

Policy and Guidelines Concerning the Syllabus

Revised May 2010

When Title 5 of the Education Code was implemented at Cypress College, each division completely revised all course outlines. One of the most important parts of that outline revision was the requirement that each course be taught under a set of mutually agreed upon instructional objectives. In order to insure that this goal continues, the Academic Senate passed a resolution that every instructor be required to prepare and distribute a syllabus at the beginning of the course. The goals in the syllabus must conform to the goals in the Title V revised course outline. The President's Cabinet passed this resolution as a campus policy on April 21, 1988.

The careful development of each syllabus is especially important since there is strong evidence that clarification of course objectives contributes significantly to student success and retention. Such a clarification of course expectations also protects faculty members in cases of petition and possible litigation by students.

To assist instructors in developing an appropriate and complete syllabus for each course, a syllabus checklist, guidelines for the syllabus (pp. 2-5), a copy of the Cypress College Academic Honesty Policy (p. 6) and a sample syllabus (pp. 7-10) are included in this section. *Revision approved by the Cypress College Academic Senate, May 2010.*

QUICK CHECKLIST FOR SYLLABUS			
<i>All information in shaded boxes is required on your syllabus.</i>			
1. COURSE INFORMATION	√		
a. Course Title & Name of College		3. COURSE POLICIES	√
b. Course Prefix & Number		a. Grading Policy	
c. CRN Number(s)		b. Attendance or Participation Policy	
d. Semester and Year		c. Academic Honesty Policy	
e. Scheduled Time & Location of Class and/or Lab		d. Food/Beverage Policy & Tobacco Use Policy	
f. Web Enhanced Course Site Information		e. Pager/Cell Phone/Electronic Devices Policy	
g. Prerequisites, Co-requisites, Advisories		f. Sexual Harassment/Discrimination Policy	
h. Catalog Description			
i. Course Objectives			
j. SLOs (Student Learning Outcomes)		4. CLASS SCHEDULES	
k. Textbooks and Required Materials		a. Lecture & Lab Topics	
l. Supplies		b. Assignments and Due Dates	
m. Resources		c. Testing Dates	
2. INSTRUCTOR INFORMATION		5. STUDENT SERVICES	
a. Instructor Name		a. Student Support Services	
b. Office Hours		b. Disabled Students Program & Services (DSPS)	
c. Location of Office		c. Campus Safety Phone Number	
d. Voice Mail Number		d. Emergency Procedures	
e. Email Address		e. Health Center	
f. Webpage Address (if have one)		f. Library	
		g. Learning Resource Center	
		h. Student Rights and Responsibilities	

Syllabus Guidelines

Bolded items listed below are required on all syllabi. In addition, it is recommended that the other items be included:

(FACULTY TEACHING ANY SECTION ONLINE NEED TO REFER TO THE DISTANCE EDUCATION SYLLABUS GUIDELINES FOR SPECIFIC SYLLABUS REQUIREMENTS FOR ONLINE INSTRUCTION.)

COURSE INFORMATION

_____ **Course Title & Name of College**

_____ **Course Prefix & Number**

_____ CRN Number(s)

_____ **Semester and Year**

_____ **Scheduled Time & Location of class and/or Lab**

- If your lab is open during certain time frames – include this in your syllabus

_____ **Web Enhanced Course Site Information (if applicable)**

- Define Web Enhanced: Description of how this course is web enhanced (not Distance Ed), what files and/or information can be found on the course site, the instructor goals for web enhancing the course, and student responsibilities for accessing this material
- Email guidelines: specific guidelines for students
- Instructor availability: A statement stating when the instructor will and will not be available online/via email to students and expectations for response times
- Course Site: Course site web address and login information
- Support information: how and when to contact the instructor when problems arise using the web enhanced course site

_____ **Prerequisites, Co-requisites, Advisories (if any)**

_____ **Catalog Description (include if pass/no pass option available)**

_____ **Course objectives as written in the approved course outline**

- Preceded by the statement “Upon completion of the course the student will be able to:”

- Special note: Specific divisions, accredited by outside agencies, must provide unit objectives rather than, or in addition to, approved course objectives

_____ ***SLOs (as established by the department. Found on TracDat)***

_____ ***Textbooks and required materials (include online bookstore web address)***

_____ ***Supplies***

- Items such as the following would be included: blue books, Scantron sheets, material fees, attendance at plays/concerts, special equipment.

