We are what we repeatedly do. Excellence, then, is not an act, but a habit.- Aristotle

Ms. Lane
OFFICE: 6044 VOICEMAIL: 650.949.7453 EMAIL: LaneLinda@foothill.edu
WEBPAGE: http://www.foothill.fhda.edu/la/staff.php?s=1&rec_id=459
OFFICE HOURS: T, TH, F 11:30-12:00; other times by appointment

Required Texts & Materials
• Prof. Lane’s English 100 Handbook, available only at Foothill Bookstore
• Supplemental Reader, handed out in class
• 3-ring binder(s) for Handbook and Reader
• package of blank 3 x 5 cards
• highlighter pen(s)
• access to computer for word processing, USB (flash drive) for saving papers
• paperback/electronic dictionary

Course Purpose & Type: Even if you enjoy reading stories, blogs, zines, and the like, the non-fiction texts assigned in college and the workplace can be hard to make sense of. Without effective strategies, reading results in few rewards for considerable time spent. Understanding and expressing the important ideas in non-fiction text require knowing what to look for, where to look, and what to do with what you find. In this course, you will learn explicit, dependable reading strategies, "tools," which will improve your ability to understand, articulate, and retain information.

English 100 is a skills course that presents college-level reading strategies to improve comprehension of non-fiction texts. Though nontransferable, English 100 can be challenging in that it teaches critical thinking skills: how to analyze a text, discuss and defend the analysis, paraphrase and summarize the major ideas. NOTE: The lessons, materials, assignments, and assessments in this course were chosen and designed for native-speakers of English. English as a Second Language (ESL) students are advised to take appropriate ESL courses as indicated by the ESL Placement test.

Course Objectives: A passing grade (C+) in English 100 will mean you have learned how to

• locate and clearly express essential "comprehension elements" in non-fiction text;
• define reading terms and use appropriate strategies applicable to non-fiction analysis
• improve vocabulary skills.
• paraphrase and summarize text;
• synthesize (bring together) ideas from multiple sources;
• make and support text-based inferences.

assessed by reading exams, midterm, final

assessed by practice summaries, summary final, two writing projects

Course Grading: If English 100 is the appropriate course placement for you, attending regularly, doing the homework, and turning in all assignments on time will likely result in a passing final grade. However, you must earn a "C" or higher average in both categories below to pass the class. For example, a “B” average in the Writing About Reading Grades and a “D” average of the Reading Exam Grades WILL NOT result in passing this class. As tests and papers are returned, record your grades on the blank form in the Handbook to keep track of your grade-point-average (GPA). If you receive “see me” (D/F) on an exam or “revise for grade” (D/F) on a paper, take immediate action: make an appointment to see me to go over your work.

<table>
<thead>
<tr>
<th>READING EXAM GRADES (to pass, 6 grades must average &quot;C&quot; &gt;)</th>
<th>WRITING ABOUT READING GRADES (to pass, 6 grades must average &quot;C&quot; &gt;)</th>
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</thead>
<tbody>
<tr>
<td>4 reading &amp; vocabulary exams</td>
<td>1 graded worksheets in HB (8 averaged)</td>
</tr>
<tr>
<td>1 reading midterm</td>
<td>1 essay: inferences</td>
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<tr>
<td>1 vocabulary final</td>
<td>1 essay + summaries: synthesis</td>
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<tr>
<td></td>
<td>1 summary practices (3 averaged)</td>
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<tr>
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<td>2 summary final (counts as 2 grades)</td>
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English 100 is a prerequisite ("gate-keeper") course; students must master its outcomes—pass the class— to enroll in English 110/1A and other courses at Foothill.

- **PASSING FINAL GRADE:** Students who pass both grade categories receive as a final grade a combination of the two: the higher if one grade apart ("B" and "C" = "B") or the average if two grades apart ("A" and "C" = "B").

- **ALTERNATE READING CREDIT FINAL GRADE:** Students who fail exams or writing assignments but attend regularly and turn in all work are eligible to have a failing grade (D/F) in English 100 replaced with a passing grade ("C") in English 205 Alternate Reading Credit. Alternate Reading Credit recognizes a student has made a good faith effort and shown progress on some of the required outcomes; however, Alternate Reading Credit is not given to students who are inappropriately placed in English 100. Students who receive 205 Credit need to retake and pass English 100 before enrolling in English 110/1A.

- **FAILING FINAL GRADE:** Students who do not pass both grade categories due to excessive absences or missed exams or not turning in assignments or inappropriate placement will receive a non-passing "D" or "F" as the final grade for English 100.

**Class Policies:**

- **WRITTEN ASSIGNMENTS:** These assignments evaluate essential objectives for this class; no extra credit or make-up work is available as a substitute. Being absent the day an assignment is due results in a "0" grade. Highlight due dates on the Syllabus.
  - **2 ESSAYS AND 3 PRACTICE SUMMARIES:** These 5 papers can be revised once for a higher grade **IF** turned in on the due date. Revisions are due one week after return date. Late papers will be graded "as is" (no revision) and, if passing, will get a "C" (Credit). **NO EMAILED PAPERS ACCEPTED.**
  - **8 GRADED WORKSHEETS (GW 1-8):** If turned in on the due date, graded as follows: "A" if complete & mostly correct; "C" if incomplete or mostly incorrect. No late work accepted. **NO EMAILED PAPERS ACCEPTED.**

- **EXAMS:** All exams assess essential objectives for this class. Being absent the day a test is given results in a "0" grade. The midterm can NOT be made up; a reading exam may be rescheduled if prior arrangements are made with me. Highlight test dates on Syllabus.
  - No cell phones are to be seen/used during exams; any cheating will result in automatic "F" on the test
  - No leaving the room during exams

- **ATTENDANCE:** College classes require attendance every day. There are no "excused" absences. When you miss class or leave early, you are making a CHOICE some other activity is more important. Please talk to me immediately about problems with attendance. I do appreciate a call to my office phone or an email letting me know you will miss class and when you will return. **Do not ask me to contact you regarding what you missed—check your Syllabus! NOTE: it is your responsibility to drop any class you stop attending before the last official drop date (end of 8th week).**

**Expectations in English 100:**

**you can expect to**

- be assigned homework most every night.
  - **NOTE:** For every 1 hour in class, plan on 2 hours of homework/study time outside of class: 5 + 10 = 15 hrs a week. If you are unable to schedule 10+ hrs/wk for English 100 homework/study time, you may not be able to pass this class;
- be "teacher of the moment": as we go through the Handbook and Reader, I will call on everyone everyday to explain or answer questions about the terms and strategies and articles assigned;
- participate in a variety of classroom activities: discussion, demonstration, and small group work; and
- get help from me whenever you ask for assistance.

**I expect you to**

- choose this class over other activities: come to class every day!
- be on time and not leave early;
- turn off cell phone/iPod/laptop (all wireless devices) **before** entering the classroom;
- refer to Syllabus every day for due/exam dates and for homework;
- have a positive attitude:
  - come to class prepared to work: always bring both textbooks, paper, pens;
  - complete homework before class (not during);
  - be polite: talk only to the class/me, not privately to another student;
- make an appointment if you need help or if you get "see me/revise for grade" on your test or writing assignment.