

**English 1A**  
CRN#30180  
Tu-Th 9:30-11  
Anna Mills, Instructor

**Class Website:** <http://fog.ccsf.edu/amills/English1A.htm>

**Email:** amills@ccsf.edu (I may not check email on weekends)

**Office:** 560 Batmale Hall

**Office Phone:** (415) 452-4886 (I check messages Tues/Thurs)

**Office Hours:** Thursday 1:00-2:00 and by appointment Tues/Thurs

**Writing Lab Tutoring Hours:** Thurs 3-5 (Write "Instructor" next to your name to work with me)

**Required Texts:**

- *The Rough Guide to Climate Change* by Robert Henson
- *Field Notes from a Catastrophe: Man, Nature, and Climate Change* by Elizabeth Kolbert
- *Walden* by Henry David Thoreau (Dover Thrift Edition)
- *The Mercury Reader: Climate Change, Nature, and the Environment, English 1A*
- *A Short Guide to College Writing, 3<sup>rd</sup> Edition*
- *Prentice Hall Reference Guide* package from the bookstore
- A college dictionary

**Requirements**

- You will need to **check email at least twice a week** for this course. I will send messages and handouts to the class, and I may contact you individually. Let me know right away if it is difficult for you to check email.
- You will need **Internet access** for some assignments. If you do not have access at home, schedule time to use the labs on campus.
- Xeroxing fees constitute another "textbook" for this class. You are required to bring three copies of your assigned writing on every rough draft day.
- You must also purchase two folders to hold essay packets.

**Course Description**

This course focuses on global warming, nature, and the environment; however, its larger goal is to help improve your writing, reading, and analytical skills. At the end of the semester, a successful student will be able to do the following:

1. Read and analyze essays for content, structure, purpose, and audience.
2. Use pre-writing techniques and outlining to plan and organize information for your essays.
3. Write essays which develop complex ideas while retaining a single overall focus.
4. Write engaging and relevant introductions and conclusions.
5. Paraphrase, summarize, use quotations, and cite your sources according to MLA requirements.

6. Write an extended research paper using correct MLA format.
7. Make convincing arguments in various rhetorical modes, including ethical, emotional, and logical appeals.
8. Evaluate others' arguments and point out reasoning errors.
9. Use appropriate transition words to show the connections between paragraphs and ideas.
10. Write coherent in-class essays.
11. Improve academic vocabulary.
12. Improve grammar and editing skills.

### **Time**

Success in this course requires a significant investment of time--perhaps an average of 7-15 hours per week outside of class. I try to make my expectations as clear as possible so you can do well if you can put in the time.

### **Grading**

- 3 out-of-class papers: 5%, 10%, 15%
- 1 out-of-class research paper: 20%
- mid-term in-class essay: 10%
- final in-class essay: 10%
- quiz average 10%
- homework: 20%

**Students who do not do maintain at least a 50% homework average will not pass the class, regardless of their overall average.**

**Students who fail to complete any essay will not pass the class.**

**Students who fail to complete at least three of the four corrections assignments will not pass the class.**

### **Extra Credit**

You can get help from a tutor in the **Writing Lab** on the second floor of the library at any stage of the writing process. You can also meet with a **Reading Tutor** to discuss the assigned reading and increase your comprehension. Each time you meet with a tutor in one of these labs to work on your English homework, you will receive a 1% boost to your overall homework average. You will also receive a boost for attending a **Writing Lab Workshop**. The maximum boost to your homework average is one letter grade, or 10%.

In addition, if your score on the RFU test indicates that you need more practice in reading strategies, I will give you a handout on the Reading Plus program, which you can work on for extra credit in Cyberia or the Reading Lab.

### **Deadlines**

Homework is due at the **beginning** of the class period. I do not accept homework after the beginning of class. **Late papers** are accepted up to one week late, but they are graded down.

Once during the semester, you may turn in a paper up to one week late without penalty.

### **Attendance**

I will allow **4 absences** during this semester, which you should save for doctor's appointments, illnesses, and emergencies. After 4 your grade will go down a letter grade with each absence.

