely receive a No Credit grade for the course. I will drop any student from the class who has **more than 5 absences**, no questions asked. **Late arrivals** to class are disruptive to the learning process and **will not be tolerated**, so make sure you get here on time. **If you arrive more than ten minutes late, you will be counted as absent.**

In addition, Lorena and I have arranged for several Puente events outside of class. Your participation in these events is mandatory. Specifically for the Fall '12 semester, we will be participating in the following:

September 7 th (Friday)	Ropes course/community building (all day)
October 13 th (Sat)	Motivational Conference at Cal State Sonoma (all day)
October 28 th (Sunday)	Fruitvale Dia De Los Muertos Festival (half day)
November 15 th (Thurs)	Noche de Familia (evening)



8. Cell Phones

During class, cell phones should be put away and on silent (or turned off). Cell phones are not only a distraction to you but to everyone else and the learning atmosphere. The first time I notice you with your phone out, I will simply ask you to put it away. The second time you will be asked to leave the class, which will be counted as an absence (see attendance policy).

Additionally, iPods and MP3 players, iPads and tablet computers, are not allowed in class during discussion and lecture.

9. Hour by Arrangement – English 800 Lab, Building 18 Room 102

ENG 838 has a TBA (To Be Arranged Hours) requirement that you must fulfill as part of your enrollment in this course. These TBA hours are not homework but are instructional activities designed to augment the lecture portion of the course.

For this course, the hour by arrangement provides students with the opportunity to enrich their learning beyond class time through a number of activities and materials available in the English 800 Lab. The lab provides support for student writing needs at the basic skills level: one-on-one tutoring conferences with English instructors, tutorials on specific writing skills (in hard copy and on the web), English and ESL reference materials, and group workshops to assist students with their writing skills. Computers with access to the World Wide Web are also available for researching, composing, and printing student essays.

As an English 838 student, you are required to complete 1 essay conference in the English 800 Lab **for each unit** that we cover during the semester. That means you can expect to be in the Writing Center at least twice a month. This is a requirement of the course – though the work you complete in the Writing Center will be scheduled on your own time, I will check with you during each unit to ensure that you are using the Writing Center. As all the work you will be handing in to me must be typed, this is a great place for you to complete your English 838 assignments.

10. Disability Policy Statement

If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Disability Resource Center (DRC) for assistance. The DRC is located in Bldg. 10 Room 120. (650) 574-6438; TTY (650) 574-6230



11. Plagiarism

Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials is prohibited and may lead to appropriate disciplinary action.

"Plagiarism" is the copying of the writing of other people without putting quotation marks around it and telling your reader who wrote it. It also includes paraphrasing the writing of others without giving the appropriate credit. At CSM, the office of the Vice President of Student Services also considers getting someone else to write your work or help you write your work to be plagiarism. Plagiarism, when it is discovered, may result in being referred to the Vice President of Student Services for disciplinary action. Furthermore, anyone who turns in a plagiarized paper will certainly fail that assignment.

If you are unclear about what plagiarism is, come see me and I'll be happy to explain. I take this issue very seriously, so do not try to copy other people's work and pretend it is your own or have someone else write your essays for you and claim that you did the work.

Usually students are tempted to get "illegal help" when they feel they are failing or believe they cannot do an assignment. If you are stuck, or feel that you do not understand something, **please come talk to me and I'll be more than happy to help you.**

12. Finally.....

Remember that in addition to me, your Puente counselor, Lorena Gonzalez, is available to you for extra help and to answer questions. We look forward to working with you this academic year. You can find us in many ways:

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