Spring 2018/Syllabus: Part One/Section: 98569/English 1A
Class Time: MW 8:00 – 9:20 AM  Class Location: CHMB Room 260
Professor Melissa Utsler  Office: CHMB 216
melissa.utsler@chaffey.edu  www.writingintheie.info
(909) 652-8026
Advice Hours: Mondays 11 - 1, Tuesdays 11 - 12, and Thursdays 11 - 1

Course Description: Careful study and practice of expository and argumentative writing techniques and the frequent writing of compositions with the ultimate goal of a research project. A minimum of 6,000 written words is expected over the course of the term. Three arranged hours of supplemental learning in a Success Center that supports this course is required. Designed to prepare the student for satisfactory college writing.

Required Readings:
c. Additional Readings: available through Canvas online
d. online access, computer access, and printer access (for printing essay drafts)
e. USB flash drive, cloud account, or other option for saving your drafts
f. Materials for activities and projects (varies based on your choices
g. Reminder: Check your Chaffey College e-mail account regularly.
    [____@panther.chaffey.ed]
Welcome to English 1A!

Qualifying to take college level writing is an accomplishment. Congratulations!

Student Learning Outcomes
Upon successful completion of this course (C or better), you will be able to:

- Demonstrate proficiency in evaluating, integrating, and documenting sources.
- Support a complex thesis statement with sophisticated evidence.
- Write essays that deliberately connect audience and purpose in a variety of genres.

Course Objectives
In order for you to achieve those outcomes, we will work on the following:

- Developing critical thinking strategies through the primary use of a variety of 750 word or longer persuasive/argumentative essay readings.
- Arranging argumentative points in clear, effective prose.
- Critiquing and applying the principles of unity and coherence in essays.
- Developing and using the forms of exposition and argumentation.
- Producing logical, coherent, unified essays with minimal errors in grammar, punctuation, and spelling.
- Appraising the relationships between audience, tone, purpose, and levels of diction.
- Composing clear and specific thesis statements and developing theses into unified and complete essays.
- Analyzing the structure of various kinds of essay development, including exposition (analysis, classification, definition, comparison and contrast, cause and effect, and argumentation), and argumentation and construct essays in such patterns.
- Examining the relationship of logical ideas within an essay, distinguishing fact from judgment, and eliminating prejudice and fallacious reasoning in your own writing.
- Inspecting your own writing for grammatical, punctuation, spelling and paragraphing errors to facilitate more effective author/reader communication.
- Studying and practicing stylistic devices. (Including devices like metaphor and allusion.)
- Generating a suitable and manageable research topic. (Because the research project is a tool in serving the goal of critical thinking, the subject matter should be argumentative.)
- Choosing relevant source material using the library and information technology resources.
- Evaluating potential sources.
- Integrating source material into your writing to support assertions.
- Producing proper style format for citation and documentation through research papers.
## Grades & Points: Track Your Progress

There are 1,000 points possible in this course:

<table>
<thead>
<tr>
<th>Points Earned:</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplemental Learning</strong></td>
<td>60</td>
</tr>
<tr>
<td>3 stamps X 20 points each</td>
<td></td>
</tr>
<tr>
<td><strong>Essay 1: Peer Review Draft</strong></td>
<td>30</td>
</tr>
<tr>
<td>with in-class peer review stamp</td>
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<tr>
<td><strong>Essay 1: Final Draft</strong></td>
<td>125</td>
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<tr>
<td><strong>Essay 2: Peer Review Draft</strong></td>
<td>30</td>
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<tr>
<td>with in-class peer review stamp</td>
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<tr>
<td><strong>Essay 2: Final Draft</strong></td>
<td>125</td>
</tr>
<tr>
<td><strong>Essay 3: Peer Review Draft</strong></td>
<td>30</td>
</tr>
<tr>
<td>with in-class peer review stamp</td>
<td></td>
</tr>
<tr>
<td><strong>Essay 3: Final Draft</strong></td>
<td>125</td>
</tr>
<tr>
<td><strong>Reading Response Activities</strong></td>
<td>150</td>
</tr>
<tr>
<td>5 points X 30 = 150 points</td>
<td></td>
</tr>
<tr>
<td><strong>In-Class Activities</strong></td>
<td>150</td>
</tr>
<tr>
<td>(up to 5 points per class)</td>
<td></td>
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<tr>
<td><strong>Peer Support and Educational Leadership Portfolio</strong></td>
<td>175</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>1,000</td>
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(You may only earn up to a total of ten extra credit points this semester, so you are encouraged to focus on successfully completing the required work.)

