

Office Hours: By Appointment

Website: [profkev.com](http://profkev.com)

email: [kjb@profkev.com](mailto:kjb@profkev.com) (put "English" in the subject line)

Required Texts:

- **Lessons in Writing**, Goodwell, [link](#)
- A Collegiate Dictionary (e.g., **The Oxford American Dictionary**).
- Greenbooks (5) for In Class Essays

Course Description:

- **Prerequisite:** English 20A or English 87 with a grade of "C" or better, or appropriate skill level demonstrated through the English placement process.
- English 21 emphasizes improvement of written English, especially sentences and paragraphs. It reinforces basic communication skills, including punctuation, spelling, and sentence structure. It will help you develop the ability to write well grammatically, read analytically, and think logically through various quizzes, exercises, and short essays based on assigned readings. This course serves as a prerequisite for English 28.

Academic Accommodations:

Students registered through the Office of Special Services should submit all relevant paperwork to me after class. Accommodations are made on a case-by-case basis and are tailored to each student's particular needs.

Course Student Learning Outcomes:

1. Respond to college level reading assignments by composing unified, coherent paragraphs with clear topic sentences and specific, relevant support.
2. Compose unified, coherent paragraphs with minimal errors in Standard English grammar and mechanics.

Course Procedures and Policies:

- Attendance:  
**ONE** absence will be allowed free of penalty. Each subsequent absence will result in a 20 point drop in the overall grade. Students with excessive absences may be removed from the roster. **\*\*NOTE: Students must formally drop the class with the registrar or they will receive a final grade of F.\*\*** A student who leaves during a break will be counted as absent. Two tardies = One absence.
- Grading

One Typed Paper	=	100
Four ICEs (lowest grade dropped)	=	300 (100 ea.)
Final ICE	=	300
Workbook	=	50
Total	=	<b>750</b>

**The Paper** is 500 – 750 words (@ 2-3 pages). The assignment for the Paper can be found on the homework schedule on the website. Late Papers will lose twenty percent for the first class period after which they become zero. No emailed papers will be accepted; papers **MUST** be turned in to me or my mailbox by the end of class the day it is due otherwise they are late. Papers must also be turned in on [www.turnitin.com](http://www.turnitin.com) or face the same penalties as stated above.

**In-Class Essays** are to be written only in new greenbooks (see bookstore) using an ink medium of blue or black. Students may use the cover page of the greenbook to take notes or make an outline. Please do not double space, but only write on one side of the page. Of the four **ICEs**, the lowest grade will be dropped. Therefore, if a student should miss an **ICE**, that will become the dropped grade.

For the **Final ICE**, students should be able to demonstrate all they have learned through grammar, punctuation, spelling, and essay writing. This will be graded as follows:

Introduction and Conclusion	20%
Essay Structure	20%
Grammar and Spelling	20%
Punctuation	20%
Content	20%

**Lessons in Writing** should be completed along with the assignments. This includes ALL exercises found therein.

- **Plagiarism:**  
All assignments must be the student's own work and can never have been turned in for a grade in any other class. Any plagiarized work will receive a zero grade which may result in removal from the college. There will be no discussion on the matter. Any copying that is not clearly quoted and referenced will be counted as plagiarized. See me, [plagiarism.org](http://plagiarism.org), or [Google it](http://Google.it) for more information.
- **Conduct:**  
Talking out of turn will **NOT** be tolerated. A student who talks while another is addressing the class will be asked to leave for the remainder of the class period thereby losing any points accrued during the portion of time before removal. A student who persists in talking will be dropped from the roster without exception.

**ALL** electronic devices (Cell Phones, iPods, Tablets, Laptops, etc.) will be turned OFF at the beginning of class. Vibrate mode is not considered off. A student whose device disrupts the class will only be allowed back accompanied by **cookies** for all class members on the day of the following meeting. A student who uses an electronic device while class is in session **WILL** be removed from the roster. See me **prior to class** for emergency cases (pregnancy, illness, etc.).

I hereby reserve the right to alter any of the conditions found herein as I see fit to ensure a prosperous learning environment throughout the semester.