**Department of English and Comparative Literature, San Jose State University, San Jose, CA 95192-0090**

**English 1A (Composition, First Course) Handout 2 – Class Calendar and Information**

**Mr. John Murphy**

**for Fall 2013 (Traditional Version)**

*(NOTE: This calendar may be subject to revision, based upon the needs of the class or for unforeseen circumstances.)*

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**Office:** FO-215  
**Office Phone:** (408) 924-5064  
**email:** John.Murphy@sjsu.edu

**Office Hours:** M 12:15 -1:15 and 3 - 5 p.m.; W 12:15 -1:15 p.m., and by appointment.

Any "extended" office hours held during the semester will be announced in class weekly.

*(NOTE ON FACULTY OFFICE HOURS: Since students cannot expect faculty to be on call 24/7 for phone and email access, the University provides academic support services. See "Campus Resources for Academic Assistance" on Handout 1.)*

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**Sections:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Days</th>
<th>Time</th>
<th>Room</th>
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<tbody>
<tr>
<td>01</td>
<td>MW</td>
<td>7:30-8:45 a.m.</td>
<td>DMH 354*</td>
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<tr>
<td>11</td>
<td>MW</td>
<td>9:00-10:45 a.m.</td>
<td>DMH 354*</td>
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<tr>
<td>21</td>
<td>MW</td>
<td>10:30-11:45 a.m.</td>
<td>SH 240*</td>
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<tr>
<td>41</td>
<td>MW</td>
<td>1:30-2:45 p.m.</td>
<td>SH 240*</td>
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*(All room assignments are subject to change.)*

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**Required Textbooks and Materials:**

- Lunsford: *The Everyday Writer (with Exercises)*, 5th Ed. (Special adaptation for SJSU). Bedford/St. Martin’s, 2013.*
- Murphy: *Fall 2013 English 1A Class Materials Packet* (Purchase at Maple Press, 481 E. San Carlos St., on the east side of campus, across from Campus Village.) This packet contains essential class instructional handouts and notes, activity sheets and forms.

*(Textbook mandated by the University’s Writing Requirements Committee)*

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**Recommended Supplies:**

- reliable paperback college dictionary  
- black and colored pens  
- small stapler  
- ring binder  
- lined loose leaf paper  
- hole punch  
- manila folder or envelope (for portfolio)

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**CALENDAR OF CLASS ACTIVITIES AND ASSIGNMENTS**

*(KEY: PCW=Patterns for College Writing; H=The Everyday Writer)*

**NOTE:** Abbreviated notations in the “Class Topics and Activities” column, in *boldface* and *italics*, are mandated by the University administration and refer to corresponding Learning Objectives/Outcomes (LO) and Content Objectives (CO). For page and word requirements for each essay assignment, and their accompanying objectives/outcomes, see Handout 1, pages 2 and 3. The class materials packet provides specific details on papers and activities due.

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Dates</th>
<th>Class Topics and Activities</th>
<th>Assignments Due Today</th>
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</table>
| 1     | WED 21 Aug       | Enrollment/Check of Prerequisites  
Course Introduction and Policies (Handout 1)  
Class calendar (Handout 2)  
Student Information Form (Handout 1A) | ___ |
| 2     | MON 26 Aug       | Enrollment, continued  
Late Adds/Check of Prerequisites  
DEPARTMENT DIAGNOSTIC ESSAY  
(Counts as Course Paper #1)  
CO-practice ,evaluation | Bring lined paper, pen, dictionary and small stapler to class. Purchase course textbooks and materials. |
|       | WED 28 Aug       | Diagnostic Essays returned – Discussion  
Introduction to DESCRIPTION (Objective vs. Subjective)  
(Handout 4) GROUP ACTIVITY: Reading Response  
Activity #1 (20 Activity Points) | Read PCW 151-69 (Intro to DESCRIPTION), 182-84  
|       | MON 2 Sept      | NO CLASSES – LABOR DAY HOLIDAY | |

