

# EWRT 2 Syllabus

De Anza College Winter 2025

This is a fully online, asynchronous course

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## How this Class Works

1. This is a 12-week **fully online** course.
2. You will learn in a community with your peers. *This is not a self-paced course.*
3. This class does *not* meet regularly in Zoom. Your learning will be conducted asynchronously (which means "not live") in Canvas.
4. By Sunday of Week 1, you will be expected to log-in to our course in Canvas and complete the Orientation Module.
5. On **morning Monday** of each week, you will receive a **weekly announcement** with updates, so please check your email or click "Announcements" in Canvas.
6. New modules are also available on Monday mornings.
7. Due dates are always on **Wednesdays and Sundays at 11:59pm.**
8. Each module contains readings and videos, a quiz, collaborative activities including discussions, and essay assignments.

## How to contact Me Directly

**My Preferred Contact Method is the Canvas Inbox**

- Alternatively, you may email me. ([lishasarah@fhda.edu](mailto:lishasarah@fhda.edu))
- If you contact me Monday-Friday, I will respond within 24 hours.

## How to Get Answers to General Questions Use the Q&A Discussion

The Q&A Discussion is a great place for general course-related questions. Your peers might even answer you there! If your question is personal in nature, please send it directly to me through the Canvas inbox.

# Course Essentials

## Course Description

This course allows students to develop critical thinking skills and the ability to apply these skills to reading and writing. Students will practice analytical and argumentative academic essays based on the reading of complex texts, and the use of outside research leading to analysis, comparison and synthesis, and a documented research paper.

**Prerequisite:** English Writing 1A. Development of analytical, integrative skills in reading and writing.

5 units

## Essential Technology & Textbooks

One of your first assignments in this class is to get the materials. You can buy these at the De Anza College Bookstore or Amazon.com. Please let me know if you need help getting them!

### Technology

1. **Internet Connection** I recommend a Broadband/DSL connection to most effectively view the online videos and participate in video conferences. The college can help you with access if you don't have this!
2. **Computer** You will need a computer with current operating system to logon to Canvas and complete the activities. The college can help you with access if you don't have this!
3. **Canvas Student App** I recommend this if you are accessing Canvas from a smartphone.
4. **Word Processor** You will have assignments in this class that prompt you to use a word processing application. There are numerous options available when it comes to word processing software; Here are links to three free options you may use: Microsoft Office 365, Google Docs, and Apache Open Office

### Books

5. **Textbook #1:** *Talking to Strangers* by Malcolm Gladwell
6. **Textbook #2:** *Reading and Writing About Literature* 7<sup>th</sup> edition by Andrea Lunsford (e-version or hardcopy is fine)

# Goals

## What's a Student Learning Outcome?

Student Learning Outcomes (SLOs) are statements created by faculty to identify what students should learn upon successful completion of a course. SLOs "may involve a combination of knowledge, skills/abilities" that illustrate competency. **Takeaway: They help teachers and students keep track of what we are learning in a course.** (Adapted from the De Anza College SLO webpage.)

***Upon completing this course successfully, the Student Learning Outcomes state that you should be able to:***

1. Apply critical thinking skills to writing and complex readings.
2. Demonstrate academic (analytical, argumentative) writing based on reading of complex texts.
3. Demonstrate analysis, comparison, synthesis, and documentation of independent research.

***What you can expect from me***

1. I will provide you with a clear, organized course that is designed to ensure you meet our course outcomes in a meaningful manner.
2. I will provide a variety of assignments to ensure your learning needs are met.
3. I will be actively present in your learning.
4. I will provide a supportive and safe environment for you to share and discuss ideas with
5. your peers.
6. I will reach out to you when I sense that you need support.
7. I will treat you with dignity and respect and be flexible to support your individual needs.
8. I won't be perfect. I am human and will make mistakes at times. I will view mistakes as an opportunity to learn and grow.

