

# ACDV B80: Foundations of College Composition and Reading

Bakersfield College, Fall 2016

TTh 10:30-12:35 (CRN 72102)

TTh 3:15-5:20 (CRN 72104)



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**Office Location:** SS 204

**Office Hours:** Monday-Thursday 9:55-10:25 and 2:25-3:10

## Student Learning Outcomes

- 1. Compose a variety of thesis-centered essays** that demonstrate a logical progression and organization of ideas utilizing appropriate **MLA format and guidelines**.
- 2. Read, analyze, and critically evaluate a variety of primarily non-fiction texts** for content and context.
- 3. Utilize appropriate pre- and post- reading strategies to analyze patterns of organization** within a variety of texts.
- 4. Paraphrase and summarize text citing original source.**
- 5. Revise essay drafts to improve, focus, and strengthen ideas.**

## Welcome to ACDV B80!

This course is an opportunity to improve your reading, writing, and study skills. You will learn how to effectively take notes, summarize and cite non-fiction texts, complete each stage of the writing process (from generating ideas to organizing them to editing and proofreading your own work), and write essays in MLA format.

Additionally, you will have an opportunity to explore your career goals and interests while being introduced to college-level research techniques and explore the theme "overcoming odds" through reflective writing. This will be a busy and productive semester. Please ask lots of questions and feel free to share your concerns with me!

***"You can decide to be two types of people. You can be ordinary, or you can be extraordinary. The only difference between those two words is extra. If you do extra, you can be extraordinary. If you don't want an extraordinary life, just stop doing extra."***

**-- Steve Harvey**

## Course Information

### Catalog Description

This course is designed to prepare students for success in English and reading courses 2 levels prior to transfer. Students will learn basic multi-paragraph writing skills in response to thematic, mostly non-fiction reading passages. The course curriculum emphasizes critical reading skills, writing, and revision processes, and basic

MLA formatting and English writing conventions. Due to the integrated curriculum, students can progress in both English and reading levels in one semester.

### Course Materials

Required by \_\_\_\_\_

- *The Great Grammar Book* (2<sup>nd</sup> Edition), Sramek
- *Enique's Journey*, Nazario

- *ACDV B80 Handout Packet*, Cason
  - 815 scantrons
  - 3-ring binder
  - notebook paper
  - blue/black pens
  - highlighters
  - whiteout
  - tabs/post-its (optional)
  - USB/flash drive (optional)
- Students who do not purchase books by the deadline will not be given additional time to complete assignments.

## Habits of Mind

Think of someone who fits your definition of “success.” How did he or she become successful? Was it luck? Probably not. Individuals who are successful in life see themselves as being the primary reason for their success. In other words, they encounter obstacles and setbacks just like everyone else, but they refuse to give up. Instead, they problem-solve and look for solutions to change their circumstances.



**What determines your success is not circumstance; it's habit! Here are eight habits of successful individuals:**

Persist  
Organize  
Strive for excellence  
Stay involved  
Innovate  
Be focused  
Learn for Life  
Emphasize integrity

## Attendance and Drop Policy

- Attendance is taken with a sign-in sheet at the beginning of class.
- Tardy students are responsible for remembering to sign in after class.
- Being tardy (or leaving class early) counts as a half absence.
- Missing more than 30 minutes of class counts as an absence.
- Students who are absent 4 or more times for any reason may be dropped (per campus policy).
- Absences will not be “excused” except in rare cases of documented emergency.
- Scheduling conflicts (work, day care, sleep, etc.) will not be accommodated.
- Students are responsible for dropping the class if they are unable to complete it.

- Students who are on the waitlist may not miss any class meetings.

### Drop Deadlines

**Sept. 2nd:** Last day for refund

**Sept. 5th:** Last day to drop without a “W”

**Oct. 21st:** Last day to drop with a “W” (After this date, students will receive a letter grade.)



## Classroom Policies

- Electronic devices will be on silent and put away during class unless permission is given.
- Students who do not refrain from cell phone use will be marked absent.
- As extra incentive, the entire class will be given 20 points of extra credit but will lose a point each time a phone is seen or heard.
- Students who are absent are responsible for printing their own handouts or coming to office hours to ask for copies.
- Cheating is not tolerated and includes copying answers from a classmate’s quiz/test or assignment or plagiarizing from a website (even just one sentence).
- Cheating automatically results in an “F” (zero points) for the assignment and possible referral to the Dean of Students.
- Sorry, no food or drinks (other than bottled water).

