

Chaffey College

Syllabus, Part One: English 1B Course Overview

Fall 2019/English 1B/Section: 07671

Tuesdays and Thursdays 8:00 - 9:20 am/CHMB 260

8/19/2019 - 12/19/2019

Professor Melissa Utsler
Office: CHMB 216
(909) 652-8026
melissa.utsler@chaffey.edu
www.writingintheie.info

Advice Hours:

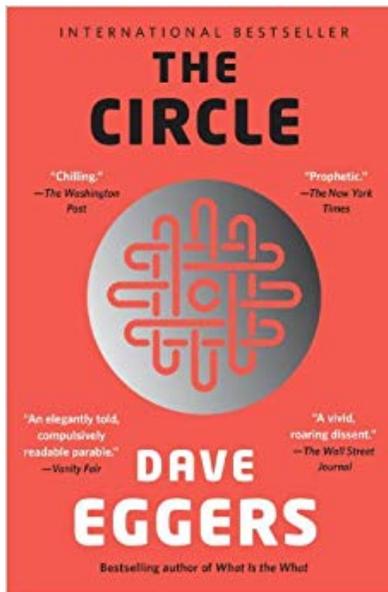
Mondays: 11am - 12pm **Tuesdays:** 11am - 12pm

Wednesdays: 11am-12:30pm

Thursdays: 11am - 12:30pm **and by appointment**

Course Description:

"Using primarily non-fiction reading models, students emulate and incorporate various rhetorical strategies in the development of written analysis and researched argumentation. Focus on logical analysis (e.g., inductive and deductive reasoning) and effective reasoning, establishing credibility, and emotional appeals to develop persuasive arguments. Course is writing intensive with a minimum production requirement of 6,000 words. May be offered as an Honor course." (Taken from the Chaffey College English 1B course description).
[Prerequisites: English 1A, Transfer: CSU, UC.]



Required Materials

- The Circle* by Dave Eggers/ISBN-13: 978-0345807298
- English Composition II: Rhetorical Methods Based (textbook link: through Canvas)
- Additional Readings and Resources: also available through Canvas online

Consistent Computer and Online Access:
For course materials, work submission, research, and resources (including access to Canvas and Linked In)

Chaffey College and I will e-mail students' official Chaffey accounts: [_panther.chaffey.edu] Please check this account regularly.

This English 1B course features mature content. Please contact me if you have questions and/or concerns.

Welcome to English 1B!



Qualifying to take an advanced college writing course is a significant accomplishment. Congratulations!

Student Learning Outcomes

Upon successful completion of this course (C or better), you will be able to:

- Demonstrate mastery in evaluating, integrating and documenting sources. [SLO]
- Support an argumentative thesis with persuasive evidence and reasoning. [SLO]
- Write essays that synthesize information to support analysis or argument. [SLO]

Course Objectives

- Examination of logical fallacies, rhetorical devices, advertising and propaganda, devices that distort and conceal meaning, and media influences.
- Development of essays which approach critical thinking in increasingly complex ways by formulating a clear, arguable thesis statement.
- Developing an organized, well-argued essay in support of the thesis.
- Supporting positions using different types of inductive and deductive arguments.
- Drawing inferences from a variety of sources (e.g., statistics, testimony, authority, examples).
- Producing writing assignments such as causal analysis, persuasion, and evaluation.
- Constructing a progression of substantial compositions that advocate one's own ideas by providing support for a claim, refuting the position of opponents, and avoiding common fallacies.
- Evaluate the written work of others by assessing content, structure, diction, tone, style, audience, and purpose.
- Clarifying meaning and avoiding unclear and biased language.
- Development of critical reading strategies, including reading for the main idea and argument.
- Identifying premises, unstated premises, and conclusions.
- Identifying inductive and deductive arguments.
- Evaluating arguments for validity and soundness.
- Examining point-of-view, bias, prejudice, and various sources of authority.
- Recognizing denotative and connotative language.
- Evaluating diction and tone, style and voice.
- Identifying and evaluating various rhetorical devices (e.g., satire, irony, overstatement, understatement, paradox, symbology, and analogy).

