# SAMPLE SYLLABUS FOR Task 1 PRACTICE - ENGLISH

# English 103- Syllabus ENG 103 – Section 8333

Fall 2018 MW 4:00 PM – 6:00 PM

**Instructor:** Thomas Jones

**E-mail:** tjones@msjc.edu

**Phone:** (951) 487-3707

**Office Hours:** MWF 2:30 PM – 3:30 PM or by appointment

**Prerequisites:** Placement by assessment or ENGL 092 or 093 with a C- or better.

**Text:** *Everything’s an Argument*, Sixth Edition by Andrea Lunsford

**Materials:** Textbook, notebook or binder with paper, pencils, pens, and erasers.

**Course Content:** This course will cover:

* + - * Various invention practices: brainstorming, free writing; outlining, journaling
      * Various modes of writing: personal narrative, expository, analytical, descriptive, argument
      * Phases of writing: draft, revision, final copy
      * Sources of writing: reading, thinking, analyzing, discussion
      * Creating a thesis statement that suggests the focus of the paper
      * Developing and including enough details and examples to support the identified thesis

**Homework and Assignments:**

There will be weekly reading assignments and discussion questions to be completed as

noted on the schedule. Additionally, students will have various assignments related to

the planning, writing, and revising of assigned essays.

**Essays:**

* There will be 3 major writing assignments this semester: Personal Essay, Argumentative Essay, and Expository Essay.
* First drafts: You must turn in a first draft in order to turn in a final draft for a grade.
* NOTE: **In my English 103 courses will not pass if major essay assignments are not completed.**

**Final Exam:**

The final exam will be an in-class Self-Assessment Essay. The exam will be held on Wednesday, December 12 from 4:00 PM until 6:00 PM. There will be absolutely **NO make-ups** of the final exam.

**Participation:**

Participation activities include attending class and participating in class discussions; all peer editing sessions; and Schoology discussion board writing responses. Absences, late arrivals and early departures, inappropriate use of cell phones or laptops, lack of preparation, inattentiveness, or unwillingness to discuss readings will affect your ability to contribute to a positive classroom environment.

**Grading:** Essays 45%

Assignments 25%

Participation 15%

Final Exam 15%

Total 100 percent

93 – 100% A

90 – 92.9% A-

88 – 88.9% B+

83 – 87.9% B

80 – 82.9% B-

78 – 79.9% C+

70– 72.9% C

67- 69.9% D+

63-66.9% D

60-62.9% D-

below 59.9% F

**Important Dates:**

Monday, September 27 Essay 1

Monday, October 26 Essay 2

Monday, November 26 Essay 3

Wednesday, December 12 Final Exam

Monday, December 20 Grades available

**Academic Honesty:**

Plagiarism is the use of someone else’s words, ideas, or information as your own or

allowing someone else to use your words, ideas, or information as their own. Please

document your sources carefully.Plagiarism and cheating are violations of the Student

Discipline Code and may be dealt with by both the instructor and the Coordinator of

Student Conduct. See the MSJC Bulletin for more details.

**Accommodations for Students with Disabilities:**

If you are in need of an accommodation for a disability in order to participate in this

class, please let me know ASAP and also contact Students with Disabilities in UH 183,

(951) 555-1234.

**Other Info:**

1. The student is responsible for all material covered, homework and announcements given in the class.
2. Cell phones, laptops, mp3 players, and other devices capable of electronic communication must be turned off during lectures and exams. These devices must not be visible during lectures and exams.
3. Save local copies, or printouts, of required readings (including the syllabus) so that you can do your work even if the Internet is down.
4. Save all work, including all drafts, to a flash drive.
5. Get in the habit of e-mailing drafts to yourself, so that you can retrieve them from your archives if your computer crashes or you lose your flash drive.