### What should I do if I'm struggling in this class?

- First, make sure you are spending enough **time outside of class (4-8 hours)** on your assignments.
- Come to **office hours**--I want to help!
- Sign up for **FREE** weekly tutoring sessions at the **Tutoring Center, SS 203 (395-4430).**
- Make an appointment in the **Writing Center, SS 133 (395-4735).**
- Attend a library, CAS, or Writing Center **workshop.**

## Grading

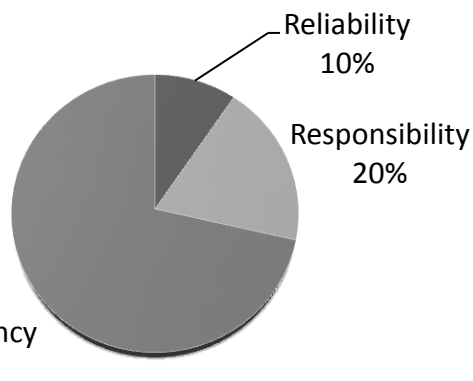
Being successful in this class requires many of the same **skills that are required for a job: reliability, responsibility, and competency.**

**A = 90-100%**  
**B = 80-89%**  
**C = 70-79%**

**D = 60-69%**  
**F = 0-59%**

*Pluses or minuses are not given.*

### Final Grade



#### Reliability = 10%

Just as you are expected not to miss work, you are expected to be in class. Your "reliability" grade is essentially **class participation.**

- Each class period is worth 10 points. (Absent students cannot participate, which means they earn 0 points for that class period.)
- These points are earned by doing the following:
  - Being on time to class and staying for the entire class period
  - Coming to class prepared with books and materials
  - Completing the assigned homework
  - Staying on task
  - Asking and answering questions
  - Working collaboratively in groups and pairs

#### Responsibility = 20%

Unlike in high school, in college students are primarily responsible for their own learning. Your "responsibility" grade reflects the **effort you invest in learning the material** and includes the following:

- **Exercises:** Exercises from the textbook and handout packet completed in class or for homework, generally checked for completeness but occasionally collected and graded
- **Plato Assignments:** Ten online computer modules requiring a score of at least 80% to receive credit
- **Notes:** Notes from the textbook or class lectures, graded on completeness, conciseness, organization, and neatness
- **Reading Quizzes:** Multiple-choice reading quizzes completed at the beginning of class

#### Competency = 70%

Would you trust a surgeon to operate on you if he or she earned all C's and D's in college? You'd probably be concerned about his or her competency. Your "competency" grade measures **how well you understand the concepts** in this class and includes the following:

- **Grammar Quizzes (10%):** Multiple-choice quizzes on the reading and study skills practiced in this class
- **Journals (10%):** Summaries and reflective writing completed in class or for homework
- **Essays (50%):** Three out-of-class and two in-class essays

## Late Work and Missed Quizzes

- ✓ Homework is due when class begins.
- ✓ You will be given 5 “coupons” to turn in late assignments without a penalty.
- ✓ Subsequent late assignments lose either 50% (responsibility assignments) or one letter grade (competency assignments).
- ✓ Even if you are absent, your assignment is still due on its due date!  
Students who are absent will not be given additional time to turn in their assignments.
- ✓ If you must be absent, turn in your assignment via text or email before class begins by sending a photo of each page. Then turn in the paper copy when you return to class.
- ✓ You must also find out what new homework was assigned and complete it on time. Ask a classmate or check my website.
- ✓ You must also make arrangements to make up a missed quiz before the next class meeting.

## Online Accounts

### Engrade

- You will be given an access code to create an Engrade account so that you can check your grade at any time.
- Use a username and password that you are unlikely to forget, or write them below.
- **Username:**  
\_\_\_\_\_
- **Password:**  
\_\_\_\_\_

### Plato

- You will complete ten online assignments using **ple.platoweb.com.**
- **Account Login:**  
bc01
- **Plato Name:**  
student ID # without the @ or the first two zeros.
- **Password:** birthday in mmddyy format
- For assistance, refer to the Plato handout or visit the Student Success Lab in SS143.

### Turnitin.com

- Turnitin.com is a website that detects plagiarism.
- Your typed assignments will be uploaded to turnitin.com to help you detect any plagiarism issues before they are graded.
- **Class ID:**  
\_\_\_\_\_
- **Class Password:**  
\_\_\_\_\_
- **Your Password:**  
\_\_\_\_\_

## Staying Connected

### Sign up to Receive Text Messages

- Send a text to 81010
- Type \_\_\_\_\_ as the message
- Students will receive course updates and notices by text message.
- Students may also respond to a text to ask brief questions.