Grades & Points: Track Your Progress

You may earn up to a total of 1,000 regular points and up to a total of 20 extra credit points in this course:

Course Assignments	Points Possible	Points Earned
Major Essay Project #1	<i>Up to</i> 150 points	
Major Essay Project #2	<i>Up to</i> 150 points	
Major Essay Project #3	<i>Up to</i> 150 points	
Major Essay Project #4	<i>Up to</i> 150 points	
Academic and Career Resource Portfolio	<i>Up to</i> 120 points	
In-Class Activities (up to 5 participation points earned for each class session)	<i>Up to</i> 150 points (with your two lowest participation scores of the semester dropped)	
Out-of-Class Assignments (up to 5 out-of-class assignment points earned for each date due)	<i>Up to</i> 130 points (with your two lowest out-of-class assignment scores of the semester dropped)	
Final Point Total	<i>Up to</i> 1,000 points	

Final course grades & points:

A + = 990 - 1000 points
 A = 911 - 989
 A - = 900 - 910
 B + = 890 - 899
 B = 811 - 889
 B - = 800 - 810
 C + = 790 - 799
 C = 700 - 789
 D + = 690 - 699
 D = 611 - 689
 D - = 600 - 610
 F = 0 - 599 points

Passing = C or better (700+ pts.)

Up to 20 Extra Credit Points

Each student may earn **up to** twenty extra credit points; various options for earning these points will be announced.

Track your progress in class with this formula:

$$\text{Points earned} \div \text{current points possible} = \text{current \%}$$



In-Class Activity Points (up to five points each)

Students who attend class and successfully participate in-class instruction (including group projects, individual writing practice, class discussions, mini lectures, and various other in-class course activities) earn in-class activity points.

It is not possible to replicate in-class activities (including discussions and collaboration) outside of the class environment, so class participation is required to earn in-class activity points. Late arrivals and early departures result in partial credit.

Out-Of-Class Assignments (up to five points each):

Out-of-class assignments include but are not limited to text responses, writing process materials for essays, and course strategy practice. Deadlines for out-of-class assignments are listed on the Canvas schedule (Syllabus, Part 4"). To earn full credit (five points), each out-of-class assignment must be successfully completed and submitted to Canvas by or before the time class begins on the assignment's due date. Out-of-class assignments include reading responses, writing process materials, and other assigned work. Late assignments earn up to two points each. Each student's two lowest scores for out-of-class assignment points will be dropped from the final score total and grade.

Major Essay Projects (up to 150 points each)

You may turn in one final draft of an essay late without penalty. Otherwise, late essays may be submitted *up to three weeks late for a twenty five-point penalty or over three weeks late for a fifty-point penalty*. Students should turn in late essays to the regular areas where the essays were originally due. Please note that I provide feedback and scores for student essays based on the order in which all essays are received; allow additional time for feedback if you turn in your work late. Late essays are accepted with penalty until the last day of the class.

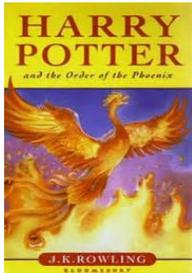
Academic and Career Resource Portfolio (up to 120 points)

Throughout the semester, complete and post AC portfolio materials online by the original deadlines for the work. Some materials will be completed initially as in-class activities, out-of-class activities, and/or other coursework. Then, curate and resubmit this work by the last class day for the AC portfolio score. Additional guidance will be provided throughout the course.

What kinds of resources does Chaffey offer to support my academic and career success?