# SAMPLE SYLLABUS FOR Task 1 PRACTICE

**Tentative Course Outline: ENG 103**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic** | **Homework** |
| Mon. Aug.13 | Introductions |  |
| Wed. Aug.15 |  | Read Chapter 1: Descriptive Writing pg. 25 |
| Mon. Aug. 20 | Personal Narrative Writing | Chapter 1 Discussion Questions pg. 27 |
| Wed. Aug. 22 |  |  |
| Mon. Aug. 27 | **Chapter 1 Discussion Questions DUE** |  |
| Wed. Aug. 29 |  |  |
| Mon. Sep. 3 | NO CLASS: LABOR DAY |  |
| Wed. Sep. 5 | **Essay 1 First Draft DUE**  Peer Revision Activity |  |
| Mon. Sep. 10 |  | Read Chapter 2: Writing Thesis Statements and Organizing Essays |
| Wed. Sep. 12 |  |  |
| Mon. Sep. 17 | **Essay 1 Final Draft DUE** |  |
| Wed. Sep. 19 |  |  |
| Mon. Sep.24 | Argumentative Essay Writing | Thesis Writing Practice pg. 56 |
| Wed. Sep. 26 |  |  |
| Mon. Oct. 1 | **Thesis Exercise HW DUE** |  |
| Wed. Oct. 3 |  |  |
| Mon. Oct. 8 |  |  |
| Wed. Oct. 10 |  |  |
| Mon. Oct.15 | **Essay 2 First Draft DUE**  Peer Revision Activity |  |
| Wed. Oct. 17 |  |  |
| Mon. Oct. 22 | **Essay 2 Final Draft DUE** | Read Chapter 3: Supporting Writing with Sources |
| Wed. Oct. 24 |  |  |
| Mon. Oct. 29 | Expository Essay Writing |  |
| Wed. Oct. 31 |  | Credible Sources Exercise pg. 85 |
| Mon. Nov. 5 |  |  |
| Wed. Nov. 7 |  |  |
| Mon. Nov. 12 | No Class: Veterans Day |  |
| Wed. Nov. 14 | **Credible Sources HW DUE** |  |
| Mon. Nov. 19 | **Essay 3 First Draft DUE**  Peer Revision Activity |  |
| Wed. Nov. 21 |  |  |
| Mon. Nov. 26 | **Essay 3 Final Draft DUE** | Read Chapter 4: Self Evaluation Strategies to Improve Writing |
| Wed. Nov. 28 |  |  |
| Mon. Dec.3 |  | Self-Editing and Review Exercise pg. 156 |
| Wed. Dec. 5 |  |  |
| Mon. Dec. 10 | **Editing and Review DUE** |  |
| Wed. Dec. 12 | **FINAL EXAM: In-Class Essay** |  |

# SAMPLE SYLLABUS FOR Task 1 PRACTICE - MATH

# Algebra 105 - Syllabus Math 105 – Section 8222

Fall 2018 MW 1:20 PM – 3:30 PM

**Instructor:** Jane Rivas

**E-mail:** jrivas@msjc.edu

**Phone:** (951) 487 – 3707

**Office Hours:** MWF 10:40 AM – 12:00 PM or by appointment

**Prerequisites:** Passing score on the Entry Level Mathematics examination or passage of Math 90.

**Text:** College Algebra Math 105, Custom Edition for MSJC, Earl Swokowski and Jeffrey Cole

**Materials:**

Textbook, notebook or binder with paper, graph paper, pencils, ruler, eraser, colored

pencils and a scientific calculator. Work done in pen will not be accepted!

**Course Content:** This course will cover some of the fundamental topics in mathematics:

* functional notation
* polynomial, rational, exponential, and logarithmic functions and their graphs
* systems of linear equations
* arithmetic and geometric sequences
* We will cover most of Chapters 3 – 7

**Homework:**

Homework and reading will be assigned for each day of the course. To be successful in the class

it is of extreme importance that you keep up with the work. You are encouraged to work with a

classmate when trying to solve these problems. However, problems assigned in class will not be

collected.

Some homework questions may be answered in class but if you are having difficulty I encourage

you to visit me during office hours to get your questions answered. If office hours are not

convenient for you, then feel free to make an appointment to see me or visit the Learning Center

or the Math Department Peer Tutoring Center for additional help.

**Chapter Tests & Exams:**

There will be 3 chapter tests throughout the semester based on the most recent material and

homework. Each test is worth 50 points.

You will have a midterm exam worth 350 points and a final worth 350 points. The tentative exam

dates are the following: **Midterm, Monday, October 22**

If you miss a quiz or an exam, you will receive a 0 for that test. Make-up exams **WILL NOT** be

given without serious and compelling reasons for your absence.

**Final Exam:**

The final exam will be held on Friday, December 10 from 12:00 PM until 1:50 PM. There will be

absolutely **NO** make-ups of the final exam. If a student does not show up for the final, he/she will

be given a “NC”. **In order to pass this class, you must get at least 65% on your final exam.**

**Project:**

To better understand the development and history of mathematics, you will be assigned

a historical project. You will pick a mathematician and create a résumé of his/her life and work.

The project will be due Friday, November 5. No late projects will be accepted!

**Grading:** Project 150 points

Tests 150 points

Midterm 350 points

Final Exam 350 points

Total 1000 points

921 – 1000 points A

900 – 920 points A-

881 – 899 points B+

821 – 880 points B

800 – 820 points B-

781 – 799 points C+

700 – 780 points C

Below 700 points NC

**Attendance: Missing 5 classes will result in failure of this course.**

**Important Dates:**

Monday, October 22 Midterm

Monday, November 5 Project due

Friday, December 10 Final Exam

Monday, December 20 Grades available

**Academic Honesty:**

Using or giving improper assistance during an exam will not be tolerated. Plagiarism and cheating

are violations of the Student Discipline Code and may be dealt with by both the instructor and the

Coordinator of Student Conduct. See the MSJC Bulletin for more details.

