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Classroom: Online Asynchronous

Office Hours: 11 AM - noon Tues. & Thurs. via above email

Course Prerequisites and Introduction

The prerequisite for EWrt 2 is successful completion of either EWrt 1A or 1AH. EWrt 2 further develops the analytical skills you gained in EWrt 1A, particularly those critical thinking skills we use to communicate our ideas about various texts. You will develop analytical and argumentative academic essays based on reading of complex texts. In addition, using your own outside research and analysis together with readings, viewings, and other class material, you will produce a documented research paper.

Course Summary

This syllabus explains course textbooks, assignments, and policies, some of the latter of which are:

- You must complete all assigned homework, essays, research papers and presentations to pass EWrt 2, and all written work must meet the specified format guidelines and minimum page length.
- Written assignments shorter than the minimum page length will receive a lower than passing score.
- You must spell check, grammar check, and proofread your work prior to submitting.
- You must electronically submit all specified assignments in the required file extension type to the TurnItIn.com web site. *You must keep electronic versions of all previous working drafts of your research paper in case authorship is questioned.* Note: I can only accept Microsoft Word document files. Microsoft Word is available through the college at no cost by signing up through MyPortal for a fhda.student.edu email address (see the Student Apps section of your MyPortal).
- You cannot revise assignments for a higher grade, so invest your best work in all your assignments.
- Reading and written work are due on the specified date and time. *TurnItIn will not accept late assignments, so submit your work ahead of the deadline in case of internet or other problems.* Last-minute computer or internet problems do not excuse late assignments, so again, avoid problems by not waiting until just before the time due in order to submit your assignment.
- All written work must meet both the formatting guidelines and at least the specified minimum page length. A “page” is defined below under *Essays and Research Papers*. A short essay or research paper will receive a substantially lower grade.
- *Contact me by email, not the Canvas Messaging function because of the notification lag in Canvas.*

Student Learning Outcomes

You will learn through this course to:

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

Course Textbooks

Some course readings and other class material focus on adult, college-level topics and situations. You should seek another class if you find such material offensive. The following are the required editions of the texts.

- Lunsford, Andrea. *EasyWriter* (referred to below as *Lunsford*). 7th edition only, and I strongly suggest as I stated earlier in my welcome letter to get a hardcopy, print version, not an eBook. The ISBN is 978-1319149505, and links to order are in the welcome letter. Make doubly sure you get the 7th edition, which has a white cover. All of the earlier versions have outdated information.

Course Assignments

The following describes the assignments and activities during the term.

Essays and Research Papers

One analytical essay and one research paper – the latter split into two parts – are required during the course.

Questions always arise regarding what constitutes a “page,” so to ensure we all use the same guidelines for

the length of written work, a “page” is a full 8 ½ x 11-inch page with double-spaced 12 pt. Times New Roman text running from the top margin to the bottom margin. Each page should have 23 lines of text between the top and bottom margins (meaning the 23 lines do not count the page numbering system in the upper-right of each page). All margins are one inch wide, no greater. Both the MBTI and the research paper assignments must follow the MLA format as specified in both *Lunsford* and the *MLA Configuration Instructions*. Again, an essay or research paper shorter than the assigned minimum page length will receive a considerable grade deduction.

You should pay close attention to style and mechanics in all of your work by implementing the organization and writing skills outlined in the class documents and the *Lunsford* handbook. Careful proofreading together with correct grammar and punctuation usage is crucial. Although the spellchecker is a valuable tool you absolutely should use, you cannot simply run a spell-check without also proofreading your paper. As we know, spellcheckers do not correctly flag all items, and only your careful proofreading can find all the errors. Together with the spellchecker, you should also use the Microsoft Word grammar checker. The class documents will show you how to enable and configure the grammar checker. Lack of proofreading — formatting, punctuation, spelling and grammar mistakes — will result in a considerably lower grade for an assignment.

Again, make sure you keep all the early drafts of your work in case the authorship is questioned. Your instructor cannot prove someone did not write a paper; on the contrary, it is up to the author to prove they wrote the paper if their authorship is questioned. One does that by explaining authorial choices, why certain sources were chosen for use, providing all of the early drafts of the paper.