Chaffey College features a number of invaluable resources for students; as a Chaffey College professor, I am happy to help you locate appropriate campus resources for your needs and interests. To get started, please consider:

Your Professors (Including Me)



Your professors are here to help. For example, [my advice hours](#) are dedicated to helping students with essays for our class (including idea generation, drafting, revising, and editing strategies), answering questions about class assignments/instruction, helping with academic concerns, and suggesting professional campus resources (including those designed to assist you with personal challenges). When scheduling allows and other students aren't waiting for assistance, advice hours are also great times for sharing your family photos, talking about your favorites (pets, movies, books, television shows, games, graphic novels, etc.), and chatting (Always!) about Harry Potter. Please see the first syllabus page for times, location, and phone number. If your schedule doesn't allow for an office visit, please consider calling in during advice hours. Advice hours (often called "office hours" at Chaffey) are dedicated to assisting students, so please feel welcome to visit and/or call.

GPS Centers

The Guiding Panthers to Success centers (GPS) provide new and returning Chaffey College students with assistance in registration, unit load planning, logging in and utilization of MyChaffeyView, campus resources, as well as the development and creation of Abbreviated Education Plans (first year course recommendations). Our current Chaffey College students can also visit the GPS center to check progress on academic goals through an online tool known as "Degree Audit." Many services are provided on a walk-in basis.

- Rancho GPS: VSS-111
- Chino GPS: CHMB-240
- Fontana GPS: FNFC-121

Counseling Department

[The Counseling Department](#) provides in-person and online career, academic, and personal counseling to assist students in successfully completing their educational goals. Services include orientation, assessment, comprehensive educational planning, graduation applications, external transcript evaluations and prerequisite verifications, educational planning workshops, college success and career exploration courses, specialized programs such as AMAN/AWOMAN/Umoja, Puente, and Opening Doors to Excellence. The department is located in the lower north lobby of the Student Services Administration building. Counseling services are also provided at the Chino and Fontana campuses. In-person counseling appointment: (909) 652-6200. Distance counseling appointment: (909) 652-6210.

Faculty Advisors

https://www.chaffey.edu/faculty_advisor/

Faculty Advisors provide the opportunity for students to obtain valuable major and career information regarding their chosen field of study. Faculty Advisors are located in various locations across Chaffey College's campuses. Visit the [program's website](#).

Student Success Centers

www.chaffey.edu/success/

Chaffey College has created a network of Student Success Centers – offering free tutorials, workshops, learning groups, directed learning activities, and computer/resources access – to assist students in their academic development and success.

A current Chaffey College photo ID card is required for all Success Center services. Walk-ins are welcome, and advanced appointments are available for most services. Call the centers or consult the college website. [Click here for online appointments](#)

- **Chino Campus Success Center:**
Multidisciplinary Success Center (CHMB-145) 909-652-8150
- **Fontana Campus Success Center:**
Multidisciplinary Success Center (FNFC-122) 909-652-7408
- **Rancho Campus Success Center:**
 - Language Success Center (BEB-101) 909-652-6907/ 652-6820
 - Math Success Center (Math-121) 909-652-6452
 - Multidisciplinary Success Center (Library) 909-652-6932

Library

<http://www.chaffey.edu/library>

- **Rancho Campus Library:**
Mon-Thurs 7:30am-8pm / Fri 8am-4pm / Sat 10am-3pm / CLOSED Sunday
- **Fontana and Chino Cybrary:**
Mon & Thurs 7:45am-3:45pm / Tues & Wed 7:45am-7:45pm / Fri 10am-2pm / Sat 10am-3pm / CLOSED Sunday
All libraries closed on the following holidays: 9/2, 11/11, 11/28-12/1

Career Center

[The Career Center](#) helps Chaffey College students find meaningful careers. The Career Center offers career counseling, career assessments, resume assistance, interview preparation, job search strategies, student employment, and career related workshops. The Career Center hosts a career assessment and planning tool entitled Focus2Career. Students can access this tool by logging into the MyChaffey portal and clicking on Focus2Career. The Career Center is located on the Rancho Campus in MACC 203. Appointments with Career Counselors are available at Rancho, Chino, Fontana and online. Please call 909-652-6511 for more information.