_____ ***Resources***

- Could include reserved readings, annotated bibliographies.
- Computer resources could include items such as minimum computer requirements, specific computer programs, etc.
- Note where these resources are available on campus

INSTRUCTOR INFORMATION

_____ ***Instructor Name***

_____ ***Days and Times of Office hours***

_____ ***Location of Office (include building name and office room number)***

_____ ***Voice Mail Number***

_____ ***Email Address***

_____ ***Webpage Address (if have one)***

COURSE POLICIES

_____ ***Grading Policy (if pass/no pass option available, include deadline)***

- Statement of grade weight and grading criteria for student assignments
- Statement of policy on make-ups, late assignments, and extra credit.
- Statement of criteria for final grades.

_____ ***Attendance or Participation Policy***

- If instructor follows the college catalog policy of dropping students with a certain number of absences, how the instructor defines attendance should be

included as well as specifically stating the number of absences that will cause the potential drop)

- Clarification of campus-sponsored field trips for student absences

Academic Honesty Policy

- "Academic dishonesty may result in an "F" on all or part of an assignment and referral to the dean."
- Incorporate reference to the College Catalog and provide web address
- If there are special behavioral requirements of the class, include those within the syllabus (e.g., TurnItIn.com information)

Food & Beverage Policy and Tobacco Use Policy

- Food & beverage are not permitted in the classrooms.
- Smoking is restricted to areas 20 feet or further from the building.

Pager, Cell Phone and other Electronic Devices Policy

- All electronic devices are to be turned off while class is in session, unless prior permission from the instructor is given.
- Any consequences if devices are used need to be stated (e.g., "If devices are used, the class may have a pop quiz.")

Reference to Sexual Harassment/Discrimination Policy in the College Catalog

CLASS SCHEDULES

Lecture & Lab Topics

- Should include dates, preparation, and work due.

Assignments and Due Dates

- List of required student assignments such as: reading, essays, oral presentations, research papers, projects, etc., including due dates
- May list assignments as "Syllabus Assignment Sheet" and refer to in the syllabus (make note that it may be changed/adjusted at any time)

Testing Dates

- List the number and kind(s) of tests, including such things as: objective and/or essay.
- Include dates of quizzes, midterms/exams, finals (be clear if the final is comprehensive or not)

STUDENT SERVICES

_____ *Reference the list of Student Support Services found in the Schedule of Classes*

_____ *Disabled Students Program and Services (DSPS)*

- **A student who feels he or she may need an accommodation based on the impact of a disability should contact Disabled Students Program & Services at 714-484-7104 or visit DSPS on the first floor of the Cypress College Complex, Room 100. For students who have already been determined eligible for DSPS services, please provide the instructor with the proper form from DSPS in a timely manner, at the beginning of the semester and at least one week prior to the verified and identified need.**

_____ Campus Safety Phone Number

_____ Reference to Emergency Procedures

- A statement such as the following could be included:
“If required to evacuate a classroom/building, students will proceed to a clear and safe area away from the evacuated building. Take all personal belongings with you.”

_____ Reference to Health Center location and phone number

_____ Reference to Library

- Provide hours of operation

_____ Reference to Learning Resource Center

- Provide tutor information where applicable
- Provide hours of operation

_____ Student Rights and Responsibilities

- Students are expected to be knowledgeable of the guidelines, policies and procedures in the college catalog.

(To avoid “I didn’t know,” the Curriculum Committee encourages faculty to set up some type of acknowledgement of receipt of the syllabus such as passing around a sign-off sheet for all class members to sign.)

