

## English B60 - Basic Writing Skills

Fall 2012: August 20, 2012 – December 7, 2012

**Instructor:** William Mitchell  
**Office:** DST 112  
**Office Hours:** Monday / Wednesday 11:30 a.m. to 12:30 p.m.  
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### Course Description: ENGL B60 Basic Writing Skills (4 units)

Review and application of fundamentals of standard English. Emphasizes sentence, paragraph, and short essay writing.

**Prerequisite:** ACDV B68 or ENSL B70 with a minimum grade of "C" or 'CR' or English Level 4. **Hours:** 72 lect. **Offered:** F, S, SS. **CCS:** Precollegiate - basic skills. **Not Transferable:** Not degree applicable. (BC College Catalog 2011-12) **Note:** If English is not your first language, you may wish to consider taking ENSL B60.

### Required Texts

*Views and Values: Diverse Readings on Universal Themes*, 3rd Edition. Keri Sayers

ISBN: 0-8384-0777-3

*The Least You Should Know About English: Writing Skills: Form A*, 11th Edition. Wilson and Glazier

ISBN: 978-0-495-90633-9

*The American Heritage Dictionary*: 4th Edition. Houghton Mifflin Company

ISBN: 978-0440237013

*The Subtle Knife*. Philip Pulman.

ISBN-13: 978-0-440-41833-7

### Required Materials:

- Active Bakersfield College email account
- Computer Access to instructor's website and email address
- Blue or black ink pens for writing assignments
- White, ruled, clean cut, loose-leaf notebook paper for homework and writing assignments:  
**NO SPIRAL FRINGE!**
- Seven (7) large (8 ½ x 11) Blue Books for in-class Practice Final Essay Exams (PFE's)
- Spiral bound notebook (or other means) to keep a daily journal in.
- Working stapler and staples

### IMPORTANT . . .

- Students created a Bakersfield College email account at registration. Each student must check this account regularly as it is the primary means to communicate with students off campus.

### Supportive Services

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services (661-720-2000), Delano Campus, Room 1001, as soon as possible to better ensure such accommodations are implemented in a timely fashion.

### Disclaimer

The readings and video presentations (if any) in this class often deal with adult themes, so a certain level of maturity and tolerance is required from every student. We may encounter violent and/or sexually explicit material, as well as writings that pose difficult questions about religious or political beliefs. If reading about or discussing these topics makes you uncomfortable or upset, I suggest you consider enrolling in another course. Your continued enrollment in this class after reading this disclaimer implies your willingness to read and respond to all classroom assignments (and the opinions of your classmates) in a mature and thoughtful manner.

**Attendance, Drop Policies, and Student Conduct:**

- **All students** (wait listed and registered) must attend the first four (4) class meetings. Any student missing one of the first four class meetings may be dropped.
- **Students still on the waitlist** by the census date will be dropped from the waitlist at that time.
- **Bakersfield College Catalog:** "Instructors may drop a student from a course when absences number the equivalent of **two weeks** of class recorded from the first day of instruction. If particular circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences" (22).
- **Course Schedule:** If you are absent, check the schedule handed out in class, or the on-line Course Schedule, and/or call someone in the class for lecture notes and assignments. Absence does not excuse you from assignments.
- **Tardiness:** Tardiness is both rude and disruptive to the class and to the instructor. However, should you be tardy, . . .
  - It is your responsibility to see me at the break or immediately after the class in which you were tardy and request that your absence be changed to a tardy.
  - Those who are thirty (30) or more minutes late, or who leave 30 or more minutes early will be charged with an absence.
- **Late Arrivals:** Students may not participate in class work or tests begun prior to their arrival. As a result, students will earn a zero for participation and test grades.
- **People Not Registered in the Class:** If a person is not registered for the class or is not on the waitlist, they cannot stay in the classroom. If a student needs to care for someone not in the class, do so outside of class.