Research Paper Format

We are using the MLA formatting style for the MBTI essay and both parts of the research paper. The MLA format is the standard for college writing in the Humanities and required by four-year schools. Your Works Cited page citations must also follow this MLA format. Class documents on Canvas discuss how to meet those format guidelines, but you should also refer to pages 118-67 of *Lunsford* for additional details about the MLA format and style. Your first part of the research paper must meet the following requirements:

- Use double-spaced 12 pt. Times New Roman font only.
- Use left alignment for the text only; do not right align the text.
- Include a relevant title for the essay (i.e. *not* “Essay 2” or similar).
- Use only one-inch margins.
- Include the upper left-hand corner author block on the research paper. The author block includes your name, my name, the class name and the date. Insert the author block on page one only.
- Insert your last name before the page number in the upper right corner using the MS Word page number function.
- Indent the first line of each paragraph one-half an inch.
- Set the *Spacing Before* and *Spacing After* controls to zero and turn off the *Widow/Orphan* control.

The MLA Format Instructions document explains how to set up the MLA document format by providing a set of instructions for Microsoft Word in Office 365 provided by the college. Once completing those instructions, you save the format in either a template or a document file that will then automate almost all of the process in subsequent papers.

The second part of the research paper will be combined with the first part. The total, combined research paper will use also follow the MLA Format requirements. Both the first half and combined first and second halves of the research paper written by a previous EWrt 2 student will be posted on Canvas for you to view and use as a model.

The research paper will also require an MLA formatted Works Cited list that does not count towards the minimum page count. *Lunsford* and the course documents will cover the required formatting for the Works Cited page and provide you with instructions for Microsoft Word to explain the formatting process.

WRC Remote Tutors

I urge you to make use of the remote tutoring capability offered by the campus Writing and Reading Center, which is a free service to you as a De Anza student. Having another person read through your assignments is an invaluable tool, the same tool used by even professional writers. We as writers always think our words

make perfect sense and are eminently logical to all readers, but only by having someone else read your writing will you know if that is actually the case. So please use the tutors – your grade will improve by doing so.

Readings

Complete all the readings prior to beginning work on the related assignments.

Final Exam

The final exam is scheduled for and will be available the last week of class.

Course Evaluation

You must complete all the assignments and the final exam in order to pass EWrt 2. I reserve the right to amend any course policy, grading or otherwise, at my discretion. I also reserve the right to drop, after verbal and/or written warning, any student not turning in assignments during the class term. Course assignments are worth the following possible points and are subject to change.

Assignment	Possible Points
MBTI Assignment	150
Papers	
Research Paper part 1	250
Research Paper part 2	300
Final	50
Total Possible Points	750

Total Possible Course Points

Your total points translate to the following equivalent letter grades.

Total Points	Grade	Total Points	Grade
728 - 750	A+	578 - 599	C+
698 - 727	A	525 - 577	C
675 - 697	A-	503 - 524	D+
653 - 674	B+	473 - 502	D
623 - 652	B	450 - 472	D-
600 - 622	B-	< 449	F

Letter Grade Equivalent

The above letter grades follow the standard 10% differential between full letter grades. Minus letter grades are assigned to those grade totals that fall in the lower third of the point spread for each particular letter grade, and plus letter grades are assigned to the top third of the point spread for that particular letter grade. So, a B- (B minus) grade will be assigned for a total of 80.00 to 82.99 percent of the total available points possible over the class term. A letter grade of B+ (B plus) will be assigned for a total of 87.00 to 89.99 percent of the total points available in the class.

Course Policies

The following policies apply during the term.

Attendance and Tardiness

The class is “asynchronous,” meaning there are no set meeting times.

Email

As noted on the first page, above, do not use the Canvas Messaging function to contact me. That system has a long time lag before it notifies me messages have been posted, so use my college email address.

I check and respond to email multiple times during the day except weekends and holidays. However, I cannot promise to get back to you in a specified time frame, so do not email shortly before an assignment is due with questions on that work. Again, you need to budget your time effectively so that you have time to get all the information needed in order to complete the work.

Make sure to use relevant, descriptive wording in the subject line when sending me an email. Do not simply find an old email I sent to you, type your new message and resend the email to me. If you do, your email will have the same subject line wording as that previous email and so be automatically filed by the email system in another email folder, meaning I may not get back to you since I will not see it.

Late Assignments

Reading and written work are due on the specified date and time. TurnItIn will not accept late assignments. Last-minute computer or internet problems do not excuse late assignments, so again, do not wait until just before the time due in order to submit your assignment.