ACADEMIC HONESTY POLICY (REV. 2005)

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty.

These include, but are not limited to the following areas:

- 1) Students shall not plagiarize, which is defined as stealing or passing off as one's own ideas or words of another and as using a creative production without crediting the source. The following cases are examples of what constitutes plagiarism:
 - paraphrasing published material without acknowledging the source.
 - making significant use of an idea or a particular arrangement of ideas, e.g., outlines.
 - writing a paper after consulting with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledging the debt.
 - submitting under one's own name, term papers or other reports which have been prepared by others.
- 2) Students shall not cheat, which is defined as using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor; and as misreporting or altering the data in laboratory or research projects involving the collection of data.
- 3) Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously submitted papers should so inform the students in the course syllabus.
- 4) Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Plagiarism Prevention and Detection: In its commitment to academic honesty, Cypress College uses Turnitin.com software to prevent and detect plagiarism.

The instructor reserves the right to submit student assignments to Turnitin.com to check for textural similarities between those assignments, Internet sources and the Turnitin.com assignment database. Students will be required to electronically submit their written work for plagiarism checking. Assignments submitted to Turnitin.com will become part of their database and will be used only for plagiarism prevention and detection.

Students agree that by enrolling in a course, assignments may be subject to the above plagiarism prevention and detection processes. An instructor who has evidence that an act of academic dishonesty has occurred, after speaking with the student, is obligated to take the following steps:

- 1) Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); or assign an "F" on all or part of a particular paper, project, or exam (for example, where there was proof that it was a one-time occurrence). In cases where an "F" was assigned, report the incident to all appropriate personnel. (See Step 3).
- 2) In cases where the dishonesty was serious, premeditated, or part of an ongoing scheme, request an ad hoc review board made up of at least three faculty from the department or division of the instructor involved. This review board is to be appointed by the Academic Senate President or his/her delegate in consultation with the department coordinator, or if none is in place, with the members of the department. Supply to the review board the documents which are suspect and any other documents completed by the student which might help determine if academic dishonesty occurred. It would then be the responsibility of the review board to determine academic penalties as appropriate.
- 3) Report to the student involved, to the department coordinator, to the Division Dean, and to the Dean of Counseling and Student Development, the alleged incident of academic dishonesty, including relevant documentation, and recommendations for action that he or she deems appropriate.
- 4) The appropriate Division Dean shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation.
- 5) Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The appropriate Division Dean may initiate disciplinary proceedings under Education Code, Article 3, Section 76030-76037; when two or more incidents involving the same student occur, he/she shall do so.
- 6) Students charged with violations resulting in disciplinary action have the right to appeal the findings to the Petitions Committee under the Rules and Procedures of Due Process.

English 106: CRITICAL THINKING

Course Syllabus for Fall 2010

Cypress College CRN 20667

Instructor: Ms. Nancy Deutsch — ndeutsch@CypressCollege.edu

Class Hours: T Th 8:00A – 9:30 A	Class Location: Humanities-319	Voice Mail: (714) 484-7326
Office Hours: T Th 9:30A - 10:30A	Office Location: Humnities-208H	Office Phone: 714-484-7000 x48670
Faculty Webpage: http://www.cypresscollege.edu/ad/faculty.aspx?ID=ndeutsch		
Web Enhanced Course Site: Not Applicable		

CATALOG DESCRIPTION: This course develops critical reading, writing, and thinking skills. Emphasis is placed on learning the strategies necessary to analyze and evaluate rhetorical and logical elements of written communication. Completion of this course satisfies the Cypress College Associate Degree Graduation Reading Proficiency Requirement. *Prereq: Eligibility for ENGL 100*

REQUIRED MATERIALS: Bring all materials, available in book store, to every class meeting.