**IMPORTANT:**

1. Emails to me must contain student's last name and course CRN in the "Subject" line. All unidentified emails are deleted unread.
  - The CRN for this class is: 71250

**Course Schedule and Instructor's Web Page:**

- **Time Management:** *Pay close attention to the **Class Schedule**.* Note: For this English B60 class you will spend, on average, 12 hours per week working on this course outside of class. Average means that some weeks may require fewer hours, and other weeks may require considerably more hours. Schedule your time carefully.
- **Class Schedule Changes:** Check the on-line **Class Schedule** daily for instructions and/or changes to assignments, such as due dates. I will announce changes in class, but if you are not sure of due dates for assignments, check with me to verify you are working with the most recent information.
- **My Webpage:** My web page, <http://wmitchellbc.weebly.com/index.html>, is an important tool for this course. If you do not have a computer with internet access at home, you must schedule time to use a computer that has internet access. Keep in mind that you can also use the computers in the Science and Technology Building lobby.
- **Webpage Problems:** If you have difficulty viewing information on my webpage, please let me know as soon as possible. Some problems have arisen in the past when using web browsers like Firefox or Google Chrome. If a problem persists, you might want to try using Microsoft Internet Explorer as your web browser for this course.

**Activities in English B60****Writing in English B60**

- English B60 is a writing intensive course, and students will write essays, summaries of readings, and short answers on quizzes throughout the semester. Students gain proficiency with the writing process through learning, practice, and mastery of brainstorming, organizing thoughts, writing, and editing a paper for content, grammar, and mechanics. Typical essays will be a minimum of 250 words in length.

**Reading in English B60**

- Students will read from textbooks, essays, news articles, and a full length work. Students will demonstrate their comprehension of the readings in class discussions, writing responses, and quizzes.

**General Assignment Preparations . . .**

Whether written or typed, all assignments must meet the following criteria. Follow these instructions carefully. Work not adhering to these requirements will be returned unread and un-graded.

- a) Prepare all assignments carefully. They must be neat and legible and free of all spiral fringe on pages.
- b) **Use blue or black ink** for final drafts of handwritten writing assignments.
- c) Write on the front side of the page only.
- d) Staple multiple page assignments in the upper left-hand corner.
- e) Write in 1st or 3rd person. **DO NOT use 2nd person "you," "your," "you're."**
- f) Place the following information in the upper left corner of the first page in the order shown. Additional pages require only your last name and page number in the upper right-hand corner.
  - [student's name]
  - Mr. Mitchell
  - English B60
  - [date assignment is due]

**Plagiarism:**

- Any student who plagiarizes any part of an essay must revise the paper until it correctly quotes, paraphrases, and summarizes all sources.
- Any student who plagiarizes any part of his/her final papers will receive an "F" on the paper.

**Use of computers** in this classroom is only for work assigned for English B60

**Responsible students . . .**

- a) allow sufficient time to complete assignments. Students should allow a minimum of 3-4 hours outside of class for every hour in class.
- b) participate in class discussions and ask questions.
- c) review the on-line course calendar regularly and are prepared for class having completed the readings and assignments prior to class.
- d) talk to the instructor if there are questions or if instructions are not clear.
- e) seek help from the instructor or tutors when material is unclear.

**English Department Student Learning Outcomes**

**FYI:** Keep in mind that as the instructor I do not give grades to students. Students earn their grades by demonstrating their knowledge of the subject through reading and group discussions, class participation, homework assignments, peer review, essay development, and accurate use of grammar and punctuation in writing assignments

At the completion of English B60, the student will be able to perform the following:

- Write a non-formulaic, timed final 250 word essay that is
  - organized around a thesis statement, uses transitions, is coherent, and contains a conclusion;
  - assembled into paragraphs with topic sentences and supporting detail;
  - composed of mostly error-free sentences;
  - written illustrating control of mechanics, usage, and diction;
  - demonstrative of a variety of sentence patterns that avoid primer prose;
  - clear in thought and writing in response to a specific topic.
- Show proficiency in reading and comprehension of basic college level material assigned in class, including
  - textbooks
  - essays
  - news articles

### Assessment of Student Work

**Reading Assignments will be assessed through written responses to the readings, classroom discussions, and short quizzes.**

- Written responses to the readings will be graded to the rubric for Writing Assignments
- Classroom discussions will be assessed by each student's participation in the discussion, and demonstrating proficient understanding of each reading assignment as stated in the department Student Learning Outcomes.
- Short quizzes will assess each student's knowledge of the reading material.
- Assessment Criteria:
  - Students will:
    - summarize key points of material read
    - recognize the thesis and supporting detail
    - synthesize information with other material, such as readings and/or personal experience
    - exhibit familiarity with vocabulary used in the readings

### Department Final Essay Exam (FEE) Requirements

To pass English B60 and become eligible for English B50, students must meet all of the following criteria--there are no exceptions to these requirements.