### Final course grades & points:

- **A + = 980 - 1000 points**
- **A = 930 - 979**
- **A - = 900 - 929**
- **B + = 890 - 899**
- **B = 830 - 889**
- **B - = 800 - 829**
- **C + = 780 - 799**
- **C = 700 - 779**
- **D + = 680 - 699**
- **D = 620 - 679**
- **D - = 600 - 619**
- **F = 0 - 599 points**

**Passing = C or better (700+ pts.)**

### Track your progress in class with this formula:

\[ \text{Points earned ÷ current points possible} = \text{current \%} \]
Frequently Asked Questions

Which Chaffey College resources do you encourage students to use?

Chaffey College features a number of invaluable resources for students; as a Chaffey College professor, I am happy to help you locate appropriate campus resources for your needs and interests. To get started, please consider:

Professor Utsler’s Advice Hours

Come chat with me! 😊 Advice hours are for providing feedback on your writing, answering questions, helping with academic concerns, and suggesting campus resources. When scheduling allows and other students aren’t waiting, advice hours are also great times for seeing students’ family photos, talking about favorite texts (movies, books, television shows, etc.), and chatting (always) about Harry Potter. Please see the first syllabus page for times, location, and phone number. If your schedule doesn’t allow for an office visit, consider calling during advice hours for assistance as needed.

Grad Guru App

Want to succeed at Chaffey? Download the free GradGuru app for important reminders and tips that will help you achieve your goals. Information on deadlines, campus events, and college resources is right at your fingertips. Earn electronic badges to motivate you and redeem rewards! Get it on Google Play or download at the Apple App Store. www.gradguru.org

Counseling Department

The Counseling Department provides career, academic, and personal counseling to assist students in successfully completing their educational goals. Services include orientation, assessment, comprehensive educational planning, graduation applications, external transcript evaluations and prerequisite verifications, educational planning workshops, college success and career exploration courses, specialized programs such as AMAN/AWOMAN, Puente, and Opening Doors to Excellence. The department is located in the lower north lobby of the Student Services Administration building. Counseling services are also provided at the Chino and Fontana campuses. (909) 652-6200

Faculty Advisors

Faculty Advisors provide the opportunity for students to obtain valuable major and career information regarding their chosen field of study. Faculty Advisors are located in various locations across Chaffey College’s campuses. Visit the program’s website: http://www.chaffey.edu/faculty_advisor/
**Student Success Centers**
Chaffey College has created a network of Student Success Centers - offering free tutorials, workshops, learning groups, directed learning activities, and computer/resources access - to assist students in their academic development and success.

Success Center services will be offered at all 3 Chaffey locations:

- **Chino Campus Success Center**
  Multidisciplinary Success Center (CHMB-145) 909-652-8150

- **Fontana Campus Success Center**
  Multidisciplinary Success Center (FNFC-122) 909-652-7408

- **Rancho Campus Success Centers**
  Language Success Center (BEB-101) 909-652-6907/652-6820
  Math Success Center (Math-121) 909-652-6452
  Multidisciplinary Success Center (Library) 909-652-6932

A current Chaffey College photo ID card is required for all Success Center services. Walk-ins are welcome, and advanced appointments are available for most services. Call the centers or consult the college website at [www.chaffey.edu/success/](http://www.chaffey.edu/success/) for more information. Online appointments: [https://chaffey.mywconline.com](https://chaffey.mywconline.com).