If you miss a class for whatever reason you are still responsible for everything that went on in class or was handed out. **Email or call a fellow student and check the class website.** Any homework you missed is due on the day you return.

**Lateness:** Class begins after the ten minute passing period. Please be prompt. If you arrive after I take roll at the beginning of class, you will be counted late and will receive a **half-absence**. If you **leave early** you will also receive a half-absence.

### **Handing in Papers**

All essays and drafts of essays must be typed and formatted according to the instructions I will hand out to you. Homework assignments may be typed or completed by hand.

Each final draft must be submitted in a folder along with **all the required work for the paper**, which may include a cover letter, grade sheet, rough draft, and a specified pre-writing assignment. You cannot turn your paper in until you have all the required components. If you forget one, your paper will be considered late.

We will have a peer-review day for each out-of-class essay except the first one. If you miss the peer review day or you do not have a complete rough draft to share, you are required to visit the Writing Lab before you turn in your final draft and obtain a stamp. This visit will be considered make-up and will not count for extra credit.

### **Corrections**

Studies have shown that students improve their grammar most when they work on the mistakes in their own writing. We will not focus much class time on grammar rules. However, when I grade the first four essays for the class, I will mark any errors. When you get these essays back, you will be required to correct your mistakes using our handbook. When you have trouble with some of the errors, I will provide explanations and assign online exercises so you can avoid those mistakes in the future. **Completion of at least three of these correction assignments, including assigned grammar exercises, is required to pass the class.**

### **Plagiarism**

Plagiarism means presenting someone else's words or ideas as your own. It is a serious academic offense which carries severe consequences. In this class, you are responsible for understanding what plagiarism is and for avoiding it in your papers.

**The Four-Word Rule: Plagiarism means using four or more words in a row from another person's writing without putting those words in quotation marks.**

Any work handed in that contains plagiarism, whether it is accidental or intentional, will **automatically receive an F.**

### **Disabilities and Learning Differences**

Several of my best students have told me about their learning disabilities. They have advocated for themselves, taken advantage of the support services on campus, and earned excellent grades. If you have a disability, you may not realize

how much is available and how many rights you have. Make sure to register with the DSPS Department so you can get **documentation of your disability** and request appropriate accommodations such as extended time on tests or a notetaker. Contact me about accommodations during the first week of the semester so that we can make arrangements.

If you wonder whether or not you have a learning disability, you can meet with a counselor at the Disabled Students Programs and Services Department (DSPS) in Rosenberg 323 to discuss your questions and possibly receive free testing.

Whether or not you have a disability, you can get individualized help with class work, time management, and learning strategies through the DSPS Strategy Lab or the Academic Assistance Program. See me for more information or stop by Batmale 231 and speak with Marylou Massey-Henderson.

### Rules

- Turn off all pagers and cell phones before coming to class. As you know, these can be disruptive. If your electronic device goes off during class, you will receive a **half-absence**.
- Do not eat during class. (It distracts others.)
- Most importantly, remember to bring all necessary books and handouts to class.

### Getting My Help

I am happy to talk or email about any question or concern you have about the class. **If you can attend my office hours, do so!** A face-to-face conversation is always helpful. You are also welcome to make an appointment for another time on a Tuesday or Thursday. If you cannot come to my office, feel free to email me to ask questions or request assistance on homework or papers. If you send email earlier in the day, it is more likely that I will get back to you the same day.

When you email, use a professional style of communication. Use your best spelling, punctuation, and grammar. Address me in the first line, and sign the email. Sample:

Subject: Thesis

Hello Ms. Mills,

I am having trouble coming up with a thesis for the paper on *An Inconvenient Truth*. I was wondering if I could make an appointment to meet with you tomorrow after class.

Thanks,

Janette Smith

If you do not have access to email, you can leave me a voicemail message. I check voicemail on Tuesdays and Thursdays.

Email address: [amills@ccsf.edu](mailto:amills@ccsf.edu)  
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Website: <http://fog.ccsf.edu/amills>