



Critical Reading/Writing

English 7

Instructor Name

Las Positas College

Course Syllabus

[NOTES TO FACULTY: 1) CREATING A LEARNING-CENTERED, SYLLABUS WILL ASSIST YOU AND YOUR CLASS WITH GETTING OFF TO A GREAT START. THE “TRADITIONAL” SYLLABUS OFTEN INCLUDES LANGUAGE THAT IS HARSH AND PUNITIVE, WHICH CAN FEEL INTIMIDATING TO STUDENTS, AND EVEN INSTILL FEAR. THE LEARNING-CENTERED SYLLABUS, HOWEVER, IS WARM AND INVITES STUDENTS TO INTERACT WITH THE INSTRUCTOR. USING LANGUAGE THAT IS WELCOMING AND POSITIVE COMMUNICATES THAT THE INSTRUCTOR BELIEVES THE STUDENT CAN SUCCESSFULLY COMPLETE THE COURSE. 2) AFTER CUSTOMIZING THIS SYLLABUS FOR YOUR CLASS, YOU WILL NEED TO CONVERT IT TO AN ACCESSIBLE PDF PRIOR TO UPLOADING IT INTO CANVAS.]

Course Description

Describe your course here. Try not to use the official course description from the catalog; make it more student-centered. For example: a) write to your students, not about them; b) catch their attention by asking a question that will excite their curiosity; and c) explain how the knowledge and skills they'll learn in your class will help them now or in the near future.

Textbooks

List the textbooks, if any, that you will use in your course.

You can purchase your books at the LPC bookstore on campus, or you can order them via the Internet through the college's online bookstore. [Click to go to the bookstore site.](#)

Learning Outcomes

By the end of this course, you will be able to: (you can copy and paste from eLumen or from the LPC SLO web site)

- outcome 1
- outcome 2
- outcome 3

Instructor Communications

Contact Info:

- Email: User the Canvas Inbox to email me. My LPC email address is xxxxx@laspositascollege.edu. Expect a response from me within 24 hours. If I am online at the time you email me, I'll get back to you sooner.
- Phone: 925-424-XXXX
- On-campus office: Room 2410 in the Multi-Disciplinary Building (2400)

Office Hours:

- On-campus: Mondays and Thursdays from 3-5 p.m.
- Online: Tuesdays 5-6 p.m. and Sundays 1-2 p.m. in ConferZoom, which is a web conferencing tool that you can access in the course menu. Not only can we see and hear each other, but we can also view each other's screens, which comes in handy when we are discussing assignments or any parts of the course. There is also a built-in chat tool feature within ConferZoom.

My Role:

I look forward to working closely with you this semester, so I plan to be very active in the class. I will initiate contact by posting announcements at least once a week, participating in class discussions to help you better understand concepts, and providing detailed feedback on big assignments. For discussions, I will participate by posting for the class to see, and this might be my feedback to you. I can also give you private feedback in the Grades area or by email. For other types of assignments (file uploads, quizzes, exams, etc.), you will submit them within Canvas, and you can view feedback for them when checking your grades. I will try my best to give you necessary feedback within a week. You will give me feedback about the course through surveys that will be available after the midterm and final exam.

Don't hesitate to initiate contact with me by asking questions. In particular, if you have issues in the class, let me know. If those issues are Canvas-related (e.g. "I forgot my password," "The Canvas app is not working correctly,") contact either LPC's technical support desk (weekdays) or Canvas (nights and weekends). Contact information is listed in the Technical Support section below.

Student Communications

- Email: Through the Inbox, you have the ability to email any or all of your classmates.
- Discussions: Aside from the discussion boards to which you will post and reply for assignments, you can use the Student-to-Student Questions area to post questions for your fellow students to answer. The Thought Spot is a place where you can post about what you recently learned and give/get tips about learning future material more efficiently.
- ConferZoom: You can use ConferZoom with your classmates when you need to communicate in real time.
- Netiquette: Since this is a college classroom, I trust that everybody will treat each other with respect. Netiquette is short for "network etiquette" and essentially describes what you should and shouldn't do while communicating online. Most of it is common sense. If you need more information, you can read [The Core Rules of Netiquette](#). Like all LPC classes, this one abides by the college [Student Conduct Code](#) and [Academic Honesty Statement](#).

Student Commitment

To be successful in this class, make sure to do the following:

- Read the entire syllabus.
- Consistently check email, notifications, and announcements.
- Review the course calendar for due dates, and submit assignments on time.
- Participate in discussions (posts and replies)
- Communicate with your instructor if you have any problems or concerns.

Course Schedule

Assignment	Points	Due Date
Module 1: Introduction	50	Sept. 2
Module 2: Return to Mars	50	Sept. 23
Module 3: Return to Pluto	50	Oct. 9
Module 4: Return to Sender	50	Oct. 18
Midterm	75	Oct. 22
Module 5: Return to Jupiter	50	Oct. 30
Module 6: Return to Saturn	50	Nov. 14
Module 7: Return to Uranus	50	Nov. 28
Module 8: Return to Mercury	50	Dec. 15
Final Exam	100	Dec. 22

Projects/Term Paper

Detail your term paper here. If you don't assign one, change the name to Term Project (or whatever you want), and detail that here.

Modules

This class is divided into modules, and each module contains various activities. Many of these activities require you to interact with me and your classmates using tools in Canvas. If you have questions during the activities that you don't want to post publicly, please contact me. If I am not immediately available, I will reply as soon as possible.

All of the modules will be accessible from the Modules area. Each module lasts approximately two weeks.