1. *Thinking for Yourself*, Mayfield, 5th Ed.
2. *Programed College Vocabulary*, Feinstein, 6th Ed.
3. **PAR Forms: one Enrollment Form #F-288-ERI-L and eight PAR Form #F-289-ERI-L**
4. 2 examination books (8 ½" X 11" *bluebook*)
5. 1 three-ring binder, paper, pen, and pencil (daily)

INSTRUCTIONAL OBJECTIVES: Upon completion of the course, you, the student, will be able to:

1. Analyze written material in college textbooks and serious expository writing; formulate inferences; identify the author's thesis; discriminate between fact and opinion; recognize the author's intent, attitude, tone, and bias; and judge an author's reliability.
2. Develop strategies for analyzing and evaluating information, argumentative and persuasive written material.
3. Explain the specific application of critical thinking to reading.
4. Identify his/her own critical reading and thinking skills and attitudes.
5. Analyze and evaluate the interplay between language and logic, especially in written language.
6. Distinguish between inductive and deductive reasoning in written material.
7. Recognize logical fallacies in written communication.
8. Develop the ability to judge clarity, to infer factual or judgmental conclusions, to predict outcomes, and to make generalizations about ideas encountered in academic reading.
9. Judge the merits of the written discourse based on a logical (sound argumentation) or rhetorical (effect) criterion.
10. Apply the critical thinking skills developed in the course to interpretation and analysis of ideas encountered in academic readings.
11. Evaluate and analyze persuasive written material.

STUDENT LEARNING OUTCOMES:

1. Given a reading selection, the student will analyze the passage to correctly identify fallacious reasoning.
2. Given a reading selection, the student will analyze the passage to correctly determine strengths and weaknesses in the author's use of evidence.
3. Given a reading selection, the student will analyze the passage to correctly identify the author's tone as well as the language that contributes to the development of tone.
4. Given a reading selection, the student will draw appropriate inferences, pointing to textual support.

* This syllabus is provided as a *sample* syllabus with all the required elements; it is not intended to be a *model* syllabus.

Course Policies

ATTENDANCE: Regular attendance is **REQUIRED**. The class meets 1 hour 20 minutes a day two times a week. **Students with more than two absences may be dropped from the class.** Two tardies of 5 minutes or more will count the same as an absence. You are expected to arrive on time and remain until the class is dismissed. Students who leave class early will be counted as absent for that class meeting. **If there is a problem or concern about attendance or grades or you need to make up a major test before graded tests are returned, it is your responsibility to contact the instructor.** (Telephone and voice mail numbers are printed above.)

If you are absent, it is your responsibility to call a classmate to get assignments for the next class meeting. Be prepared: write down the names and phone numbers of students to call with questions about missed classes.

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

OUTSIDE ASSIGNMENTS: You will be expected to spend at least two hours outside of class for every hour in class to prepare for the class. A minimum of four (4) critical analyses of persuasive material will be assigned. All analyses, except those written in class, must be typed and double-spaced. You may use the Learning Resource Center (LRC) to prepare these assignments. To save your documents created in the LRC, you may email the assignment to yourself or save to a flash drive. In order to print your assignment in the LRC, you will need at least \$2.00 the first time you print.

MAJOR EXAMS AND QUIZZES: Dates for major topics, major exams, quizzes, and critical analyses are listed on the attached Test and Assignment Schedule.

LATE WORK & MAKE-UPS: All assigned work for this class is due on the date assigned. However, unforeseen circumstances sometimes occur to us all to make this impossible. For this reason, each student will receive **two (2) NQA (No Questions Asked) Coupons** which may be used at any time in the semester. When you staple an NQA coupon to the top of the first page of any critical analysis or make-up test, I will accept it as though it had been submitted on time, no questions asked. **I will accept no late work or test—ever—unless a coupon is attached.** This includes “legitimate” absences. One coupon must be attached to the assignment or make-up test for each class (not calendar) day that it is late. *You have the option of turning in the sheet of coupons at the end of this session, uncut, for 15 points. If lost, the sheet of coupons will not be replaced.*