Transfer Center

<https://www.chaffey.edu/transfer/>

The Transfer Center is located in SSA 120 on the Rancho Cucamonga Campus. We are open Monday and Thursday from 7:30am to 7:00pm; Tuesday and Wednesday 7:30am-4:30pm; and Friday 7:30am-4:00pm. All services are provided on a walk-in basis. Transfer services are also available at the Fontana and Chino campuses; please contact our office for days and times. Our telephone number is (909) 652-6233 or visit [our website](#) for additional information.

CCSG Scholarships

The Chaffey College Student Government (CCSG) awards approximately \$100,000 in scholarships each spring semester to Chaffey students. Visit the Office of Student Life or call 652-6590 for details.

Foundation Scholarships

www.chaffey.edu/scholarships

The mission of the Chaffey College Foundation is that no individual be denied an education at Chaffey College due to a lack of financial resources. Essential to this mission is the wide array of scholarship opportunities available to Chaffey College students. All Chaffey College students may qualify for Foundation scholarships. Criteria may be based on GPA, major, or units registered. Citizenship is not a requirement to qualify for Foundation scholarships.

How to apply for a Foundation Scholarship Application:

1. Visit www.chaffey.edu/scholarships to access our scholarship application link. You will be directed to the electronic application form. The link is active August 13 - September 1, 2019 for the fall 2019 semester.
2. Complete the application entirely on the directed link and submit electronically.
3. Check your panther email two to three weeks after the application deadline for award notification.

The Honors Program

<https://www.chaffey.edu/honors/>



The Honors Program provides an intellectual and cultural community for students at Chaffey College. Program benefits include smaller classes, creative and challenging coursework, academic enrichment activities, and scholarships. Students also have opportunities to present research at scholarly conferences, build social responsibility through community service, and receive ongoing personalized academic advisement as well as support during the transfer process. Students who complete the Honors Program may take advantage of our transfer agreements with prestigious institutions like UCLA. Visit [our website](#) or SSA-122 for more information and admission requirements.

Disability Programs and Services

Chaffey College's [Disabled Students Programs and Services](#), or DPS, serves an estimated 1500 students across all Chaffey campuses. DPS serves students with physical, learning, and psychological/psychiatric disabilities by providing accommodations based on the type of disability and verifying documentation. Services include academic counseling, disability related counseling and referral for community resources, test accommodations, tram services, adapted computer lab, assistive technology training, assessment, and equipment loan. (909) 652-6379.

Student Health Services

[Student Health Services](#) is dedicated to assisting students to achieve and maintain optimum physical, mental and emotional health. We are committed to providing quality healthcare at a reasonable cost. All currently enrolled full and part time Chaffey College students on the Rancho Cucamonga Campus or any off-campus site may utilize the services of the Student Health Office. Please have your Chaffey ID ready.

- Rancho Campus MACC-202 (909) 652-6331
- Chino Campus CHMB-105 (909) 652-8190

Campus Store (formerly Bookstore)

www.books.chaffey.edu

The Campus Store has four store locations: Chino Campus Store, Rancho Campus Store, Rancho Campus Panther Express, and Fontana Campus Store. The hours of operation range from 7am-7pm, Monday – Saturday. Visit <http://books.chaffey.edu> for online purchases, current and extended hours of operation, textbook availability and price comparisons, textbook buyback information, and more.

The Campus Store is a non-profit organization dedicated to supporting the mission of the College, academic programs, and student life by providing a wide range of services including new, used, rental, and digital textbooks, fax and print services, supplies, art kits, food items, apparel, electronics, uniforms, and much more. As a College owned and operated auxiliary unit, 100% of our revenue fuels support for students, faculty, staff and the Chaffey community.

