

## ENGLISH 100-COURSE DESCRIPTION AND CALENDAR TTh (Spring 2008)

Instructor: Mr. Richmond  
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Office Hours: MW 8:30-9:30  
TTh 1:00-2:00

### COURSE PURPOSE

English 100 is a writing course where students build fluency as writers, inquire and think critically, develop rhetorical skills, and practice writing as a social act. The course focuses on essay writing and prepares students for college courses that require written work. It also gives students writing practice before they take the Writing Proficiency Examination (WPE) and other essay examinations.

### COURSE OBJECTIVES

To satisfactorily pass English 100, students must be able:

- To write detailed, unified, and coherent analytical essays on both homework and in-class writings.
- To follow formal writing conventions such as paragraphing, punctuating, and sentence completeness.
- To plan and edit their own papers.
- To write concisely.
- To demonstrate an ability to respond critically to written material.

### GRADING FORMULA (due date in parentheses)

Essay #1 (2/14)	8%	In-class essay #1 (3/13)	10%
Essay #2 (3/6)	9%	In-class essay #2 (4/17)	12%
Essay #3 (3/27)	10%	Panel Presentation (various dates)	8%
Essay #4 (4/24)	12%	Panel reports	3%
Essay #5 (5/15)	14%	Final Exam 5/22 12:30-2:30	14%

(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:** 2/10—drop without a W; 4/9—drop all classes with a pro-rated refund; 4/25—drop without dean's signature; 5/16—drop with dean's signature (rarely approved).
- Please conduct yourself in a manner that is conducive to classroom learning. Arriving late, leaving during class, talking (unless addressing the instructor or the entire class), griping about the difficulty of assignments, interrupting the lecture to bring up personal matters, and neglecting to turn off cell 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.
- 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.

Essays written outside of class are 750-800 words long.\* Follow this format.

- Write on one side only. Double-space. Leave wide margins on all sides of the paper.
- Type your essays. Use ink if handwritten. Recopy heavily corrected pages.
- Do not place your essay in a notebook or binder.
- Edit carefully.

### TEXTBOOKS

Required: *Writing and Reading Across the Curriculum, 10 Ed.* by Behrens and Rosen  
Suggested: *A Pocket Style Manual* by Hacker  
A college dictionary.

\* This single-spaced page has 551 words.