

English 0310
Course Policies and Syllabus
Fall 2011

Section No.: _____ Time: _____ Place: _____

Instructor: _____ Office phone #: _____

E-mail: _____ Office: _____

Office Hours: _____

Developmental English Website: academics.utep.edu/developmentalenglish

Class Member: _____ Phone #: _____ E-mail: _____

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COURSE DESCRIPTION

ENGLISH 0310 will introduce students to effective reading habits for meaningful application to a variety of texts. The reading habits for success in college-level course work will be strongly stressed. The course emphasizes the development of vocabulary, comprehension techniques, critical analysis, and written responses to various types of reading materials.

1. Working with a variety of texts, students will learn to apply effective reading strategies at all levels of the reading process. Moreover, students will learn to recognize and apply appropriate reading techniques for reading across the disciplines as well as nonacademic reading.
2. Using the various stages of the writing process—prewriting, drafting, revising, editing, proofreading—students will compose summaries, paragraphs, and essays to understand how to construct meaning in a text.
3. Students will respond to readings and practice expressive writing through journal entries.

REQUIRED TEXTS AND MATERIALS

Opening Doors: Understanding College Reading (Custom Edition) by Joe Cortina & Janet Elder
Novel

Dictionary (recent copyright)

8 ½” X 11” (or 10 ½”) standard ruled notebook paper

Additional Materials:

COURSE POLICIES

1. Computers

- A. All major papers written outside of class must be word-processed.
- B. Students must get a UTEP E-mail account.

2. Attendance

- A. Satisfactory attendance is a course requirement. For the purpose of this course, satisfactory and unsatisfactory are respectively defined:
 - * The student must come to class prepared. Assigned texts should be brought to class and out-of-class assignments should be prepared already. In class, students are expected to be alert, attentive, and focused on the subject at hand. If a student's preparation is unsatisfactory, his/her attendance will be considered unsatisfactory.
 - * The student must be present in the classroom throughout the entire class period. Excessive tardiness or leaving the classroom early will be considered unsatisfactory attendance.
- B. In a MWF class, a student is allowed five absences, and in a TR or MW class, a student is allowed three absences. When a student has accumulated six instances of unsatisfactory attendance in a MWF class or four in a TR or MW class, he/she will be dropped with a "W" if the infractions occur prior to the official drop deadline (October 28). However, if the unsatisfactory attendance instances happen after October 28, the student will fail the course.

3. Deadlines

- A. All assignments are due at the beginning of the class period. All major papers, assignments, and exams completed late will be penalized a letter grade for each class day the exam or assignment is late. Instructors are not obliged to accept late daily work.
- B. Students who are unable to attend class are responsible for acquiring class notes and completing make-up assignments prior to the next class meeting.

4. Scholastic Dishonesty [From the Handbook of Operating Procedures: Student Affairs]

- A. It is the official policy of the University that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. It is contrary to University policy for a faculty member to assign a disciplinary grade such as an "F" or zero to an assignment, test, examination, or other course work as a sanction for admitted or suspected scholastic dishonesty in lieu of normally charging the student through the Dean of Students. Similarly, students are prohibited from proposing and/or entering into an arrangement with a faculty member to receive a grade of "F" or any reduced grade in lieu of being charged with scholastic dishonesty. Any student who commits an act of scholastic dishonesty is subject to discipline.
- B. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.
- C. Plagiarism: "Plagiarism" means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.

5. Student Conduct: [From the Handbook of Operating Procedures: Student Affairs]

Each student is responsible for notice of and compliance with the provisions of the Regents Rules and Regulations, which are available for inspection electronically at <http://www.utsystem.edu/bor/rules.htm>.

6. Classroom Etiquette

- A. Turn off cell phones.
- B. Arrive to class on time in order to prevent class disruption.
- C. Do not talk when someone else is speaking.