EOPS, CARE, and NEXT Up

<https://www.chaffey.edu/eops/index.shtml>

Extended Opportunity Programs and Services (EOPS) is a counseling program designed to ensure student retention and success through academic support and financial assistance for eligible students. EOPS offers a number of supportive counseling related services under the umbrella of EOPS which include:

- Cooperative Agencies Resources for Education (CARE), a program that serves a limited number of EOPS students who are qualified single heads of household parents, providing additional support services beyond those available through EOPS.
- NEXT Up is a new counseling component of EOPS (initiated in Fall 2018) aimed at strengthening and supporting the higher education success, health and well-being of qualified current and former foster youth who are enrolled in at least 9 units.

The ultimate goal of EOPS and all supportive programs within EOPS, is to assist students with completion of a certificate program, an associate degree, and/or transfer to a four-year college. EOPS counseling services are available at Rancho, Chino and Fontana. Call (909) 652-6349/652-6358 for more information or feel free to visit the [program webpage](#).

CalWorks

[The CalWORKs Program at Chaffey College](#) assists students who receive cash aid and are required to participate in Welfare-to-Work/GAIN programs. Students must be either enrolled, or plan to enroll in an academic program at Chaffey College and must be receiving cash aid for themselves as well as for their child/children. We provide educational planning services to students and collaborate with the San Bernardino County Transitional Assistance Department (TAD), Los Angeles County Department of Public Social Services (DPSS), and Riverside County DPSS to help students meet their Welfare-to-Work/GAIN requirements. Students meet with a counselor for completion of required documents (Individual Education Plans, training verifications for childcare approval, attendance, progress reports, book requests, etc.) as well as for regular progress checks. CalWORKs counselors trained in Welfare-to-Work legislative requirements meet with each student individually to address barriers to academic success and provide resources and referrals as appropriate.

Child Development Center

[The Child Development Center, located at the Rancho Cucamonga Campus](#), provides low cost, high quality childcare services for children ages 18 months to Kindergarten. The Center is licensed by the State of California, Title 22, and provides subsidized child care services through funding from the California State Department of Education. Parents who are eligible for free or reduced childcare services will pay fees according to a sliding fee scale provided by the State Department of Education. The center participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals at no separate charge to all enrolled children. The Child Development Center welcomes all children regardless of sex, race, religion, ethnicity, national origin or ability. This institution is an equal opportunity provider and employer. Students enrolled in various child development courses may complete their assignments in the Child Development Center program. Pediatric Nursing, Psychology, and Food Service Management courses utilize the Child Development Center as a field of placement site. For information on fees, enrollment procedures, or job openings please call (909) 652-6875.

Panther Care Program

Chaffey College's [Panther Care Program](#) is committed to identifying solutions that address the needs of students experiencing food, financial, transportation, legal, and housing insecurity, and health care needs by connecting them to resources available to foster their success. Contact Alisha Rosas at 909-652-6115 or alisha.rosas@chaffey.edu.

Panther Pantry

The Panther Pantry provides FREE food supplies to Chaffey College students who are experiencing hardship. The Panther Pantry empowers Chaffey College students to reach their full academic potential by providing food to those in need, promoting the value of nutrition, and increasing food insecurity awareness to our community. Our goal is to inspire hope and academic excellence as we respect the dignity of each student we serve. Contact: Tiffany Coleman, 909-652-6505 or tiffany.coleman@chaffey.edu

Veterans and Eligible Family Members



[Chaffey College's Veterans Resource Center \(VRC\)](#) is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently and without impediments. If you are a veteran or eligible family member, please contact the Veterans Resource Center at (909) 652-6235 or vrc.staff@chaffey.edu for information regarding educational benefits and opportunities. The Veterans Resource Center (VRC) is located in AD-125 on Chaffey College's Rancho Cucamonga campus.