### Exchange Phone Numbers with Classmates

Name: \_\_\_\_\_

#: \_\_\_\_\_

Name: \_\_\_\_\_

#: \_\_\_\_\_

Name: \_\_\_\_\_

#: \_\_\_\_\_

### Assignments

*Treat each assignment as you would a job application. They should be **complete, neat, and clearly labeled** (with name, class day/time, due date, and title). **Staple** your assignment if more than one page. Do not **tear** your assignments out of the handout packet or leave **frayed edges** from spiral notebook paper.*

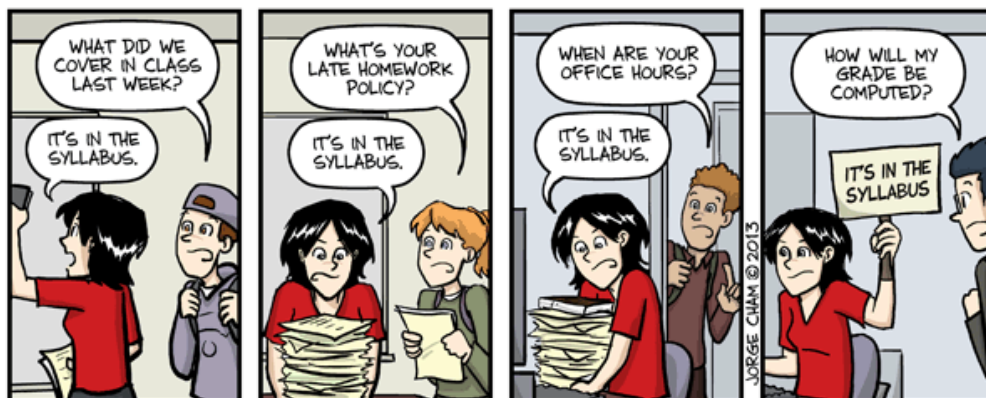
### *Students with Disabilities*

“Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services located at **Student Services Building, 1st Floor, Counseling Center (395-4334)**, as soon as possible to better ensure such accommodations are implemented in a timely fashion.”

## Frequently Asked Questions

<p><b>Is it okay if I miss class/leave early today?</b></p>	<ul style="list-style-type: none"> <li>✓ Only you can decide if you have an acceptable reason to miss class and whether missing class would be detrimental to your learning/grade.</li> <li>✓ Please keep in mind that <b>absences (even partial absences) are not excused</b> except in cases of emergency beyond the student's control.</li> </ul>
<p><b>What did we do during our last class?/What did I miss?</b></p>	<ul style="list-style-type: none"> <li>✓ Check the <b>course calendar</b>. It lists topics, reading assignments, and major due dates.</li> <li>✓ Check <b>my website</b>. It is regularly updated with homework assignments and handout files.</li> </ul>
<p><b>What should I do if I haven't purchased the books yet and need them to complete an assignment?</b></p>	<ul style="list-style-type: none"> <li>✓ Go to <b>Financial Aid</b> and ask about an <b>emergency book voucher</b>.</li> <li>✓ The <b>textbooks</b> for this class are <b>on reserve in the library</b> and can be checked out for 2 hours with a student ID card. You may write the questions and your answers on notebook paper or photocopy the pages from the book.</li> <li>✓ The <b>handout packet</b> is available on <b>my website</b> to view or print individual pages.</li> <li>✓ <b>DO NOT</b> expect to be given additional time to complete your assignment.</li> </ul>
<p><b>Can I email you an assignment if I'm having trouble printing it?</b></p>	<ul style="list-style-type: none"> <li>✓ You may print your assignment in the <b>library</b> or the <b>Student Success Lab</b> in SS 143 at a cost of <b>10 cents per page</b>.</li> <li>✓ <b>DO NOT</b> email me your paper to print for you. It will not be accepted.</li> </ul>
<p><b>Do I have to write in my book?</b></p>	<ul style="list-style-type: none"> <li>✓ You are <b>encouraged</b> to write in your book because it will make <b>studying for a quiz</b> much more convenient. Also, <b>annotating</b> (marking a text) is a key skill that we will practice in this class.</li> <li>✓ However, if you really do not want to write in your book, you can write your answers on <b>notebook paper</b>. You do not need to copy the questions since you have the book. Your assignment should be clearly labeled with the assignment title.</li> </ul>
<p><b>Can I work on an assignment with a partner?</b></p>	<ul style="list-style-type: none"> <li>✓ First, <b>verify with me</b> that it is okay to collaborate on the assignment. <i>Students who do not check with me first risk being suspected of cheating.</i></li> <li>✓ If I tell you that it is okay, you may <b>discuss the answers</b> to the questions, but <b>do not look at or copy from a classmate's assignment</b>. <i>This is cheating, and both students will receive zero points for the assignment!</i></li> </ul>
<p><b>What should I do if I'm having trouble logging in to Plato?</b></p>	<ul style="list-style-type: none"> <li>✓ Difficulties logging in to Plato are almost always because of student error (not following directions).</li> <li>✓ If you have reviewed the <b>directions in the Plato handout</b> and still can't log in, go to the <b>Student Success Lab</b> in SS143.</li> </ul>
<p><b>Why didn't I receive credit for my Plato assignment?</b></p>	<ul style="list-style-type: none"> <li>✓ Check that you did not miss part of the assignment. All Plato assignments have 3 parts: tutorial, application(s), and mastery test(s).</li> <li>✓ Check that you scored at least 80% on each mastery test.</li> </ul>
<p><b>What should I do if I am locked out of a mastery test on Plato?</b></p>	<ul style="list-style-type: none"> <li>✓ Try returning to the tutorial for that assignment.</li> <li>✓ If that doesn't work, visit the <b>Student Success Lab</b> in SS143.</li> <li>✓ Alternatively, you can <b>email Kim Nickell</b> at knickell@bakersfieldcollege.edu. Tell her what class you're in and which assignment you're working on.</li> </ul>