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| 3 | WED | Sept 4 | FUNDAMENTALS: Glossary of Basic Writer’s Terms (Handout 3) – The Writing Process: audience, occasion, stance, point of view, tone vs. mood/Methods of Organization (freewriting, clustering, outlining, brainstorming)/Rhetorical Modes and “The Four Purposes”/Solving “Writer’s Block” (the “WD-40 Words”)/Prewriting (Drafting)/Revising vs. Editing/Title, Topic, Thesis/Types of “Order”/“What are the characteristics of a good writer? A good piece of writing?/Overcoming Writing Phobias/BASIC STUDY SKILLS TIPS/Common Editing Symbols (Handout 1B)/Details of Seven-day Journal Assignment (Handout 4A) | Skim for Concepts and Terms PCW 11-93 (“Reading to Write,” Invention, Arrangement, Drafting and Revising, Editing and Proofreading); H 48-77, 104-23 (“The Writing Process”: Planning and Revising)

**NOTE:** Remedial and ESL students should review H 318-39 (Basic Grammar) and 593-620 (“For Multilingual Writers”). |

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| 4 | WED | Sept 11 | GROUP ACTIVITY: “The F Essay” DISCUSSION: Sample student Extended Definition essays (Handouts 4B, 4C, 4F)


Read sample student essays 4B, 4C, 4F

Read & Study H 287-313 (Sentence Emphasis and Variety, Coordination, Subordination), 385-95 (Repairing Fragments and Run-ons). Complete Grammar Review Worksheets A, E, R, S (Sentence Combining, Avoiding Fragments & Run-ons)

EXENDED DEFINITION ESSAY (Paper #2) DUE (Final Revision)/Complete Grammar Review Worksheets A, E, R, S (Sentence Combining, Avoiding Fragments & Run-ons) |

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| 5 | WED | Sept 18 | Details of Narration Assignment (Handout 5B) with “Reader’s Theater” exercise


GROUP ACTIVITY: Reading Response Activity #3 (20 Activity Points) | NARRATION (Script Completion) (Paper #3) DUE (Draft)


Read & Study H 400-53 (Punctuation and Mechanics Review)

EXENDED DEFINITION ESSAY (Paper #2) DUE (Final Revision)/Complete Grammar Review Worksheets N, Q (Punctuating Quotations) |

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| 6 | WED | Sept 25 | Intro to PROCESS ANALYSIS: Directional vs. Informational (Handout 7)

FUNDAMENTALS: Use and Levels of Language/ Euphemisms (Handout 3E), College Spelling List (Handout 3A), “Confused Words” (Handout 3B), Abbreviations, Symbols, Roman Numerals (Handout 3C)

Grammar Review: Possessives, Punctuation (Grammar Review Worksheets F, I, Y and other Grammar Review Worksheets Q, A, E, R, S) as time allows. | NARRATION (Script Completion) (Paper #3) DUE (Final Revision)

Read PCW 263-78 (Introduction to PROCESS ANALYSIS) and sample student process paper (Handout 7C)

Read & Study H 245-73 (Language, 274-83 (“Glossary of Usage”)

Complete Grammar Review Worksheets F (Possessives), I and Y (Punctuation Review) |

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| 7 | MON | Sept 30 | GROUP ACTIVITY: Process Group Writing Project: “The Creation” (Handout 7A) | NARRATION (Script Completion) (Paper #3) DUE (Final Revision)

LO1; CO-prewriting |
FUNDAMENTALS: Grammar Review: Transitional Devices

**Handout 6**

ACTIVITY: Transitions


GROUP ACTIVITY: Reading Response Activity #4

**LO1, 2; CO-prewriting, organizing, readings, models**

**LO1, 3**

Continue working on Process Paper.


