InSync Learning Community
Fall Quarter 2011
English 94 & English 97

Instructors

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Course Description
- **InSync** is a Learning Community that provides you with the tools for academic success and supports your individual goals in higher education.
- The term **InSync** reflects this program's purpose: to keep you in step with college life and learning.
- This course is designed for students with various backgrounds and needs. It provides excellent help for:
  - Students who have been out of school for a while
  - Students who have just graduated from high school but need better skills to be successful in college
  - Students who have had a less than positive earlier school experience
  - Students who want to maximize their time and success in college courses
  - Students who will face a very demanding program of study
- This **InSync** Learning Community combines two courses—English 94 and English 97—and is team taught by two instructors and meets for two hours a day. **InSync** is similar to other Learning Communities that are offered for 100-level and 200-level courses and, therefore, gives you some of the same opportunities and experiences, such as
  - Integrated Learning
  - Lively Discussions with opportunities to get to know your peers
  - Diverse Learning Opportunities through guest lectures, workshops, and media presentations
  - Continuous Feedback from peers and instructors
  - Basic Writing Skills such as strong paragraphs and clear sentences
  - Study Skills Techniques such as time management, test taking, and reading
  - Portfolio Submission with samples of your best work of the quarter for a final assessment
- This class is especially designed to help you refresh skills necessary for your continued success in future college classes by emphasizing reading, writing, and grammar skills

Required Texts and Other Materials

- *InSync Study Skills Packet* sold in our bookstore
- *Timed Readings*, Third Edition, Book One
- *English Brushup*, Fifth Edition, by John Langan and Janet M. Goldstein
- *Connections: Readings for InSync Learning Communities*
- **A three-ring binder** for the *Study Skills Packet* (1 and ½ inches or wider) and other course handouts
- A set of inexpensive three-ring binder dividers
- A College-Level Dictionary (recommended)
- A USB Thumb Drive

Objectives/Outcomes

By the end of the course, you can expect to do the following:

- Develop several study skills such as
  - How to manage your time
  - How to take good classroom notes
  - How to read textbooks and other writing
  - How to build up memory skills
  - How to take tests
  - How to improve your vocabulary
  - How to do research in the library (quickly and correctly finding the information you need)
  - How to be a good student (appropriate classroom skills)

  NOTE: These skills cannot be taught but require an on-going commitment from you to practice and master them and attain academic success.
- Write clear, grammatically correct sentences in standard English
- Use a writing process that includes prewriting, drafting, revising, editing, and proofreading strategies
- Write clearly organized, well developed, grammatically correct paragraphs/essays/papers which critically respond, in writing, to reading selections
- Submit a **portfolio** with your best assignments for review and evaluation
- Set academic and career goals and apply strategies to achieve them
- Familiarize yourself with college life, SCC activities, and services
- Develop collaborative skills and experience positive learning through a sense of **connectedness** that is unique to a learning community

Finally, you will start to accomplish the following Student Learning Outcomes Abilities expected of all SCC graduates:

- **Responsibility:** manage time effectively, fulfill commitments, set priorities, work individually and in groups, and turn in acceptable work
- **Communication:** write and speak clearly and correctly for effective communication
- **Problem Solving:** synthesize necessary information (facts, evidences, and expert opinions), learn to ask the right questions for clarification, and recognize the connections between what you learn and life

- ✎ **Global Awareness:** develop awareness of and respect for human diversity and tolerate differences of opinion

Course Format
- ✎ **Reading Assignments:** Readings will be assigned from the required textbooks of both courses as well as from supplemental sources.
- ✎ **Writing Assignments:** Readings will generate interesting and fun writing assignments. In addition, a portfolio will be submitted at the end of the quarter, which will include your best work from the quarter, a self evaluation, and a final in-class assignment.
- ✎ **Tests:** Tests and quizzes will be given periodically for evidence of understanding of study skills concepts and college-level grammar.
- ✎ **Presentations:** Occasionally, our InSync learning community will have special events. These can include videos, guest speakers, or attendance at campus functions.
- ✎ Though pass/fail assignments receive no points, they are vitally important to your mastery of the course. Each Pass/Fail Assignment must be submitted complete on or before its due date for a student to be eligible for a quarter grade of above 1.9.

Attendance Policy
Because so much of what you learn and receive credit for must be completed within the class period, *your attendance is absolutely essential*.
- ✎ Daily attendance will be taken, and you may miss **three class periods (total of six hours)** with no penalties.
- ✎ You are responsible for all information covered during the classes you missed. *Choose a classmate to help you with missed notes, assignments, and handouts.*
- ✎ Being late for class or leaving early is also disruptive, so please be on time and in class for all scheduled classes. Arriving later than 15 minutes into class time or leaving more than 15 minutes before class is over will count as an hour's absence.
- ✎ As a rule, you should expect to spend two hours of additional time on studying and skill development for every hour you spend in class. This is a standard college course expectation. This equals about four hours of "homework time" each day just for this class or about 20 hours per week. Plan on more time if you have additional classes.
- ✎ If you have a lengthy absence from school, please contact one or both instructors so that we can arrange alternative options for you.

Late Assignments
- ✎ **We do not accept late assignments for any reason unless you make arrangements in advance.** However, you may make up **one** assignment according to the Making Up Assignments Guidelines below.
- ✎ **Making Up Assignments Guidelines:** To allow for the unexpected, you may make up **one** missing assignment without penalty according to the following guidelines:
  - **You must attach your** *da Vinci Late Assignment Certificate* **to your late assignment in order for it to be accepted. Once you have used this one late assignment option, we will accept no more late assignments from you no matter the reason** *unless you made earlier, prior arrangements to submit the assignment late.* **No excuses and no exceptions, so please don't ask.**
  - The assignment must be made up **within one calendar week** of its due date.

