

## ALP 150--Course Description and Calendar (TTH)

Instructor: Mr. Richmond  
Office: MHB-311 Phone: 985-4210  
Mailbox: MHB-4<sup>th</sup> Floor email: richmond@csulb.edu  
Web Page: <http://www.csulb.edu/~richmond/>

Office Hours: MW 2:30-3:30  
T-TH 8:30-9:30

### Course Purpose

ALP150 expands writing skills through reading, essay writing, and vocabulary study. It prepares students for English 100 or other college courses requiring written work. Students learn strategies for writing and editing paragraphs and essays.

### Course Objectives

To receive a grade of "C" or higher in ALP 150, students must be able:

- To write with relative ease unified, detailed and coherent paragraphs and essays. Students must demonstrate this skill on both homework and in-class writings.
- To write essays that classify, define, explain, report, compare and contrast, argue a point, and summarize.
- To follow the conventions of formal writing such as punctuation, paragraphing, and sentence completeness.
- To develop control of academic vocabulary.
- To plan and edit their own papers.
- To meet the requirements for entry into English 100 or equivalent courses.

### Grading Formula

Essay #1 (9/20)	8%	Vocabulary/Usage Quiz #2 (4%) (10/23)	5%
Essay #2 (10/11)	9%	Vocabulary Quiz #3 (4%) (11/13)	5%
Essay #3 (11/1)	10%	In-class essay #1 (9%) (10/16)	9%
Essay #4 (11/27)	11%	In-class essay #2 (10%) (11/15)	10%
Essay #5 (12/12 or day of final)	12%	Final Exam: In-class essay #3 (11%)+Vocabulary Quiz #4 (5%)	16%
Vocabulary/Usage Quiz #1 (9/25)	5%	Section 03: 12/18 10:15-12:15	

(Grades are recorded as A=6, A- =5.7, B+=5.3, B=5, B-=4.7, C+ =4.3, C=4, C- =3.7, D=3, F or missing = 0)

### Other Requirements

- You must attend class regularly and be responsible for obtaining notes and assignments after every absence. As soon as a student has more than **six** absences, I will no longer accept work from that student. The course grade, in that case, will most likely be an F. **Deadlines:** 9/17—drop without a W; 11/8—drop all classes with a prorated refund; 11/21—drop without dean's signature; 12/14—drop with dean's signature.
- Conduct yourself in a manner conducive to classroom learning. Arriving late, leaving during class, talking (unless addressing the instructor or the class), griping about assignments, interrupting lectures to bring up personal matters, and neglecting to turn off phones are examples of actions that disrupt the class.
- Turn in work on time. Papers more than one class period late are not accepted.
- No make-up for timed writings without prior consent. However, you are allowed to miss one assignment without grade penalty. So if you miss a timed essay, I will count it as the missed assignment. If you complete all assignments, I will drop your lowest grade.
- Do not submit assignments via email without prior approval.
- Type or clearly handwrite essays on 8 1/2 X 11 inch lined or unlined paper. Use ink, not pencil (except for in-class assignments). Write on one side only and write on alternate lines. Papers not meeting these requirements will be returned ungraded.
- All graded assignments in the course must be the original work of the student receiving credit for the work or that assignment will receive an F and the student will face the possibility of further disciplinary action. See the CSULB Catalog for university policies on plagiarism.

### Textbooks

Required: *Essential Academic Vocabulary* by Helen Huntley  
*LB Brief, 3<sup>rd</sup> Edition* by Jane Aaron  
*ALP 150 Course Handouts* (Richmond)

Recommended: *Oxford Advanced Learner's Dictionary*