
**ENGLISH 280: English Fundamentals Workshop
Course Syllabus**

In English 280, English fundamentals Workshop, students work on writing, reading, grammar, vocabulary, spelling and computer skills. Like all classes in the Learning Center, English 280 is individualized and self-paced, meaning that students work at their own pace to complete assignments and instruction is on a one-to-one or small group basis.

Instructor/Tutor Availability:	
Learning Center Hours	9a.m.-7 p.m. Monday –Thursday 9 a.m. to 3 p.m. Friday
Instructor: Ann Elliott Office L124	MW 1-3 p.m T 9-1:30 Th 9-12:30 Fri By appointment.
Tutor Availability	This varies so check the schedule for tutors.

EARNING UNITS IN ENGLISH 280

Students may earn from .5 to 3.0 units of credit. **STUDENTS MUST PARTICIPATE IN 24 HOURS OF LEARNING ACTIVITIES FOR EACH HALF UNIT OF CREDIT.** Refer to the Fall 2014 *Unit Conversion Chart* to determine exactly how many hours you need for the number of units you want to earn.

CHECK-IN/CHECK OUT PROCEDURES

When you enter the Learning Center, D187, SIGN IN on the computer at the front desk. Your hours are collected electronically. We also track your progress, assignments, and time commitment in your folder located in one of the bins next to the English tutoring table. Ask a tutor or instructor to fill in your log sheet when you enter and to initial when you leave.

Important note—you must SIGN OUT on the computer AND on your log sheet to receive full credit for time spent in the Learning Center.

See note at end regarding using the computers in L131 or L132

LEARNING OBJECTIVES FOR ENGLISH 280

Students

- Develop active and critical reading strategies
- Develop skills in writing college essays
- Improve proofreading and write stronger sentences
- Develop strategies for increasing vocabulary and improving spelling
- Improve computer skills

- Learn to manage time effectively

GETTING STARTED:

- Enroll in the class
- Set up a folder and fill out Enrollment Forms
- Meet with Ann Elliott to set up individualized learning program
- Learn procedures for signing in and out
- Tour the Learning Center

ACCOMMODATION AND SUPPORT:

Special Accommodations: In coordination with the DSP office, reasonable accommodation will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DSP office [R109].

Support Services: Please take advantage of the following resources during the semester:

- Library: reference books and research resources.
- Financial Aid [R113]
- EOPS [R109] Educational Opportunity Program provides resources
- Counseling [R109]: Assistance and Guidance for your school career provided.

GRADING POLICY

Grades in English 280 are Pass/No Pass. Units do not count for the AA Degree or for transfer credit. They do, however, count for study load credit.

How to earn units

For each ½ unit of credit, you must complete 24 hours of learning activities in the Learning Center. Your time in the Learning Center may include completing assignments for the course, meeting with an instructor or tutor, working on the computers, participating in a study group or contributing to another student's learning.

Extra Credit

For each completed writing assignment you will receive 3 hours of credit. Also, look for announcements of Study Skills workshops held throughout the semester. For each hour of participation in a workshop you will receive 2 hours of credit. Completing an extended recreational reading project gives you 15 hours of credit. See Ann for more about the extended reading project.

ATTENTION

When you use the computers in L131 or L132 DO NOT SIGN IN FOR LRNRE 501, ask the lab technician to help

you sign in, so you can get credit for English 280 while using these computers.