- **Major test make-ups must be taken before the instructor returns the graded tests.** It is the student’s responsibility to make arrangements with the instructor. (See e-mail and phone numbers above.) ***No tests may be made up AFTER graded tests have been returned.*** Each make-up test must have a **NQA** coupon attached for each class day it is late. A sheet of NQA coupons is located on page 6 of this syllabus.
- **Critical Analyses are due on the assigned date no later than 5 p.m** **NO analyses** (including those with NQA coupons) **will be accepted after graded papers have been returned.**
- **Quizzes (including vocabulary) may not be made up;** however, the lowest score will be dropped. A quiz may be taken ahead of time in the event of a planned absence. Students who arrive late while a quiz is in progress will not receive extra time to complete the quiz.
- **Homework assignments** are due at the beginning of class on the due date. Homework turned in after the class begins will not be accepted. Nor will I accept homework turned in late because of an absence. However, **I will drop the lowest two homework grades.** ***No work completed on paper torn out of a spiral notebook will be accepted. It will be returned without a grade.***

INSTRUCTOR ABSENCE: If the instructor is absent, sign the attendance sheet posted on the classroom door and read any instructions regarding assignments. Look for a MyGateway announcement for further instructions. If a quiz or test is scheduled for the day of the instructor's absence, it will be given at the next scheduled class

meeting.

ACADEMIC HONESTY POLICY: The college standards of academic honesty will be applied in this class. Academic dishonesty may result in an “F” on all or part of an assignment and referral to the dean. The complete policy may be found in the [2010-2011 College Catalog](#) (pp. 9), the official publication addressing and guiding academic and student services policies. An electronic copy of the College Catalog is on the college website. The instructor reserves the right to submit student assignments to www.turnitin.com to check for textual similarities between those assignments, Internet sources and the Turnitin.com assignment database. Students will be required to electronically submit their written work for plagiarism checking. Assignments submitted to Turnitin.com will become part of their database and will be used only for plagiarism prevention and detection.

ACADEMIC ACCOMMODATIONS: Students with verified disabilities requiring accommodations should make a specific request of the instructor in a timely manner, at the beginning of the semester and at least one week prior to the verified and identified need.

FOOD & BEVERAGE IN THE CLASSROOM: To maintain a cleaner classroom environment and to avoid distractions, food and drinks (except for water in closed containers) may not be consumed in the classroom. Students eating in the room will be asked to leave and will receive an absence for the class meeting.

PAGER, CELL PHONE, and OTHER ELECTRONIC DEVICES: All electronic devices are to be turned off while class is in session, unless prior permission from the instructor is given. If devices are used, the class may be given a pop quiz.

TOBACO USE POLICY: Smoking is restricted to areas 20 feet or further from any building.

SEXUAL HARASSMENT/DISCRIMINATION POLICY: The North Orange County Community College District Non-Discrimination Statement is found on p. 37 of the [2010-2011 College Catalog](#).

GRADING POLICY: Your grade will be based on both the quantity and the quality of your work in the course. The following point system, which is an estimation of the semester assignments, will be used to determine each student's grade in the course. Adjustments may be made at the instructor's discretion to better meet the needs of the class. Minimum requirements in terms of time devoted or number of assignments/tests are indicated, as well as the number of points in each category.

Grading Criteria

HW&P	Homework and Participation - 5 pts.each (drop 2 lowest grades)	60
VOC PCV	Vocabulary Quizzes - 9 quizzes @ 15 points (Drop lowest grade).	120
QUIZ	Quizzes/Class Assignments - 5 @ 15 points (Drop lowest grade).	60
TEST	Major Unit Tests - 3 @ 50 points	150
CRIT	Critical Analyses - 2 @ 25; 1 @ 60, 2 @ 100 points	310
EXAM	Final Examination (1 bluebook)	<u>200</u>
	Total Possible	900

Final grades are based on percentages; the number of total points may be more or less than 900.