**Accommodations for Students with Disabilities:**

If you are in need of an accommodation for a disability in order to participate in this class, please

let me know ASAP and also contact Students with Disabilities in UH 183, (951) 555-2222.

**Other Info:**

1. The student is responsible for all material covered, homework and announcements given in the class.
2. Free tutoring is available in the Learning Resource Center

* The L.R.C. is located in the 800 Building

(951) 555-1234

[www.msjc.edu/adult](http://www.msjc.edu/adult)ed

# SAMPLE SYLLABUS FOR Task 1 PRACTICE

**Tentative Course Outline: MAT105**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic** | **Homework** |
| Mon. Aug. 20 | Introductions |  |
| Wed. Aug. 22 | Chapter 3: Quadratic Equations | Chapter 3 exercises pgs. 9-87 |
| Mon. Aug. 27 |  |  |
| Wed. Aug. 29 |  |  |
| Mon. Sep. 3 | NO CLASS: LABOR DAY |  |
| Wed. Sep. 5 | Review Chapter 3  **Chapter 3 HW pgs. 9-87 DUE** |  |
| Mon. Sep. 10 | **TEST 1** |  |
| Wed. Sep. 12 | Chapter 4: Graphs of Equations | Chapter 4 exercises pgs. 105-140 |
| Mon. Sep. 17 |  |  |
| Wed. Sep. 19 |  |  |
| Mon. Sep.24 |  |  |
| Wed. Sep. 26 |  |  |
| Mon. Oct. 1 |  |  |
| Wed. Oct. 3 | Review Chapter 4  **Chapter 4 HW pgs. 105-140 DUE** |  |
| Mon. Oct. 8 | **TEST 2** |  |
| Wed. Oct. 10 | Chapter 5: Linear Functions | Chapter 5 exercises pgs. 146-180 |
| Mon. Oct.15 |  |  |
| Wed. Oct. 17 | Midterm Review |  |
| Mon. Oct. 22 | **MIDTERM** |  |
| Wed. Oct. 24 |  |  |
| Mon. Oct. 29 |  |  |
| Wed. Oct. 31 | Chapter 6: Polynomials **Chapter 5 HW pgs. 146-180 DUE** | Chapter 6 exercises pgs. 183-205 |
| Mon. Nov. 5 | **PROJECT DUE** |  |
| Wed. Nov. 7 |  |  |
| Mon. Nov. 12 | No Class: Veterans Day |  |
| Wed. Nov. 14 |  |  |
| Mon. Nov. 19 |  |  |
| Wed. Nov. 21 | Review Chapter 6  **Chapter 6 HW pgs. 183-205 DUE** |  |
| Mon. Nov. 26 | **TEST 3** |  |
| Wed. Nov. 28 | Chapter 7: Composite Functions |  |
| Mon. Dec.3 |  |  |
| Wed. Dec. 5 |  |  |
| Mon. Dec. 10 | Final Review |  |
| Wed. Dec. 12 | **FINAL EXAM** |  |

**Objective 50.3 Study Skills**

**SAMPLE CALENDAR FOR Task 1 PRACTICE**

Directions: Use this calendar to fill in important dates as noted on your syllabi.

| ◄ [July](http://www.wincalendar.com/July-Calendar/July-2018-Calendar.html) | **~ August 2018 ~** | | | | | [September](http://www.wincalendar.com/September-Calendar/September-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | Notes: |

**SAMPLE CALENDAR FOR Task 1 PRACTICE**

| ◄ [August](http://www.wincalendar.com/August-Calendar/August-2018-Calendar.html) | **~ September 2018 ~** | | | | | [October](http://www.wincalendar.com/October-Calendar/October-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | Notes: | | | | | |

**SAMPLE CALENDAR FOR Task 1 PRACTICE**

| ◄ [September](http://www.wincalendar.com/September-Calendar/September-2018-Calendar.html) | **~ October 2018 ~** | | | | | [November](http://www.wincalendar.com/November-Calendar/November-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | Notes: | | |

**SAMPLE CALENDAR FOR Task 1 PRACTICE**

| ◄ [October](http://www.wincalendar.com/October-Calendar/October-2018-Calendar.html) | **~ November 2018 ~** | | | | | [December](http://www.wincalendar.com/December-Calendar/December-2018-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | Notes: |

More Calendars from WinCalendar: [2013](http://www.wincalendar.com/2013-Word-Calendar.htm), [2014](http://www.wincalendar.com/2014-Word-Calendar.htm), [Online Calendar](http://www.wincalendar.com/Online-Calendar-With-Holidays)

**SAMPLE CALENDAR FOR Task 1 PRACTICE**

| ◄ [November](http://www.wincalendar.com/November-Calendar/November-2018-Calendar.html) | **~ December 2018 ~** | | | | | [January](http://www.wincalendar.com/January-Calendar/January-2019-Calendar.html) ► |
| --- | --- | --- | --- | --- | --- | --- |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | Notes: | | | | |