***What I can Expect from you***

1. You strive to be an active participant in this course and strive to meet due dates.
2. You will maintain an open line of communication with me so I understand how to
3. support you.
4. You will contact me if you have a concern with meeting a due date.
5. You strive to regularly contribute to collaborative activities to ensure other members of
6. the community have ample opportunity to read/listen, reflect, and respond to your
7. ideas.
8. You will treat your peers with dignity and respect.
9. You will do your best to have patience with technology. There will be hiccups, expect
10. them. We will get through them together.
11. You will give yourself grace. Expect to make mistakes. You are human and you are
12. stressed.

# **Grading**

## **My grading practice**

## ***How Long Will It Take?***

I know grades can be stressful, so I try my best to give you feedback as soon as possible. Quizzes are auto-graded (yay!), but essays and other homework assignments take some time. I aim to get essays graded within a week and other assignments within a couple of days.

## ***Feedback***

You will receive my feedback in a variety of ways. Here are some of them:

- Rubric scores
- Comments in the textbox of your assignment
- Annotated comments directly on your paper.

## ***How do I view feedback?***

Not sure how to view feedback on your assignments? Here are some helpful tutorials!  
How to View Annotation Feedback. How to View Assignment Comments

## ***How do I check my grade?***

At any time you can check your overall grade through the "Grades" tab in Canvas. Please see me in office hours if you'd like more information on your grade.

## **How Your Coursework is Weighted**

**Writing is a process.** All of the hard work you put into writing an essay is important. From doing pre-writing activities like freewrites or brainstorming to participating in peer review. So, while your final essay is important, I make sure to also honor your writing process in my grading.

- **Essays: 50% (4500 words)**
- **Homework (pre-writing, exercises, etc.):**
- **10% Quizzes: 10%**
- **Final Research Paper: 30% (1500 words)**

I will occasionally announce extra credit assignments.

## **How Grades Will Be Weighted**

98-100% = A+ 90-96% = A 87-89% = B+ 80-86% = B 77-79% = C+ 70-76% = C 60-69% = D Below 60 = F

## **Late Work, Extensions, and Revisions**

### ***Late Work***

**Assignments are always due on Wednesdays and Sundays at 11:59pm.**

Every assignment has a due date, rubric, and a deadline for submissions. Participants are expected to submit assignments on or before the assigned due date, which, in turn, allows me time to review your work and provide meaningful feedback. Due dates have been designed in the course to ensure time is provided to allow you to produce your best work.

Time management is tough and life happens, so sometimes we miss deadlines! You're in luck: late submissions are excepted with a penalty. Assignments submitted after the deadline may receive a 10% grade point deduction for each day following the due date and time.

## **Extensions**

Don't want a penalty? I've got you! In this class, we a late pass:

- Late Pass
- In order to use, simply send a Canvas message or email with the subject "Late Pass for " and include the assignment name.
- To be used, the late pass must be submitted by the assignment due date.
- Late passes cannot be used for rough drafts due to the timing of peer review. You can, however, receive partial credit for late rough drafts.

## **Revisions**

Not happy with your grade? You're in luck! You are allowed to revise one essay this quarter. More information will be available at the end of the quarter." Your new grade will be an average of your original grade and your revision grade.

# **Formatting for Essays & Assignments**

## **Turnitin**

You will submit essays to Canvas with a tool called **turnitin.com**, which checks for plagiarism and also gives feedback on grammar. Please think of it as a tool that can help you become a stronger writer!

Turnitin.com is an accurate plagiarism checker, but if you have questions or concerns, please contact me.

## **Formatting**

Please use MLA formatting for essays, including:

- an MLA header
- 12 point font such as: arial, palatino, times new roman
- Double-spaced
- You can find out more about MLA from our class textbook *Reading and Writing About Literature* or from this help website: OWL Purdue.
- Please see specific assignments on Canvas for more information on formatting, requirements, and rubrics.

## **Grammarly**

While I expect your essays to be proofread and generally grammar-free, I also understand that English might be your first language. I myself am a terrible speller, so I'll let you in on my secret: Grammarly, which is a great tool for helping you fix grammar!

