

English 103 Critical Thinking and Composition (CRN#20451 Term 2)



INSTRUCTOR NAME: Julia Raybould-Rodgers

EMAIL: jraybould-rodgers@hancockcollege.edu

PHONE: 805-922-6966 X3780 During office hours or by appointment.

JULIA'S DROP -IN HOURS: Mon./Wed. 10-11 am, Tues/Thurs. 11-12 am, Fri 10-11 am. My drop-in hours will be held in person or by phone or on Zoom. You will need to make an arrangement with me if you wish to meet with me on Zoom or by phone. My physical office location is C106. Other times are available by appointment. Attendance is not mandatory but please feel free to arrange a zoom or phone appointment, if you have any questions or want to chat about class.

WRITING CENTER HOURS (ON ZOOM): Fridays 12-3 pm.

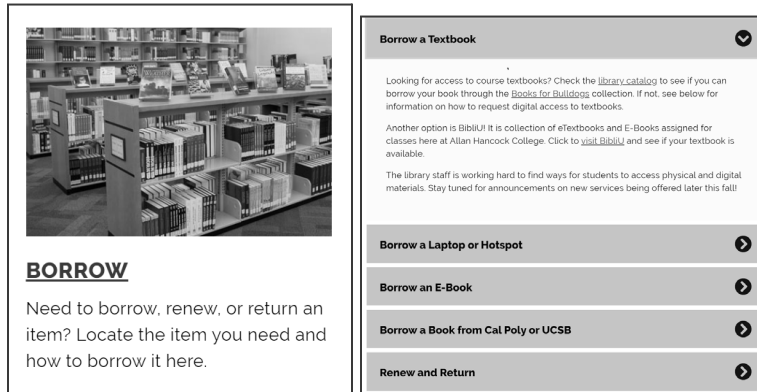
COURSE MATERIALS:

Required Texts: 1) *Current Issues and Enduring Questions* 13th ed. (Barnet; Bedau; O'Hara). Available free online for Allan Hancock students at the Allan Hancock College Library website. The instructions are below.

<https://www.hancockcollege.edu/library/borrow.php>

To find the textbook, go to the library's home page and scroll down to Borrow. You may need to log into the library site, if you are accessing the library off campus. The link to

BibliU can be accessed by clicking on the Borrow a Textbook arrow where you will need to follow the instructions.



2) *The Handmaid's Tale* (Atwood) Check availability of a free copy with an online search. Electronic copies also available at the Allan Hancock College Library from Overdrive in the Borrow an eBook link.



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Special Welcome Announcement for English 103: I am looking forward to working with you all this semester, and although we are taking a fast-paced class in eight weeks, I am sure that we will do just fine. We will be working together in a unique learning environment in an online classroom where at times our communication skills may be put to the test. My syllabus has strong deadlines for assignments which I would like to maintain whenever possible as I know that it is easy to get behind in a demanding eight-week class if you start missing due dates. On the other hand, I am willing to work with you if you experience a personal difficulty, which affects your participation in class. If that happens, please reach out to me so that we can work together to find a solution to the issue as soon as possible.

I intend to keep in regular contact with you, and I am encouraging you to do so, too. I frequently send you class messages through Canvas Announcements and on a personal basis through my Allan Hancock email. If you do not often check your Allan Hancock email, I suggest that you redirect your messages from me to your personal account. You will also be able to contact me through Canvas messaging. You should also turn on the Announcements feature in Canvas. I plan to do my best to get back to you on the same day as long as I am not asleep or offline as sometimes happens at the weekends. If you do not

get a response from me, please continue to contact me. When contacting me please use your last name and English 103, so that I can identify you.

College Services: I am also including a link below to the page with information about Allan Hancock College services available to students during fall semester. Please take time to go to this link and check out all the latest student resources that are available to you from the college: <https://www.hancockcollege.edu/studentservices/index.php>

Now I would like to cover some of the basics of our class syllabus, but you should keep in mind that part of being a successful student in English 103 is knowing when to seek help and intervention.

Course Description:

Welcome to English 103. This transfer level college course is designed to sharpen students' analytical and writing skills and to fulfill the Intersegmental General Education Transfer Curriculum critical thinking requirement. Students will develop critical thinking skills with special emphasis on logic, argument, and close textual analysis. Students will also receive in-depth instruction in advanced composition with a special focus on argumentative and documented essays. I look forward to an engaging, productive semester.