Complete Grammar Review Worksheets J and P
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Class Topics and Activities</th>
<th>Assignments Due Today</th>
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| 12   | Wed 6 Nov | **Introduction to CAUSE AND EFFECT** (Handout 12)  
**GROUP ACTIVITY: Reading Response Activity #7** (20 Activity Points)  
LO1, 2, 3, 4; CO-organizing; readings, models | Completed ANALOGY CHART due from each team (10 Activity Points)  
Read & Study H 374-84 (Modifiers, Adjective and Adverb Forms)  
| 13   | Mon Nov 11 | **NO CLASS – VETERANS’ DAY OBSERVANCE** | |
|      | Wed Nov 13 | **INTRODUCTION TO ARGUMENT/Writing Effective Arguments – Common Patterns/Review of Inductive and Deductive Reasoning Patterns** (Handout 16)  
Details of Argument Paper Assignment (Handout 16A)  
Avoiding Plagiarism  
**GROUP ACTIVITY: Peer Review of Comparison and Contrast Essays** (Peer Review Form)  
LO2, CO-organizing, editing | **COMPARISON AND CONTRAST ESSAY** (Paper #7) DUE (Draft)  
Read PCW 525-50 (Introduction to ARGUMENT) |
| 14   | Mon Nov 18 | **PAIR ACTIVITY: Thesis Writing Practice, Controversial Issues** (Handout 16B)  
**TEAM BOARD ACTIVITY: Organization** (Grammar Review Worksheet D)  
**GROUP ACTIVITY: Reading Response #8** (20 Activity Points)  
**COMPARISON AND CONTRAST ESSAY** (Paper #7) DUE (Final Revision) |
|      | Wed Nov 20 | **GROUP ACTIVITY: Peer Review of Argument/Cause and Effect Papers** (Peer Review Form)  
CO-editing, revising | **ARGUMENT/CAUSE AND EFFECT PAPER** (Paper #8) DUE (Draft) |
|      | Mon Nov 25 | Review: Study Guide for Test 2  
ENGLISH 1B PREVIEW: Brief introduction to Conducting Research, Evaluating Sources, Documentation  
LO1, 2, 4 | Skim H 457-63 (Conducting Research, Evaluating Sources, Avoiding Plagiarism, Documentation Styles)  
**ARGUMENT/CAUSE AND EFFECT PAPER** (Paper #8) DUE (Final Revision) |
| 15   | Wed Nov 27 | Prep Day for Final In-class Essay and English 1A Department Final with examination of past English 1A Department Finals **SOTEs**  
LO1, 2, 4; CO-readings, models, composing | Study for TEST 2 this weekend! |
|      | Mon Dec 2 | **FINAL IN-CLASS ESSAY** (Counts as Paper #9)  
LO1, 2, 3, 4; CO-prewriting, organizing, revising, editing | Bring lined paper, pen, dictionary, stapler. |
| 16   | Wed Dec 4 | **CONCEPTS AND SKILLS TEST 2**  
CO-evaluation | Study for Test 2! |
|      | Sat Dec 7 | ENGLISH 1A DEPARTMENT FINAL ESSAY EXAM  
(10th paper of the course), 8 to 10 a.m., Room _________  
(NOTE: Attendance is mandatory to pass the course.)  
(Exams graded by the English Dept. Tuesday, Dec. 11th.) | Bring to Exam: two yellow exam booklets (Do not write anything on or in them), two black ballpoint pens, and a dictionary. NO OTHER MATERIALS ARE PERMITTED. |
| 17   | Mon Dec 9 | Grading and Review of Test 2.  
Papers returned – Discussion  
Review of Department Final Essay Exam **END**  
CO-evaluation | Bring a red pen to class today.  
To obtain your score on the Department Final, send an email to the instructor no later than Tuesday night, December 11th. The University releases final grades in early January. Because of security concerns, I do not post, mail or email final grades. |
NOTES: My last office hours for the semester will be held on Monday, December 9th (regular hours). Because I will be leaving the area for winter break, I will be out of reach after Wednesday, December 11th. Keep current with news reports after the end of the semester concerning the continuing federal and state budget issues and possible fee increases. Register as early as possible for spring classes.