Center for Culture and Social Justice (CCSJ)

Mission Statement: [The Center for Culture and Social Justice \(CCSJ\)](#) is a culturally conscious safe haven dedicated to cultivating socially responsive leaders. Unwaveringly committed to fostering solidarity and amplifying the student voice, the CCSJ will evolve with the needs of our student population, always seeking to empower, inspire and encircle the Panther community.

Location: AD-109 Monday-Friday 8am - 5pm

Dreamers / Undocumented Students

<https://www.chaffey.edu/dreamers/>

Students who are undocumented / AB 540 / DACA recipients are welcome at Chaffey College and should visit the [Dreamers' website](#) for more information.

Brothers Forum

[The Brothers Forum](#) is a series of bi-weekly meetings that include mentorship, success stories, study sessions, professional development, and campus engagement. Our vision is to inspire African American males to reveal who they are and [empower them](#) to achieve their life goals. The Brothers Forum is designed to provide the support and guidance required during our students' journeys toward success in obtaining a post-secondary education that will align with their career pathways. Contact: Ray Austin, 909-652-6549 or ray.austin@chaffey.edu

Sisters Forum

[The Sisters Forum](#) is a series of bi-weekly meetings for women deigned to create a safe space for real talk, real connections mentorship, and campus engagement. We seek [to empower African American women](#) to realize their full potential and achieve their dreams. Contact: Adrienne Grayson, 909-652-6506 or adrienne.grayson@chaffey.edu

Independent Scholars

<http://www.chaffey.edu/independentscholars/>

Independent Scholars Program is a counseling support program aimed at providing unique and personalized educational services to current and former foster youth. It serves as a resource by assisting students at all stages of their college career and equipping them with skills necessary to transfer to a four-year university or the vocation of their choice. Participants in the Independent Scholars Program receive priority registration, individual counseling support, grants for textbooks and educational supplies, skill-building workshops, mentoring, referrals to community and campus resources, and a student support network. Contact: Abel Berdusco, 909-652-6548.

CROSSROAD Scholars (formerly incarcerated)

To promote equitable and socially just practices for our CROSSROAD Scholar students that will prepare them for a successful transitional journey to their career and aspirational goals; promote autonomy and positive relationships with others; and have access to the necessary resources to be successful in college without feeling followed by their history. Contact, 909-652-6549 or ray.austin@chaffey.edu.

Pride, Unity, Leadership, Sexuality, and Education

<https://www.chaffey.edu/spep/lgbtqia.shtml>

PULSE strives to create a campus climate of acceptance and visibility for our LGBTQ population by supporting individuals across the spectrums of gender, sexuality and intersectional experiences. Contact: Abel Berdusco, 909-652-6548, abel.berdusco@chaffey.edu

How may I become involved in activities at Chaffey campuses?

Chaffey College offers a variety of opportunities for campus involvement, including student clubs ([Student Life Office](#): (909) 652-6590), visual and performing arts programs ([School of Visual and Performing Arts](#): (909) 909/652-6066), and [athletics events](#) (Athletics Department: (909) 652-6290).

One Book, One College

<http://www.chaffey.edu/collegebook/index.shtml>

The One Book, One College Committee strives to create a community of readers across the curriculum at Chaffey College and within the communities it serves. Each year, the committee selects a college book and creates a diverse series of related events. Students are encouraged to participate in these activities to enrich their educational experience at Chaffey.

Wignall Museum of Contemporary Art

<http://www.chaffey.edu/wignall/exhibitions.shtml>

The Wignall Museum of Contemporary Art serves as a learning lab featuring temporary exhibitions of innovative contemporary art throughout the year. Exhibitions and programming are organized with our students in mind in order to augment their academic experience by complementing the college's curricula and broadening the understanding of contemporary art. Our exhibitions allow visitors to see and experience a variety of contemporary artistic practices that examine timely and relevant topics.



What are some of the ways that my college promotes high quality and institutional standards?