- Complete all writing assignments and practice FEEs (PFE).
- Earn a 73% average or better in the "Writing Assignments" portion of the class.
- Attain an overall average of 70% or better for the class.
- Pass the English Department Final Essay Exam (FEE.)

**Writing Assignments and PFEs will be graded to the following rubric:**

#### High Pass

- provides a clear, direct response to the assigned topic
- is well organized
- is virtually free of sentence-level errors
- demonstrates above-average control of mechanics and diction

#### Pass

- provides a clear response to the assigned topic
- is well organized, but may show less sophistication in paragraph structure and development
- is mostly free of sentence-level errors
- demonstrates average control of mechanics and diction

#### Low Pass

- responds to the assigned topic
- is reasonably organized (it may be inconsistent, but the writer retains control of the essay's organization) with sufficient paragraph structure and development
- is relatively free of sentence-level errors
- demonstrates acceptable control of mechanics and diction

#### High Fail

- offers a limited and/or repetitive response to the assigned topic
- often is disorganized, neglecting transitions and development
- contains a variety of sentence-level problems, but these do not interfere with the communication of ideas
- sometimes exhibits confused and/or awkward mechanics and diction

#### Fail

- offers a confused response to the assigned topic
- is disorganized, with weak paragraph structure and no clear pattern of development
- contains repeated and consistent sentence-level problems that interfere with the communication of ideas
- often exhibits confused and/or awkward mechanics and diction

#### Low Fail

- offers an incoherent or inappropriate response to the assigned topic
- contains no pattern of organization with weak or non-existent paragraph structure or development
- contains serious and ongoing sentence-level problems that interfere with the communication of ideas
- exhibits confused and/or awkward mechanics and diction

**Class Policies**

- a) To avoid class disruption and distraction, all electronic devices, such as iPods, and cell phones are to be turned off or placed on silent and removed from the desk top.
- b) Use of iPods and MP3 players during class is not allowed.
- c) Bring your text books, dictionary, and writing materials to each class meeting. Sharing books will not be permitted.
- d) Assignments are to be assembled prior to class (staple multiple page assignments in the upper left corner) and will generally be collected during the first 10 minutes of class. No assignments will be accepted after they have been collected.
- e) You are responsible for completing all assignments by the due date.
- f) Late assignments will be marked down 5% for each day late – days absent, holidays and weekends included – until a maximum penalty of minus 50% is reached.
- g) If you must be absent when an assignment is due, you may have someone bring me the assignment prior to the due date.
- h) Readings and assignments listed on the calendar are due for the class on the date indicated. Students are expected to be prepared to discuss the contents of the readings and are encouraged to have questions ready to present to the class. There will be extensive group work and group presentations connected with the material in the text books. Students who do not contribute to the presentations will not earn class participation credit.
- i) There is no extra credit in this class.
- j) Missed tests or class work cannot be made up. Missed Practice Final Exams (PFEs) will earn a zero unless prior arrangements are made for writing the PFE.
- k) Students who are tardy will receive an F on tests, class work, and writing assignments (including PFE's) that have begun prior to the students' arrival.

**Grade Distribution:** Assignments may receive points, percentages, or letter grades.

Assignments	Percent of Grade
Writing Assignments (WA), Paragraphs/Summaries Essays, PFE's, Book Report	75%
Journal	10%
Tests	5%
Class work and participation	5%
Homework	5%

**Adjustments to the syllabus:**

The instructor reserves the right to adjust course readings, the course schedule, point values for specific assignments, due dates for any assignments, and any other part of the syllabus as needed.

Notes:

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**Warning:** You must communicate with me and keep up with the work. Be aware that missing class is no excuse for falling behind in the assignments. Find a classmate that you can count on if you need to ask questions or copy notes from a day that you are absent.

Classmate \_\_\_\_\_ Email \_\_\_\_\_ Phone # \_\_\_\_\_

Classmate \_\_\_\_\_ Email \_\_\_\_\_ Phone # \_\_\_\_\_

**NOTE:** The easiest and most confidential way to contact me is via email ([wmitchel@bakersfieldcollege.edu](mailto:wmitchel@bakersfieldcollege.edu)). If you need extra help, please email me and make an appointment to see me.