- **Pop Quizzes, Miscellaneous Points Awards, the oral report, the research summary, and the Comprehensive Final cannot be made up in any way even if you have made arrangements in advance.**
- ? **Please save all your assignments until the end of the quarter** (in case there is any conflict or error in the final grade calculation).

Grading Policy

- ? *Your final grade will be based on the total points acquired and can be affected by your absences.*
- ? Each assignment, test, or quiz will be worth a certain number of points. Your course grade will be determined by the percentage of the total points you've earned converted to a decimal using the attached percent-to-decimal scale.

Spokane Community College Grading Scale:

Grading Scale	Numeric Grades	Letter Grade Equivalent
95-100	3.8-4.0	A (Superior achievement)
89-94	3.5-3.7	A-
83-88	3.2-3.4	B+
79-82	2.9-3.1	B (Above average achievement)
76-78	2.6-2.8	B-
73-75	2.3-2.5	C+
70-72	2.0-2.2	C (Average achievement)
66-69	1.6-1.9	C-
63-65	1.3-1.5	D+
60-62	1.0-1.2	D (Minimum achievement)
57-59	0.7-0.9	D-
56 and below	0.0-0.6	F

Keeping Track of Your Assignments & Grades

We will be using a system called ANGEL that you can access through the World Wide Web either here at school or at home. We will be entering all grades into this system as well as special announcements and specific assignments. You will learn how to access this system and how to find out what is going on in class as well as how to check on your grades throughout the quarter. It will be part of your student responsibility to check ANGEL periodically.

Withdrawals and "Z" Grades

- ? It is recommended that you see your instructors and/or advisor if you consider withdrawing from this class. **Tuesday, November 8** is the last day for official withdrawal from a class or from the college.

? A grade of "Z" or "I" (Incomplete) _may_ be given, when requested by the student, under justifiable circumstances and solely at the instructors' discretion. The student must have been passing at the time when circumstances prevented him or her from completing the course.

Other SCC Policies and Services

? **Classroom Visitors**: **Washington Administration Code (WAC) 131, 12.010 Section 3** specifies that children are not allowed in classes with a parent. Because of this regulation, please make other arrangements if school schedules or illnesses are a problem.

? **Cheating**: **WAC 132Q-04-060**
  - Any student who, for the purpose of fulfilling an assignment or task required by the faculty as part of the student's program of instruction, shall knowingly tender any work product that the student fraudulently represents to the faculty as the student's work product, shall be deemed to have cheated. Cheating shall be cause for disciplinary action.
  - Any student who aids or abets the accomplishment of cheating as defined in the above section shall also be subject to disciplinary action.

? _To encourage academic excellence and honesty, we use the following policy and penalties for deliberate plagiarism or cheating:_
  - _First Offense_**:** Automatic failure of the paper or test and possible failure of the course.
  - _Second Offense_**:** Automatic failure of the course and referral to the dean.

? **The American with Disabilities Act** is designed to ensure that students with disabilities have an equal opportunity to access academic programs and successfully complete their educational goals. Any students with disabilities who have accommodation needs must contact Disability Support Services located in the Learning Resources Center (Library) or call 533-8872 to make an appointment to complete the intake process. This information will remain strictly confidential.

? **The SCC Tutoring Center** is located in Old Main 1220. Here you will find tutors who can help you with your classes—not only this class, but also math and other courses that you will be taking in the future.

? **Classroom Conduct Policy**: No student has the right to interfere with another student's opportunity to learn. Because of this, we expect all students to act like responsible, socially-skilled adults or they will be asked to leave the class and/or drop the course.

NOTE: WAC 132Q-05-033 states that instructors have the right to suspend a student who disrupts a class for up to three days. Instructors can decide what is disruptive. A disruption is anything which prevents an instructor from effectively getting information to the class. As a student in this class, you need to understand that if you do not follow acceptable classroom conduct, you may be subject to disciplinary action, which may include dismissal from the class or the college; therefore, you need to do the following:
  - refrain from engaging in side conversations
  - ask relevant questions that relate to the lesson being covered
  - engage in college-level work with a positive attitude

- talk to the instructors after class if you are having problems with the class
- work on all homework and turn assignments in on time
- turn off any cell phone and *never* text message during class
- encourage and support each other with patience and the understanding that we are all different but all involved in our learning community

In addition, please turn off all electronics including cell phones, I-pods, mp3 players, etc. If you would rather be calling, texting, or chatting with friends during class time, please do so rather than attend class.
Please see the S.C.C. Student Code of Conduct for more information.

A Special Message to You by the Instructors:

Over the years, we have found that successful students have two qualities.
1. The first is readiness: These students enroll at S.C.C. because they <u>want</u> to be here and <u>are ready</u> for a change. New students who feel that they <u>have</u> to be here or those who are here because they have no place better to be will likely struggle.
2. The second quality is perseverance, which is the determination to keep attending and doing the work no matter what. Perseverant students may not necessarily be the brightest ones, nor are they the ones in a hurry to get a degree; rather these students realize that college is a step-at-a-time experience, and that obstacles and challenges will be a part of the experience.

In short, the vast majority of students who eventually walk across the stage and receive a degree are ready for this experience when they begin, and do not quit, even in the face of hardship and sacrifice.

Some of what we will cover this quarter may not apply immediately to your classroom situation, but rest assured that you will need all of these skills throughout you college experience. We assure you that the effort you put forth in this course will directly affect how well you will do in future courses—mastering key study skills and basic writing skills and then applying them to future courses can mean at least a full grade point better in those courses.

Welcome to SCC, to InSync, and to the adventure of your lives!