Course Requirements:



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Online Instruction: This English 103 course is unique because it is a distance learning course that requires no on-site attendance. All participation, discussions, quizzes, essays, and the final exam will be conducted and submitted online. Internet courses are a perfect match for some students, while others would benefit more from participating in a conventional class. Before you commit to this online course, please carefully consider the following:

- Are you a self-motivated, independent learner?
- Do you follow written instructions well?
- Are you able to work well with minimal supervision?
- Do you have convenient access to a reliable computer?
- Are you proficient in Microsoft Word?
- Are you comfortable working on the Internet?
- Do you have reliable Internet access?
- Are you proficient using e-mail?
- Do you have a valid e-mail account?
- Do you work well under firm deadlines?
- Do you have time to commit to this eight-week course: approximately nine hours per week?

If you answered **yes to all of the above questions**, you **may** be an ideal candidate for this course. Online courses are very different from traditional in-person courses, yet they have the same reading, writing, and participation requirements. You will need to be

self-motivated to improve your essays on your own and seek help when you need it. However, the online delivery of this course will enable you to manage your coursework to fit your schedule.

Recommended Equipment Minimums: Students must have direct, personal access to the Internet, as well as a current Hancock e-mail account, as it is essential that I am able to contact you via e-mail. If you do not check your Hancock email regularly, please forward your Hancock email to your personal email account. Microsoft Word is also highly recommended. A free download of Microsoft Word is available for you to download on your myHancock dashboard. For many assignments Firefox, Safari, or Chrome work better than Internet Explorer. Note: Please set your Internet browser to update web pages. To do so, access your Internet Options. Proceed to General Settings and select the box that checks for newer versions of stored pages every time you visit the webpage. Thus, you will be sure to receive updated information each time you log on to our Canvas course.



Participation: Successful learning in English 103 requires active participation, including being fully prepared, participating weekly on the Discussions, working collaboratively, and reading and writing regularly. Please consult the course Schedule of Assignments to stay abreast of reading, writing, and other requirements. **You are advised to check the Announcements page on our Canvas class**

site daily, as I will regularly post course updates, important reminders, instructional material, and other information essential to your success. You should also check into your coursework at least three times a week. Important note: As this is a university level course, and because this is an accelerated eight-week course, please be prepared to spend at least **three hours outside of class for each class hour** on reading and related writing assignments: you will need to spend more time than in a 16-week paced course. There may of course be weeks where you will need to do less than this. Keeping up with the reading in the textbook and for the lecture notes will aid you in securing good grades in your assignments.



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Attendance: Your attendance will be calculated via your online participation. Students who participate often, daily or nearly so, have a much better success rate in this course. **Because this is an intensive course, if you go more than one week without participating in the course and providing an explanation for your absence, you may be dropped (blocked) from the class, but please communicate with me if I need to make an exception for any absences from class.** If you are unable

to participate regularly, it is your responsibility to officially withdraw from the course. Canvas also keeps a record of the time that you spend on Canvas, so I will know if you have been there or not.

Important note: It is insufficient to only take quizzes and submit essays. **You must be active weekly on Discussions Forums to meet the participation/attendance requirements.** Consider the Discussion Forum as the place where to have personal contact with other students in the class just like in a face-to-face class.

Decorum: It is our mutual responsibility to foster an online community where we can communicate and learn in an atmosphere of integrity and respect. Class participants are expected to conduct themselves in a professional, mature manner, demonstrating courtesy and cooperation. If your participation is not conducive to a positive learning atmosphere, you will be warned. If the inappropriate behavior continues, you may be blocked from the class, and the matter will be turned over to the Vice President of Student Services.

Reading: English 103 includes a demanding reading load. Required readings will serve as writing models, as tools for strengthening critical thinking skills, and as material to



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generate writing and discussion. It is essential that you keep up with the reading schedule and that you read actively and critically. Although required texts are available at the Allan Hancock College bookstore and elsewhere, there are other options that you can review.

1) *Current Issues and Enduring Questions 13th ed.* (Barnet Bedau & O'Hara). Also, your textbook is available free online for

Library website from the **Borrow a Textbook link:**

<https://www.hancockcollege.edu/library/borrow.php>

2) *The Handmaid's Tale* (Atwood) Please also check free availability at the Allan Hancock College using the Borrow an e-Book link or online by researching the Internet.



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Writing: English 103 requires students to write a total of **6,000** words over the course of the term, which will be evaluated for critical thinking, active reading, sound writing, solid rhetorical structure, and accurate grammar, punctuation, and spelling. This writing requirement is fulfilled through a combination of graded essay drafts, workshop feedback to peers, revised essays, Discussions postings, quizzes, and a final exam.