## ***Lastly...***

I understand that sometimes life gets busy, but I ask that you please do not reuse essays from other classes. If for some reason you would like to reuse an essay, let's talk!

# **Policies**

## **Communication Policy**

I enjoy hearing from you. No question or concern is too small, and there's no such thing as a "stupid question." The best way to reach me is through the "**Canvas Inbox**" feature; alternatively, you can reach me through email. For questions about the class, please use the course "**Q&A Discussion**."

- If you email me Monday-Friday, I will respond with 24 hours. On weekends, I usually take a bit longer, so please be patient.
- For questions about grades, please see me in office hours.
- Sometimes meeting with me can help answer a question better.

## **Attendance & Participation Policy**

### ***Tip: Attendance=Participation***

I want you to be successful, and participants who logon and participate in our class regularly (multiple times throughout the week) are more successful! Attending an online course is achieved by:

- participating in the course
- contributing to discussions
- asking questions
- proposing answers
- submitting assignments
- collaborating with your peers.

### ***Orientation Module (Please logon the first week!)***

I'd love to get to know you better, so please **jump into the Orientation Module!** If you don't logon during the first week, I will send you a gentle "nudge" to remind you about participating in the class. Please send me an email if you plan on dropping the course so that I can make sure to offer your spot to another student on the wait list. If I don't hear from you, I may also drop you from the course. Thank you for understanding!

## **Non-Attendance**

If you stop logging on during the quarter, I will send you an email to check-in with you about the class. I am here to help you, so even if you miss some materials, I am happy to figure out an action plan for helping you to complete the course if you wish to. If you have not been logging and participating **for more than two weeks** and if you have **not responded** to my check-ins, I may drop you from the course.

# **Codes of Conduct**

## **Student Code of Conduct**

Please be sure to follow the district's "Student Code." Thank you!

One of the things I love about teaching is that it gives us the opportunity to talk about different ideas. We look different from one another, come from different cultural and personal experiences, and have different talents, goals and opinions.

For those reasons, the classroom environment, whether on campus or online, should be of mutual respect and learning. It's best to adhere to a professional code of conduct when posting and participating in discussions and the chatroom. Please follow the college's student code of conduct, linked above, as well as the netiquette guidelines, outlined below.

## **Anti-Discrimination Policy**

Learning occurs best in a safe environment, and I want this class to be a safe space for you. Discrimination and harassment will not be tolerated. Please review the college's Anti-Discrimination Policy

If you need to report discrimination or sexual harassment or to obtain assistance in determining whether or not you have been or are the victim of discrimination or sexual harassment, please contact Michele LeBleu-Burns, Dean of Student Development and EOPS/CARE. Call (408) 864-8218 or email [lebleuburnsmichele@deanza.edu](mailto:lebleuburnsmichele@deanza.edu)

## **Plagiarism & Academic Honesty**

In this course, I want to help you make choices reflecting integrity and responsible actions. Academic integrity means honesty in academic work. All work and all grades are results from the participants' own effort. However, one may feel pressure by the amount of work needed to accomplish a task. Yet violating academic integrity policies can compromise one's academic career. Please review the link to the college's policies on how academic dishonesty is defined as well as the consequences.

## **AI Policy**

My class policy is that if you use AI to craft your work, you will need to give the AI a writing credit as a co-author and you will need to include a write-up in the comments about how you used the AI and what percentage of the writing is from AI. Failure to do so may result in a failing grade.

If you use multiple AI to help you write, you will need to list them all as co-authors. Failure to do so may result in a failing grade.

If your work is found to be more than 30% AI, you will receive a failing grade because the work is not your own.

I use multiple AI detection programs, and I may run your writing through one or more such programs.

## **Online Etiquette/Community Ground Rules**

Often referred to as "netiquette," here is a gentle reminder of the interaction practices and rules we'll follow in all our interactions in this course.

If you ever feel that someone is not following these rules, please send an email to me using the Canvas Inbox and describe your concerns.