**GPS Centers**

The Guiding Panthers to Success centers provide new and returning Chaffey College students with assistance in registration, unit load planning, using MyChaffeyView, using campus resources, making an Abbreviated Education Plan (first year course recommendations). Visit the GPS center to check progress on academic goals. Many services are provided on a walk-in basis. Please call a GPS center for more information.

- **Rancho GPS**: VSS 111  
  Phone: 909-652-6466
- **Chino GPS**: CHMB 240  
  Phone: 909-652-8030
- **Fontana GPS**: FNFC 121  
  Phone: 909-652-7460

**Career Center**
The Career Center helps Chaffey College students find meaningful careers. The program offers career counseling, career assessments, résumé assistance, interviewing skills preparation, job referrals, student employment, and career related workshops. The Career Center is located on the Rancho Cucamonga Campus in MACC-203. Please call (909) 652-6511 for more information.

**Transfer Center**
The Transfer Center is located in SSA 120 on the Rancho Cucamonga Campus. We are open Monday and Thursday from 7:30am to 7:00pm; Tuesday and Wednesday, 7:30am-4:30pm and Friday, 7:30am-2:00pm. Transfer services are also available at Fontana on Monday afternoons from 1:30 to 4:30pm and at Chino on Tuesdays from 1:30 to 4:00pm. Call us at (909) 652-6233 or visit the website at [www.chaffey.edu/transfer](http://www.chaffey.edu/transfer).
ASCC / Student Activities Scholarships
The Associated Students of Chaffey College (ASCC) and the Office of Student Activities award $100,000 or more in scholarships to Chaffey students each year. Visit www.chaffey.edu/stuactiv/scholarship or call 652-6590 for details.

How to apply for a Foundation Scholarship Application:
1. Visit www.chaffey.edu/scholarships to access our scholarship application link. You will be directed to the electronic application form. The link is active January 8, 2018 for the spring 2018 semester.
2. Complete the application entirely on the directed link and submit electronically.
3. Check your panther email two to three weeks after the application deadline for award notification.

Foundation Scholarships
The mission of the Chaffey College Foundation is that no individual be denied an education at Chaffey College due to a lack of financial resources. Essential to this mission is the wide array of scholarship opportunities available to Chaffey College students. All Chaffey College students may qualify for Foundation scholarships. Criteria may be based on GPA, major, or units registered. Citizenship is not a requirement to qualify for Foundation scholarships.

The Honors Program
The Honors Program provides an intellectual and cultural community for students at Chaffey College. Program benefits include smaller classes, creative and challenging coursework, academic enrichment activities, and scholarships. Students also have opportunities to present research at scholarly conferences, build social responsibility through community service, and receive ongoing personalized academic advisement as well as support during the transfer process. Students who complete the Honors Program may take advantage of transfer agreements with prestigious institutions like UCLA. Visit http://www.chaffey.edu/honors for more information and admission requirements.

Disability Programs and Services
Chaffey College’s Disabled Students Programs and Services, or DPS, serves an estimated 1500 students across all Chaffey campuses. DPS serves students with physical, learning, and psychological/psychiatric disabilities by providing accommodations based on the type of disability and verifying documentation. Services include academic counseling, disability related counseling and referral for community resources, test accommodations, tram services, adapted computer lab, assistive technology training, assessment, and equipment loan. For more information please contact the DPS general phone line at (909) 652-6379.