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Discussions: This course requires several weekly discussion responses, postings to assigned readings and specific prompts. These responses, which will be posted on Canvas' Discussion Forums, will provide you with interactive writing practice and should demonstrate active reading and critical thinking. In addition to posting your responses, you will be responsible for responding to several classmates each week. A successful Discussion Forum is interactive; you are required to post your responses and also respond to your peers' postings as

directed. Do not wait until the last minute each week to post, as you will not benefit from

peer and instructor interaction. While I will read and evaluate all of your postings, I will not be able to respond to them all. However, I will dip in and out of the Discussion Forums regularly, and I will provide global feedback via the Announcements page and/or Lecture Notes. **You will be evaluated on the quality and quantity of your Discussions Forum postings and for following specific directions for each forum.** Discussions due dates are indicated on your course Schedule of Assignments and on each Discussions Forum. **Late postings will not receive credit.** Please note that the Discussion Forum is our formal class participation/discussion venue. It is not an informal chat room. Rather, as in a conventional classroom, it is a forum to exchange and foster intellectual ideas. Therefore, both postings and responses to peers should be thoughtful, inquisitive, substantial, etc. While you will not necessarily be downgraded for spelling or grammar on your discussion forum postings, please note that there is a Spell Check feature on the Discussions and that you should edit your postings for both accuracy and clarity, as the Discussions is an opportunity for you to practice and demonstrate solid writing, active reading, and sound thinking.

Essays: **Three** formal essays are required, including first drafts and final revisions (for a total of six submissions). Essay drafts should reflect significant effort, and final essays should demonstrate substantial, thoughtful revision.



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Essays should closely follow the assignment guidelines, which are located in the Assignments folder on Canvas (typed, properly formatted, correctly documented, and carefully proofread), **and are due electronically no later than midnight on specified dates.** You will submit your final essays (Microsoft Word documents) via Canvas; specific instructions will be provided. Not all file types are compatible with Canvas. If you do not have access to Microsoft Word,

you must save and send your essays in a format that I can open; otherwise, your grade for you essay will be delayed as I will need to contact you and request a resubmission). **No credit will be given for unexplained late drafts, but please communicate with me if I need to make an exception for a particular assignment, so we can work together on a solution. You must submit all final essays to be eligible to pass the course. Your last essay must be submitted on time because final grades are due shortly after the last day of instruction.**

Important note: As a rule, I do not accept essays or other assignments via e-mail, but please communicate with me if I need to make an exception for a particular assignment.

Workshops: We will workshop drafts of student essays in small groups several times throughout the semester, providing a genuine audience for your work before final submission. Students will collaborate during workshops, providing and receiving essential feedback. Such collaboration will give you an opportunity to critique classmates' essays, thereby honing your reading and critical thinking skills. Also, workshops will enable you to receive constructive criticism from peers who are undergoing the same writing experience. For many of you, this feedback will be essential. In order for you to receive draft and workshop credit, as well as vital help from your peers, you must be prepared; specific instructions will be provided. Please especially avoid not participating in workshop or having an underdeveloped draft for your group. Workshops will be conducted on a **special Discussions** rather than on the regular class Discussions: more

information will be forthcoming. Usually, **no credit will be given for late drafts, and missed workshops, but again, please communicate with me if I need to make an exception for a particular assignment.**

Quizzes: Timed, online quizzes based on ongoing instruction (Lecture Notes, Discussions instruction, instructive announcements, etc.) and assigned readings will be administered during specified weeks: refer to your Schedule of Assignments. Quizzes, which are linked to the Modules page on Canvas, will typically be available by Thursday each week and must be completed by midnight on Sundays. **There are no makeup quizzes unless you have a special circumstance or an internet issue. Please contact me if you have any issues with taking a quiz, so we can work together to find a solution.**

Retake Policy: All students are encouraged to retake major assignments. The assignments instructions will indicate which assignments will be available for retakes and what is required for the retakes.

Final Examination: This timed online exam will be comprehensive. Please print, study, and save all lecture notes and quizzes.

***Note:** Please put your full name on every document you submit online, including essays and e-mail messages. Also, please keep a hard copy of all documents for your personal records.*

Instructor Drop-in Hours: Successful college students take advantage of instructors' help, so I invite you to contact me to discuss your progress, questions, concerns, etc. You can also make an appointment with me to meet with me online as necessary on Zoom or by phone during my drop-in hours.

Americans with Disabilities Act: Any personal learning accommodations that may be needed by a student covered by the Americans with Disabilities Act (ADA) must be made known to the instructor as soon as possible. This is the student's responsibility. Information about services, academic modifications, and documentation requirements can be obtained from the [Learning Assistance Program](#) (LAP). For more information about services available to AHC students with disabilities, contact (805) 922-6966 ext. 3274 (Santa Maria Campus).