Grading, Exams

Each module will be worth XX points. There will be a midterm and final exam worth XX points each. The midterm will be given after Module 4, and the final will be given after Module 8. Explain what type of exams, if any, (i.e. multiple choice, essay, etc.) the students will complete and what types of arrangements, if any, will need to be arranged (i.e. proctored exams, students have to come to campus, etc.).

This class might use the online proctoring service Proctorio to remotely proctor quizzes and exams. If so, you will need to use a desktop computer or laptop when taking quizzes and exams, and you will need the [Chrome browser](#) with the [Proctorio extension](#) installed. Depending on the options chosen by the instructor, you and anyone else in your room can be recorded via your web cam, any web browsing can be recorded, your browser can be locked down, and your ability to print can be disabled, among other features.

Proctorio recordings are only available to your instructor and other college officials, and the extension only runs during the quiz or exam. Therefore, no student privacy rights are violated, nor is the security of computers or laptops jeopardized. Proctorio is designed to help maintain the academic integrity of online exams. Proctorio offers 24/7 support and can answer your questions by chat by clicking the shield

icon in Chrome, by email at support@proctorio.com, or by phone at 1-866-948-9087 or 1-480-428-4076. For more information, see the [LPC Online Proctoring - Proctorio FAQs page](#).

540-600 A
480-539 B
420-479 C
360-419 D
418-bel. F

NOTE TO FACULTY: DETAIL YOUR MAKEUP POLICY BELOW, IF YOU ARE GOING TO ALLOW MAKEUPS. ALSO, HAVE A POLICY FOR WHEN STUDENTS CLAIM THAT THEY WERE MIDWAY THROUGH AN EXAM WHEN THEY HAD A TECHNICAL GLITCH THAT PREVENTED THEM FROM FINISHING. FOR EXAMPLE, YOU CAN TELL STUDENTS THAT IF YOU GIVE THEM ANOTHER ATTEMPT, THEY WILL NEED TO COMPLETE THE ENTIRE EXAM FROM THE BEGINNING. YOU CAN GIVE THEM THE OPTION OF COMING TO CAMPUS TO COMPLETE THE EXAM. IF THEIR EXAMS HAVE A TIME LIMIT AND WHAT THE CONSEQUENCES MIGHT BE IF THEY EXCEED THE LIMIT.

IN ADDITION, LET STUDENTS KNOW THE DATE (OR RANGE OF DATES) FOR THE FINAL EXAM.

Throughout the course, you will be asked to complete several assignments, many of which are postings in the Discussions area, quizzes, or assignments submitted in Canvas. Unless otherwise noted in the assignment, your grade will be based on specific criteria. That grading criteria, called rubrics, will be attached to the assignments that use them.

ALSO, PROVIDE EXAMPLES OF STUDENT SUBMISSIONS FOR SPECIFIC ASSIGNMENTS. THESE SERVE AS MODELS SO STUDENT CAN GAUGE HOW THEY ARE DOING. PUT YOUR MODEL ASSIGNMENTS NEXT TO THOSE ASSIGNMENTS IN THE MODULES.

Online Tutoring

LPC provides online tutoring free to its students. I encourage students to utilize this service by clicking the NetTutor link in the course menu. If you want to learn more about NetTutor, [view the LPC Online Tutoring page](#).

Software for this Class

The files you submit as assignments in Canvas can be created using Google Docs. You all have access to Google Docs in the Google Drive account that comes with your District-issued Zonemail account. Some of you might even have your own private Gmail account. [Learn how to use Google Docs](#).

Chrome is the preferred browser for Canvas. However, make sure you have multiple browsers installed because if something doesn't work in one browser, it should work in the other. Stay away from Internet Explorer.

Here are links to popular browsers:

- [Get Chrome](#)
- [Get Firefox](#)

- [Get Safari](#)

In order to view documents and certain multimedia on the Web, you need specific browser plug-ins. The most popular plug-ins are Acrobat Reader and Flash and are typically built into your web browser. If you do need to download these free plug-ins, click the links below.

- [Get Acrobat Reader](#)
- [Get Flash player](#)

FOR ANY OTHER OPTIONAL OR REQUIRED SOFTWARE, LIST IT HERE AND ADD LINKS TO PAGES WHERE STUDENTS CAN DOWNLOAD IT. IF THE SOFTWARE WILL COST STUDENT MONEY, INCLUDE THE COST.

Technical Support

Contact [LPC's technical support desk](#) during weekdays to get any Canvas problems solved. During nights and weekends, you can contact Canvas directly at 1-844-600-3467.

If you need NetTutor technical support, click the Customer Service Request link within NetTutor, and fill out the form. You may also call the NetTutor Customer Support Team at (813) 674-0660 x204. The direct email is support@link-systems.com.

LPC Withdrawal Process

If you have to withdraw from the course, please do so by the deadline date listed in the college's current [Academic Calendar](#). There is no automatic withdrawal process. You may drop a course in CLASS-Web.

For more information on withdrawals, [go to the LPC Registration Policies page](#).

Instructor's Withdrawal Options for Distance Education Courses

Official policy at LPC:

The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the class schedule listing. For these courses, instructors may drop students who do not log into their Canvas course and/or complete indicated activities by the third day of classes. DE instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks. For Summer courses, DE instructors may drop students if they have not submitted work and/or accessed the class for one week.

Students with Disabilities

If you are a disabled student and need special accommodations this semester, please let me know. Visit the [LPC Students with Disabilities page](#). You should also be registered with LPC's [Disabled Students Programs and Services](#).

Copyright

Materials used in connection with this course might be subject to copyright protection. You can use them for this class only until the end of the semester. Learn more about copyright at the [U.S. Copyright Office web site](#).

Others who might access this class

As a courtesy, I'm letting you know that there might be others, such as guest speakers, course evaluators, and college technical support people, who would have access to this class from time to time.