Chaffey College (represented by Chaffey President, Dr. Henry Shannon) is honored as a 2017 Top Ten Finalist for the Aspen Prize for Community College Excellence.



Chaffey College Mission Statement

Chaffey College inspires hope and success by improving lives and our community in a dynamic, supportive, and engaging environment of educational excellence, where our diverse students learn and benefit from foundation, career, and transfer programs.



Chaffey College Vision Statement

Chaffey College: Improving Lives Through Education

Core Competencies: Chaffey College as an Institution

1. communication
2. critical thinking and information competency
3. community/global awareness and responsibility
4. personal, academic, and career development

Student Learning Outcomes: All English Department Classes

- Understand the relationship between purpose and audience in a text. [This works for analyzing a reading or writing a paper.]
- Apply the elements of the reading process (prereading, active reading, reviewing, responding, etc.) to any reading assignment in the academic and professional spheres.
- Apply the elements of the writing process (inventing, drafting, revising, editing, proofreading, etc.) to any writing assignment both in the academic and professional spheres.
- Respond critically to reading assignments using reflection, analysis, and synthesis.
- Reflect on and evaluate one's own progress as a reader, writer, and critical thinker.

Student Learning Outcomes: Our Course

As listed in part one of the syllabus:

- Demonstrate mastery in evaluating, integrating and documenting sources.
- Support an argumentative thesis with persuasive evidence and reasoning.
- Write essays that synthesize information to support analysis or argument.

The Hope Engage Succeed Campaign here at Chaffey is our commitment to helping students develop a growth mindset, set goals, realize their agency, and discover pathways to success. Here at Chaffey College we embrace each student's journey to develop a growth mindset, set goals, realize their agency, and discover pathways to success. Keep an eye out for Hope Engage Succeed posters and workshops around campus.



Maintaining a Successful Classroom Learning Environment

Each of us contributes to the success of our course by being on time to class, coming ready to work, respecting each other, staying for the entire class session, and being present in the learning environment.

Please contact me (Professor Utsler) if a concern or concerns arise regarding your comfort level in our class, so the concern(s) may be addressed.

As listed in [Chaffey College's Student Behavior Code](#): "Students are expected at all times to act in a manner consistent with Chaffey College's Student Academic Integrity Code and Student Behavior Code. Both the Student Academic Code and Student Behavior Code are set forth in the Student Handbook. The Student Handbook is available to all students and is also available online."

Side conversations, texting in class, doing homework for other classes, etc. are not appropriate. Any behavior that upsets the teaching/learning atmosphere is not acceptable, and students who engage in such behavior may be required to leave class.

Preserving Academic Integrity

Plagiarism Policy: Our Course

Plagiarism can be as limited as a sentence or as extensive as a whole paper. When completing major essay projects and other work for our course, you must cite your sources properly. Do not copy, steal, or buy other people's work or writing. You will receive zero points for any plagiarized work and may subsequently fail the course. Please note that work discovered to contain plagiarism after initially earning points will still receive a final score of zero points.

Please note that:

"Violations of the Student Academic Integrity Code, including plagiarism at any stage of the writing process, will not be tolerated in Chaffey College English courses. Plagiarism is defined as the misrepresentation of the published ideas or words of another as one's own; plagiarism also includes submitting work previously submitted for another class. At the discretion of the professor, plagiarism or other violations (including the submission of non-original material) may result in zero points for the assignment. Additionally, the professor may file a Student Academic Integrity Form documenting the violation and may seek other sanctions. The complete Student Academic Integrity Code appears in the Chaffey College Student Handbook" (source: English Department Guidelines).

WHAT IS PLAGIARISM?

Deliberate Plagiarism

- Rewriting from books or articles
- copying & pasting from web pages and online sources to create a **patchwork** writing
- buying, downloading, or borrowing a paper



Accidental Plagiarism

- not knowing when & how to cite
- not knowing how to paraphrase or summarize
- not knowing what "common knowledge" is
- recycling an old paper

All forms of plagiarism including "deliberate" and "accidental" plagiarism are violations of Chaffey College's student academic integrity code. All forms of plagiarism result in zero points for the plagiarized work.