Special Facilities and Arrangements: Americans with Disabilities Act: Any personal learning accommodations that may be needed by a student covered by the Americans with Disabilities Act (ADA) must be made known to the instructor as soon as possible by the first of instruction to ensure the required adaptation of methods, materials, or testing.

If you have a physical or cultural condition, either permanent or temporary, which you believe makes it difficult for you to participate in and/or complete the requirements of this course in the time and manner prescribed, please let me know by the end of the first week of instruction.

Learning Assistance Program: It is your responsibility to contact the Learning Assistance Program (LAP) for advice regarding adaptations. You can access LAP for more information with this link: <https://www.hancockcollege.edu/lap/index.php>



Commitment to Equity and Inclusion Statement:

In our English 103 classroom, all students are welcome regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship, status, nationality, and other diverse identities that we each bring to class. Expressions or actions that disparage this commitment will not be tolerated. In taking this course, I expect you to be civil

and respect the ideas of others. When you disagree with someone, be sure that you make a distinction between criticizing an idea and criticizing the person. I would like to create a learning environment for you that supports diversity of thoughts, perspectives, and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, etc.) I (like many people) am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it.



Out of Class Support: You have additional free services available to you online for your class:

1. The Allan Hancock Virtual Writing Center is available to help you with your reading and writing assignments. The Writing Center's services are available via Zoom without an appointment to all students. You can access the Writing Center with this link:

<https://www.hancockcollege.edu/writing/>

2. Drop-in Tutoring is available at AHC Tutorial Center online via Zoom. You can access drop-in tutoring with this link: <https://www.hancockcollege.edu/tutoring/schedule.php>

3. NetTutor is a free online tutoring services where you can upload your essays to receive feedback. Once the tutor reviews your essay, you can download your essay to review. NetTutor can be accessed from the NetTutor button in your Canvas course.

4. AHC Submit Essay Service which provides feedback on essay drafts available Thursday-Sunday with this link: <https://www.hancockcollege.edu/writing/review.php>

5. AHC Writing Chat which provides answers to quick writing questions during the day, evenings, and weekends available with this link:

<https://www.hancockcollege.edu/writing/hours.php>

6. The Allan Hancock College Library will be offering services in person or remotely. You can access the many digital resources of the library 24/7, including accessing books on reserve, chatting one-on-one with a librarian, using article databases, e-books, and streaming films. You can access the library with this link:

<https://www.hancockcollege.edu/library/index.php>



Academic Dishonesty: Using others' words or ideas without giving credit to the source constitutes plagiarism, a serious academic offense. Plagiarism is essentially theft and will not be tolerated. Here are some examples of plagiarism:

- Copying from other students' work (including Discussions postings);

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- Submitting someone else's work as your own (including Discussion Forum postings);
- Using other people's ideas, words, images, or artistic works from any medium, including the Internet, without acknowledging them with proper documentation (this includes using sources in your essays without proper Works Cited documentation and listing sources on your Works Cited page without proper in-text documentation in your essays);
- Giving answers to another student without instructor approval;
- Taking a test for someone else; and
- Completing an assignment for another student.
- Using AI assistance including *ChatGPT* and *Grammarly*. **All assignments submitted will be screened for AI usage.**

All cases of deliberate plagiarism or cheating will result in a zero for that assignment, and you will need to work out a make up for the assignment with me. If you consistently plagiarize, you may fail the class. The bottom line is do not plagiarize; otherwise, be prepared to do even more work to rectify your plagiarized assignments.



continuing

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Academic Freedom: The spirit of free and open inquiry is essential to the well-being of our pluralistic, democratic society. This course will critically examine potentially controversial subjects such as race, class, gender, politics, and religion. Students who may have strong reservations about participating in such areas of discourse should consult with me and carefully preview course materials and assigned readings before

with the course.

Grading Breakdown:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading Option: Letter grade only.

English 103 Student Learning Outcomes:

SL01: Write argumentative essays using strategies of reasoning and techniques of rhetoric.

SL02: Identify flawed thinking and evaluate the credibility of arguments.

Important Dates:

- The last date to drop with a refund is Thursday, October 12th, 2023.
- The last day to drop without a "W" grade is Tuesday, October 16th, 2023.
- The last date to drop with a "W" is Friday, November 11th, 2023.
- It is **your responsibility** to drop your class, but please contact me before you drop. You should always check with an academic counselor before dropping a course, as this may have a negative impact on your record. Contact the Counseling Department by going to: <https://www.hancockcollege.edu/counseling/index.php>

Finally, let's work together for a successful semester!

Syllabus provided in conjunction with Tina Nunez, English instructor, Allan Hancock College and may be subjected to change with notification from the instructor.