EOPS and CARE
Extended Opportunity Programs and Services (EOPS) is designed to ensure student retention and success through academic support and financial assistance for eligible students. Cooperative Agencies Resources for Education (CARE) is a program that serves a limited number of EOPS students who are single heads of household parents. It provides additional support services beyond those available through EOPS. The ultimate goal is completion of a certificate program, an associate degree, and/or transfer to a four-year college. Call (909) 652-6345 for more information.
**CalWorks**

The CalWORKs Program at Chaffey College assists students who receive cash aid and are required to participate in Welfare-to-Work/GAIN programs. Students must be either enrolled, or plan to enroll in an academic program at Chaffey College and must be receiving cash aid for themselves as well as for their child/children. We provide educational planning services to students and collaborate with the San Bernardino County Transitional Assistance Department (TAD), Los Angeles County Department of Public Social Services (DPSS), and Riverside County DPSS to help students meet their Welfare-to-Work/GAIN requirements. Students meet with a counselor for completion of required documents (Individual Education Plans, training verifications for child care approval, attendance, progress reports, book requests, etc.) as well as for regular progress checks. CalWORKs counselors trained in Welfare-to-Work legislative requirements meet with each student individually to address barriers to academic success and provide resources and referrals as appropriate.

**Veterans and Eligible Family Members**

Chaffey College’s Veterans Resource Center (VRC) is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently and without impediments. If you are a veteran or eligible family member, please contact the Veterans Resource Center at (909) 652-6235 or vrc.staff@chaffey.edu for information regarding educational benefits and opportunities. The Veterans Resource Center (VRC) is located in AD-125 on Chaffey College’s Rancho Cucamonga campus.

**Student Health Services**

Student Health Services is dedicated to assisting students to achieve and maintain optimum physical, mental and emotional health. We are committed to providing quality healthcare at a reasonable cost. All currently enrolled full and part time Chaffey College students on the Rancho Cucamonga Campus or any off campus site may utilize the services of the Student Health Office. Please have your Chaffey ID ready.

Rancho Campus MACC-202 (909) 652-6331  
Chino Campus CHMB-105 (909) 652-8190
**How may I become involved with campus activities?**

Chaffey College offers a variety of opportunities for campus involvement, including student clubs (Student Activities Office: (909) 652-6590), visual and performing arts programs (School of Visual and Performing Arts: (909) 909/652-6066), and athletics events (Athletics Department: (909) 652-6290).

**One Book, One College:** The One Book, One College Committee strives to create a community of readers across the curriculum at Chaffey College and within the communities it serves. Each year, the committee selects a college book and creates a diverse series of related events.

**The Hope Engage Succeed Campaign** here at Chaffey is our commitment to helping students develop a growth mindset, set goals, realize their agency, and discover pathways to success. Here at Chaffey College we embrace each student’s journey to develop a growth mindset, set goals, realize their agency, and discover pathways to success. Keep an eye out for Hope Engage Succeed posters and workshops around campus.

**Wignall Museum of Contemporary Art** serves as a learning lab featuring temporary exhibitions of innovative contemporary art throughout the year. Exhibitions and programming are organized with our students in mind in order to augment their academic experience by complementing the college’s curricula and broadening the understanding of contemporary art. Our exhibitions allow visitors to see and experience a variety of contemporary artistic practices that examine timely and relevant topics.

http://www.chaffey.edu/wignall/exhibitions.shtml

**Does the Chaffey College Chino campus feature a bookstore?**

**Bookstore / Campus Store**

Excerpt from the bookstore statement:

“The non-profit Chaffey Bookstore offers students all their required materials including textbooks (new, used, rental, and digital), school supplies, study aids . . . . They also offer a price comparison tool on their website (books.chaffey.edu) that shows the bookstore’s price for books compared to their major competitors. Store locations on each campus offer daytime and evening hours during the week plus services on select Saturdays. Cash, credit, debit, and most types of financial aid are accepted. SNAP/EBT cards are also accepted at the Panther Express on the Rancho Campus.”
What are some of the ways that my college promotes high quality institutional standards?

Chaffey College (represented by Chaffey President, Dr. Henry Shannon) is honored as a 2017 Top Ten Finalist for the Aspen Prize for Community College Excellence.

Chaffey College Mission Statement
Chaffey College inspires hope and success by improving lives and our community in a dynamic, supportive, and engaging environment of educational excellence, where our diverse students learn and benefit from foundation, career, and transfer programs.