Can you tell me my grade in this class?	<ul style="list-style-type: none"> <li>✓ You have been asked to create an <b>Engrade</b> account so that you can check your grade at any time.</li> <li>✓ I will not look up your grade for you, but I am happy to discuss your grade with you if you have concerns.</li> </ul>
Can you tell me my username/password for Engrade or Turnitin.com?	<ul style="list-style-type: none"> <li>✓ Sorry, I generally don't have time to look up usernames, so this is why I have provided a space to write them down on the previous page.</li> <li>✓ I do not have access to your password for either site. However, you can use the "<b>lost password</b>" link on Engrade or the "<b>reset password</b>" link on Turnitin.com.</li> </ul>
What should I do if I can't remember my campus email address or password?	<ul style="list-style-type: none"> <li>✓ You won't be able to log on to any computer on campus without your campus email address and password, so it is vital that you have this information.</li> <li>✓ Use the "<b>forgot email address</b>" or "<b>forgot password</b>" link when logging in to InsideBC.</li> </ul>
Do I have to keep my returned/graded assignments?	<ul style="list-style-type: none"> <li>✓ Professors are capable of making errors! For that reason, I suggest that you keep all of your graded assignments until after your <b>final grade</b> for the class has posted on your transcript. If I make a mistake, I am happy to change it if you show me the graded assignment.</li> <li>✓ Since your <b>final exam is cumulative</b> (covers everything taught in the class), you should hold on to and review old assignments.</li> </ul>
Is it okay if I check my cell phone during class?	<ul style="list-style-type: none"> <li>✓ While cell phone use is not typically allowed during class, I realize that <b>some exceptions</b> need to be made.</li> <li>✓ If you must check your cell phone periodically because of an exceptional situation (sick child, pregnant girlfriend/spouse, etc.), please get to class early so that you can <b>tell me</b>.</li> </ul>
I'm having a bad day. Can you please not call on me today?	<ul style="list-style-type: none"> <li>✓ Yes! Get to class early so that you can <b>tell me</b> that you're having a bad day and prefer not to be called on.</li> </ul>
Is there anything I can do for extra credit?	<ul style="list-style-type: none"> <li>✓ Students may attend one <b>workshop</b> for extra credit <b>each unit</b> (3 total). These are available through CAS (Critical Academic Skills), the Writing Center, and the Tutoring Center.</li> <li>✓ Students may also meet with a <b>writing tutor/consultant</b> to discuss formal, typed assignments.</li> </ul>
Can I go to the restroom?	<ul style="list-style-type: none"> <li>✓ Yes! You <b>do not need</b> to ask for <b>permission</b>.</li> </ul>



# IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

WWW.PHDCOMICS.COM