Chaffey College

Syllabus, Part 3: Time Management/Related Course Policies and Practices

From Don Nickel, "College Units and Time Management"
Scheduling Your Time for College Success

"This is just an approximation but a good reference point to start with."

one unit of credit = one hour of in-class time a week

for each hour in class a week = two hours of out-of-class time

Three units of college credit = three hours of time in class each week

Three units of college credit = six hours of time outside-of-class each week

Three in-class hours + at least six out-of-class hours = nine or more hours of your time each week dedicated to the course

STUDENT CONTACT INFORMATION

When you choose a class, your instructor assumes that this class works best with your schedule; it is expected that you are committing to the day/time of the class for the duration of the semester. If you must be absent, it is your responsibility to obtain all homework assignments, syllabus changes, class notes, and important announcements. You remain responsible for what you need



to do to prepare for the next class including the assigned reading and out-of-class written work. You are encouraged to exchange contact information with several members of the class to help ensure that you are prepared as required. *Your classmates* are important resources for success in your college courses. You are encouraged to use the space below to list contact information for class members.

Student #1:

Student #2:

Student #3:

Why is arriving to class on time so important? Arriving to class on time is a significant step you may take each course day to contribute to your success. The first minutes of class establish the focus for the day; we often begin with a warm-up activity designed to ease us into the day's focus and materials, so that the more challenging aspects of the class session are not so challenging after all. When students arrive late, they miss the day's introductory information, and they skip the initial activity bridge from approachable to challenging. I care about your course and career success. Our focus on information and activities is designed to help you master writing, reading, and critical thinking strategies while developing a strong sense of self-efficacy regarding your abilities to apply these strategies in college and career.

What if I must arrive late to class?

Each class session, you may earn up to five points for these in-class activities. To earn full credit, students arrive to class on time and participate fully for the entire class session. When a student arrives late to class or leaves class early, the student may earn partial credit for the class session's work. If you are late to class, you are responsible for checking in with me (Professor Utsler) at the end of the same class session. At that time, you will receive a late arrival form with a late arrival code.

Students who check in with me on the same day that they arrived to class late are eligible to earn partial participation points for the class session. Post the late arrival code to the appropriate in-class activity area on Canvas by 11:59 pm on the same date that you arrived late to class. Doing so will ensure that you earn between one and four in-class activity points for that date based on your level of participation in the day's activities, mini lectures, discussions, and/or other parts of the class session. Each student's two lowest scores for in-class activities will not be counted as part of the final score.

Dropping the Class: If you stop attending and do not officially drop the course, you will fail the course, so if dropping becomes necessary, please remember to do so by the required drop deadline. Students are responsible for dropping themselves by the appropriate deadline.

Last day to drop without a "W" grade: September 8, 2019

Last day to drop with a "W" grade: October 30, 2019

Syllabus, Part 4: Course Schedule

The course schedule is subject to change. To view the live and current version of the schedule, complete the following steps:

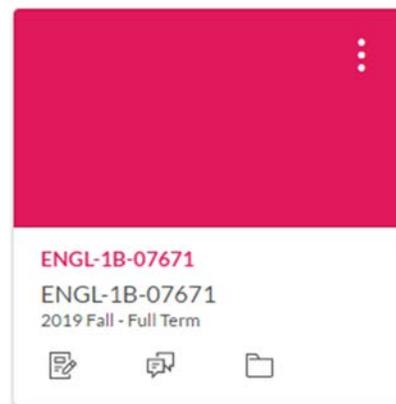
- a. Sign in to Canvas at chaffey.instructure.com



- b. From the Canvas dashboard, select our course:



Dashboard



- c. Click on Home to view the current schedule:

☰ ENGL-1B-07671 > Modules

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