Chaffey College Vision Statement
Chaffey College: Improving Lives Through Education

Core Competencies: Chaffey College as an Institution
1. communication
2. critical thinking and information competency
3. community/global awareness and responsibility
4. personal, academic, and career development

Student Learning Outcomes: All English Department Classes
1. Understand the relationship between purpose and audience in a text. [This works for analyzing a reading or writing a paper.]
2) Apply the elements of the reading process (prereading, active reading, reviewing, responding, etc.) to any reading assignment in the academic and professional spheres.
3) Apply the elements of the writing process (inventing, drafting, revising, editing, proofreading, etc.) to any writing assignment both in the academic and professional spheres.
4.) Respond critically to reading assignments using reflection, analysis, and synthesis.
5.) Reflect on and evaluate one’s own progress as a reader, writer, and critical thinker.

Student Learning Outcomes: Our Course
Please see Part One of your syllabus for a list of course-level outcomes.
Scheduling Your Time for College Success

“This is just an approximation but a good reference point to start with.”

one unit of credit = one hour of in-class time a week
for each hour in class a week = two hours of out-of-class time

Three units of college credit = three hours of time in class each week
Three units of college credit = six hours of time outside-of-class each week

Three in-class hours + at least six out-of-class hours = nine or more hours of your time each week dedicated to the course

STUDENT CONTACT INFORMATION

When you choose a class, your instructor assumes that this class works best with your schedule—which means you are committing to the day/time of the class for the duration of the semester. If you must be absent, it is your responsibility to obtain all homework assignments, syllabus changes, class notes, and important announcements. You remain responsible for what you need to do to prepare for the next class. You are strongly encouraged to exchange contact information (examples: e-mail address, texting number) with several members of the class to help ensure that you are prepared as required.

Your classmates are important resources for success in your college courses. Use the space below to get the phone numbers or email addresses of multiple class members.

Name: Contact Info:
Name:
Name: Contact Info
Name:
Name: Contact Info

From Don Nickel, “College Units and Time Management”
ACKNOWLEDGEMENT OF MATURE CONTENT
We will be reading *The Circle* this semester. This book features some mature language and content including descriptions of intimate situations between characters. (*The Circle* addresses themes such as privacy, transparency, and the effects of technology.) This book and other course selections may feature subjects, language, and events deemed offensive by some students. If any course language or subject matter is or may become problematic to you in a way that possibly interferes with your course experience, please contact me, so we may address your concerns.

Creating, Promoting, and Maintaining A Successful Classroom Learning Environment

Please be sure you make it a priority to be on time to class, come ready to work, respect your classmates and professor, stay for the entire class session, and be present in the learning environment.

Attending all class meetings is mandatory because consistent, active participation leads to success. You are responsible for information discussed in each course session as well as the information provided through homework videos, readings, and activities. At the beginning of each class meeting, homework assignments are due, and during each class session, students earn points for completing in-class reading, writing, and critical thinking activities. Complete all of the homework assignments before coming to class and be prepared to answer questions and discuss the material.

Disruptions such as private conversations, texting in class, doing homework for other classes, etc. will not be tolerated. Any behavior which upsets the teaching/learning atmosphere of the class is not acceptable, and students who engage in such behavior will be required to leave class.

“Absent from class” refers to situations where a student misses scheduled class time (including missing a class session, leaving early, and/or arriving late) for any reason; there are no “excused” absences.

If you miss class time, you will not earn points for missed class activities. This policy both mirrors common employment practices and promotes the consistent success of a community of scholars.

If you stop attending and do not officially drop the course, you will fail the course, so if dropping becomes necessary, please remember to do so by the required drop deadline.