A (90-100%) **B** (80-89%) **C** (70-79%) **D** (60-69%) **F** (59% & lower)

Student Services

Student Support Services: A Quick Guide to Student Services is found on pp. 147-148 of the 2010 Schedule of Classes. A more comprehensive explanation of the Cypress College Students Services is found on pp. 138-140 of the Schedule of Classes.

Disabled Students Program and Services (DSPS): A student who feels he or she may need an accommodation based on the impact of a disability should contact Disabled Students Program & Services at 714-484-7104 or visit DSPS on the first floor of the Cypress College Complex, Room 100. For students who have already been determined eligible for DSPS services, please provide the instructor with the proper form from DSPS in a timely manner, at the beginning of the semester and at least one week prior to the verified and identified need.

Campus Safety Phone Number: For emergencies, lost and found, and parking, call 714-484-7387 or 714-493-6687(cell).

Emergency Procedures: If required to evacuate a classroom/building, students will proceed to a clear and safe area away from the evacuated building. Take all personal belongings with you.

Health Center: To make use of health services or to get further information, contact the Health Center located on the first floor of the south side of Gymnasium II Building by calling (714) 484-7361, or stop by the Center.

Library: The normal hours of operation are MON – THU 8:00am – 9:00pm, FRI 8:00am – 1:00pm, and SAT – SUN and HOLIDAYS CLOSED.

Learning Resource Center: FREE tutoring is available for Cypress College students writing a paper in any subject or taking any English course. Tutors in math, sciences, and other subjects are also available. Call 714-484-7183 for information. The normal hours of operation are MON – THU 8:00am – 9:00pm, FRI 8:00am – 5:00pm, and SAT – SUN and HOLIDAYS CLOSED.

Student Rights and Responsibilities: Students are expected to be knowledgeable of the guidelines, policies and procedures in the College Catalog.

Class Schedule

English 106 Chapter Topics, Vocabulary Quiz and Major Test Schedule

The instructor reserves the right to alter this schedule as circumstances demand. A more detailed assignment sheet will be distributed every four weeks.

Textbooks: PCV = *Programed College Vocabulary*; TFY = *Thinking for Yourself*

T 8/17	INTRODUCTION	T 10/19	PCV Ch. 14 Quiz
TH 8/19	TFY Ch. 1: Observation Skills	TH 10/21	TEST on Chapters 5-8 & "Tone"
T 8/24		T 10/26	TFY Ch. 9: Fallacies
TH 8/26	PCV Ch. 6 Quiz; TFY Ch. 2: Word Precision	TH 10/28	
T 8/31		T 11/2	PCV Ch. 15 Quiz; Critical Analysis due.
TH 9/2	PCV Ch. 7 Quiz; TFY Ch. 3: Facts	TH 11/4	TFY Ch. 10: Inductive Reasoning
T 9/7		T 11/9	PCV Ch. 18 Quiz
TH 9/9	PCV Ch. 8 Quiz; TFY Ch. 4: Inferences	TH 11/11	
T 9/14		T 11/16	Critical Analysis due; TFY Ch. 11: Deductive Reasoning
TH 9/16	TFY Test on Chapters 1-4	TH 11/18	
T 9/21	TFY Ch. 5: Assumptions	T 11/23	TFY TEST on Chapters 9-11
TH 9/23	PCV Ch. 9 Quiz	TH 11/25	Thanksgiving Holiday
T 9/28	TFY Ch. 6: Opinions	T 11/30	Critical Analysis due
TH 9/30	PCV Ch. 10 Quiz	TH 12/2	In-Class Practice Final
T 10/5	TFY Ch. 7: Evaluations & Tone	T 12/7	
TH 10/7	PCV Ch. 13 Quiz	T 12/14	Critical Analysis Final Exam: 10:30A – 12:30P
T 10/12	Quiz on "Tone"; TFY Ch. 8: Viewpoints		
TH 10/14			