Plagiarism and Cheating

Writing instructors easily spot plagiarism. Plagiarism is using someone else's words or ideas and submitting them as your own in direct quote, paraphrase, or summary form. In the academic, business and publishing worlds (and now, even in politics), plagiarism is a major offense, and a student plagiarizing in this class will receive a zero for the assignment, possibly then failing the class, and may also be referred to the Dean of Student Affairs for disciplinary action, the latter of which could result in your expulsion from the college. If you have questions about what plagiarism is or how to avoid it, see the plagiarism document on the Purdue OWL website listed at the end of this syllabus, or the De Anza web page noted in the paragraph below for further information. **If authorship is in doubt, you will be required to prove the work is your own; consequently, you should save electronic copies of all your earlier essay drafts to protect yourself.** Plagiarized assignments will receive a zero-point grade.

Amongst other actions, cheating includes copying quiz or exam answers, turning in work not your own, submitting work done for a previous class. For more information, see the [De Anza Academic Integrity Page](#)

TurnItIn.com

We will use the TurnItIn academic integrity checker for all take-home essays and other specified assignments. To submit an assignment, you must first open an account at the TurnItIn.com web site using the class I.D. number and password I provide. TurnItIn will then ask you to set up your own individual password for your account. Prior to logging in for the first time, however, take an opportunity to learn how to use the site services by going to www.turnitin.com and viewing the short introductory videos to see a walk-through of the basics of the web site, creating a profile, logging in, and submitting papers. You can also check out the "Student QuickStart Guide." Just click "Support" on the website's main page.

Assignments must be sent to the TurnItIn site as a Microsoft Word file, either a .doc or .docx file type. I will not accept a PDF or any other file types sent to TurnItIn.

Important: Submitting a file to TurnItIn is a multi-step process. The first step is simply clicking a Submit icon; the second is to use the Browse function to locate the file; the third is to send the file to TurnItIn. TurnItIn will then send a screen shot back of the first page, but at that point, the website has **not** accepted the file. Instead, *the site is simply asking you if this is the right file?* Only after you click to confirm that is the file will TurnItIn accept it and load the file to your account, so make sure you get the electronic receipt page to confirm the website received your file. You can also open your account screen to see if the file appears after you submitted it, but just keep in mind it takes the website a couple minutes to check it in.

Bookmark the site and keep your class I.D. and password information in a readily available, secure place. The class ID is also on the TurnItIn login instructions document I will provide you.

TurnItIn issues an "originality report" to the instructor that lists the percentage of language your paper shares with web sites, paper mills, books, magazines, databases, student papers or other third-party documents. Since the goal of the course is to help you improve your writing, you defeat the purpose of the class if you submit someone else's work in place of your own.

Course Miscellaneous

Some additional information that will help you during the class is listed below.

Hints and Tricks

- Save your work frequently by using either a USB flash drive or emailing the work to yourself through a web-based email program (Google, Yahoo Mail, Hotmail etc.) if you are on a different machine than the one you usually use. Flash drives have the advantage of not requiring an internet connection to retrieve your document, so carrying the USB allows you to work on your assignment off the web. **Remember also that you also need to save all your early work and drafts to show ownership of your work.**
- Use a college-level, English dictionary. Electronic translation dictionaries offer just simplistic help and can keep you from succeeding in your college work. Links to two online, college-level dictionaries are included below.

Assistance

- For information about all the student services, including **Academic Counseling, Psychological Services, Disability Services, Financial Assistance, Child Care, the Food Pantry, Health Services, HEFAS** (help for AB540/DACA students), the **Occupational Training Institute, Veterans Services** and a lot more, visit the [Student Services Resources Page](#)
- **Getting Started with Canvas Workshops** [Online Education Home](#)

Holidays

- May 25, Memorial Day. Many campus services will be closed

Academic Help and Support Available

- Writing and Reading Center [WRC](#)
- Listening and Speaking Center [LSC](#)
- Math, Sciences and Technology Resource Center [MSTRC](#)
- Academic Skills Center [Academic Skills Center](#)
- General Subject Tutoring [General Subjects](#)
- Student Success Center Resources are available online to all De Anza students on [Canvas](#)

Admissions and Records

[Admissions Office](#)

Scholarships

[Financial Aid](#)

Extended Opportunities Programs and Services (EOPS)

[EOPS](#)

Food Pantry

[Food Pantry](#)

Guide to Other Online Resources

[DA Student Resources](#)

Grammar Help

Online grammar site:

[Purdue University OWL Site](#)

College-level dictionaries:

[Merriam-Webster Dictionary](#)

Dictionary.com [Dictionary & Thesaurus](#)

MLA Style:

[Purdue University OWL Site](#)

Essay Structure, Plagiarism Guidelines:

[Purdue University OWL Site](#)

Other Sites of Interest

UC Admission Applications & Personal Statement Essays Information

[UC Admissions](#)

CSU Admission Application Information

[CSU Admissions](#)