*Please contact me if you have concerns about your course progress, so we may discuss strategies to help you address these concerns.*

Disclaimer: The best way to grow as a writer is to read other writers’ work, so I may share your writing as a model/sample in this and/or other English classes. This is a great way for you to contribute to the growth and learning of your peers here at Chaffey College. (Please chat with me if you have concerns.)
Plagiarism Policy

In this class, you will receive zero points for any plagiarized final work; this may result in failure of the course. If you are unsure if you are plagiarizing or have questions about using sources, please ask. Chaffey’s policy on plagiarism is as follows:

“Violations of the Student Academic Integrity Code, including plagiarism, will not be tolerated in Chaffey College English courses. Plagiarism is defined as the misrepresentation of the published ideas or words of another as one’s own. At the discretion of the professor, plagiarism or other violations may result in zero points for the assignment and/or failing the course. Additionally, the professor may file a Student Academic Integrity Form documenting the violation and may seek other sanctions. The complete Student Academic Integrity Code appears in the Chaffey College Student Handbook” (from the English Department Guidelines).

Late Work and No Questions Asked Coupons

When all students come to class prepared, our learning community benefits.

Supplemental Learning Assignments: Not Accepted Late

Supplemental Learning assignments must be stamped and dated by the appropriate deadlines to earn points; late and incomplete supplemental learning assignments do not earn points. Therefore, anticipate the possibility of a time management concern and avoid waiting until right before the assignment is due to complete the Success Center process. Supplemental Learning assignments completed without Success Center stamps do not earn points.

**No Questions Asked Coupons:** Using “No Questions Asked” coupons, each student is permitted to turn in a total of up to two late reading responses, one late peer review (with a Success Center tutorial), and one late final essay draft without penalty. The coupon page is part of the fourth section of this syllabus; read each coupon carefully for specific conditions and instructions. Students are strongly encouraged to save the attached “No Questions Asked” coupons for emergencies. Other late final essay drafts earn up to half credit. No other late work (peer drafts, homework, Supplemental learning activities, or other late work of any kind) earns points.

Students must attend and participate in the entire peer review session (as well as bring four copies of the rough draft to class) in order to earn points for peer review drafts.
NOTES: 

Part Four of the syllabus includes one set of three “No Questions Asked” Coupons.
Each student may only use one set of three “No Questions Asked” coupons this semester.
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Each student may only use one set of three “No Questions Asked” coupons this semester.

**NO QUESTIONS ASKED COUPONS**

(OTHER COUPONS: NEXT PAGE)

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**Utsler**

*Turn in up to two late reading responses by the last class day*

Not for use on other late work

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“No Questions Asked” Coupon for Two Reading Responses

This coupon allows you to turn in up to two late reading response assignments by the final class day; no other late reading responses will earn points. Attach this coupon to the printed copies of up to two late reading responses; give this work directly to Professor Utsler. Then, also turn in the responses on Canvas where the work was originally due. Late reading response points will be added to your final class point total before your final grade is calculated. Only two late reading responses will earn points in your final grade total.

Only coupon work submitted by the date of our class final may earn points.
“No Questions Asked” Peer Response Draft Coupon

To earn full credit for your peer review drafts, you must normally:

a. Bring four paper copies of your rough draft to class on time for peer review.

b. Participate in the peer review class session featuring four copies of your rough draft.

This coupon allows you to complete one Success Center draft review session instead of one peer review draft session. You are strongly encouraged to save this coupon for an emergency. Attach this coupon to a printed copy of the Success Center review draft and your tutorial session form; give this work directly to Professor Utsler.

Only coupon work submitted by the date of our class final may earn points.

“No Questions Asked” Essay Final Draft Coupon

(This coupon only may be used to submit work up to the date of the class final.) This coupon allows you to turn in the final draft of one essay assignment up to two weeks late without penalty. You are strongly encouraged to save this coupon for an emergency; late essays normally earn up to half credit only. Each student may only turn in one final essay late without the half-credit penalty this semester. Attach this coupon to a printed copy of your late essay; give this work directly to the instructor. Then, upload this same essay to the normally required area on Canvas. Late essays are graded in the order received (along with all other work from Professor Utsler’s four classes), so please expect a delay.