7. Grading

- A. The student's final grade will be determined by his/her performance in the following areas:
 - 10% Summary Paragraph
 - 10% Reading Analysis Paragraph
 - 20% Reader Response Essay
 - 10% Novel Assignment (Evaluation is at the discretion of the instructor)
 - 10% Journals
 - 30% Daily work (e.g., exercises, quizzes, group activities, teacher conferences, participation)
 - 10% Final Examination
- B. To earn a passing grade ("A," "B," or "C") students must have completed all exams, summaries, paragraphs, and essays and achieved an average of 70% or better for the course.
- C. Students who have not met the course requirements or have not earned an average of 70% or better for the complete course will need to retake ENGL 0310.

PLEASE NOTE: *Students who are on scholarship, who are receiving financial aid, or who have been placed on academic probation must be aware of the requirements necessary to remain in good standing with respect to their particular situations. It is the student's responsibility to satisfy the course requirements necessary to remain in good standing. The instructor will not make any special provisions.*

DISABILITY STATEMENT

If a student has or suspects a disability and needs an accommodation, he/she should contact the Disabled Student Services Office (DSSO) at 747-5148 or at dss@utep.edu or go to Room 106 Union East Building. The student is responsible for presenting to the instructor any DSS accommodation letters and instructions.

IMPORTANT DATES

August 22	First day of classes
September 5	Labor Day – University Closed
September 7	Census Day-Classes dropped by this day are deleted from record
October 14	Midterm grades E-mailed to Freshman students
October 28	Course Drop Deadline, last day to drop a class with an automatic "W"
November 24 - 25	Thanksgiving Holiday – University Closed
December 1	Last day of classes and complete withdrawal from University
December 2	Dead Day
December 6	English 0310 Final Exam, 7:00 am to 9:45 am
December 19	Final grades officially available to students online

DESCRIPTION OF MAJOR ASSIGNMENTS AND JOURNALS**1. Summary**

It is fundamental to the academic experience to be able to summarize information. Students may be asked to summarize a lab report, a movie, an article, or a chapter. Summarizing consists of two important skills: (1) identifying the important material in the text and (2) restating the text in the reader's own words. Since writing a summary consists of omitting minor information, it will always be shorter than the original text.

2. Reading Analysis

Also important for academic success is the ability to identify and classify specific information from a text. In reading analysis paragraphs, students will be asked to extract information from a text and paraphrase it in a well-developed paragraph.

3. Reader Response

A reader response asks the reader to examine, explain, and defend her/his personal reaction to a reading. Students will be asked to explore why they like or dislike the reading, explain whether they agree or disagree with the author, identify the reading's purpose, and critique the text. There is no right or wrong answer to a reader response. Nonetheless, it is important that students demonstrate an understanding of the reading and clearly explain and support their reactions.

4. Journal Entries

Keeping a journal helps clarify ideas and improve the fluency of writing. Though different teachers will have their own grading standards, in most cases, they do not edit spelling or grammar errors when evaluating journals. Instead, a student's journal entry will be evaluated on dedication and engagement. Journal entries can consist of reflections, summaries, analyses, responses, syntheses, or refutations.

Calendar

The instructor reserves the right to modify calendar to meet the needs of the class or learning community.

Week	<i>Opening Doors: Understanding College Reading</i>	Novel	Assignments
1 8-22/8-26	Chapter 2	Instructor will assign reading schedule.	Instructor will assign journals weekly.
2 8-29/9-2	Chapter 3		
3 9-5/9-9	Chapter 4		
4 9-12/9-16	Chapter 4 continued		
5 9-19/9-23	Chapter 5		Summary Paragraph
6 9-26/9-30	Chapter 5 continued		
7 10-3/10-7	Chapter 6		
8 10-10/10-14	Chapter 7		Analysis Paragraph
9 10-17/10-21	Chapter 8		
10 10-24/10-28	Chapter 8 continued		
11 10-31/11-4	Chapter 9		Reader Response Essay Started
12 11-7/11-11	Chapter 9 continued		
13 11-14/11-18	Chapter 10		
14 11-21/11-25	Chapter 10 continued		Due: Reader Response Essay Final Draft
15 11-28/12-2	Chapter 11		
16 Dec. 6, Tues.			Final Exam: 7:00 am to 9:45 am