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.)

Sections:

01 (#40345)  MW 7:30-8:45 a.m.  DMH 354*
11 (#40352)  MW 9:00-10:45 a.m.  DMH 354* (*All room assignments are subject to change.)
21 (#40357)  MW 10:30-11:45 a.m.  SH 240*
41 (#40967)  MW 1:30-2:45 p.m.  SH 240*

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

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)

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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wed Aug 21</td>
<td>Enrollment/Check of Prerequisites</td>
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<td>Course Introduction and Policies (Handout 1)</td>
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<td>Class calendar (Handout 2)</td>
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<td>Student Information Form (Handout 1A)</td>
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<tr>
<td>2</td>
<td>Mon Aug 26</td>
<td>Enrollment, continued</td>
<td>Bring lined paper, pen, dictionary and small stapler to class. Purchase course textbooks and materials.</td>
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<td>Late Adds/Check of Prerequisites</td>
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<td>DEPARTMENT DIAGNOSTIC ESSAY <em>(Counts as Course Paper #1)</em></td>
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<td>(CO-practice evaluation)</td>
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<td>Wed Aug 28</td>
<td>Diagnostic Essays returned - Discussion</td>
<td>Read PCW 151-69 (Intro to DESCRIPTION), 182-84</td>
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<td></td>
<td>(Handout 4) GROUP ACTIVITY: Reading Response Activity #1 (20 Activity Points)</td>
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<td></td>
<td></td>
<td>LO2; CO-readings, models</td>
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</tbody>
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MON Sept 2
NO CLASSES – LABOR DAY HOLIDAY
<table>
<thead>
<tr>
<th>Weeks</th>
<th>Dates</th>
<th>Class Topics and Activities</th>
<th>Assignments Due Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 WED</td>
<td>Sept  4</td>
<td>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, outlines, brainstorming)/Rhetorical Modes and &quot;The Four Purposes/&quot;Solving &quot;Writer’s Block&quot; (the &quot;WD-40 Words&quot;)/Prewriting (Drafting)/Revising vs. Editing/Title, Topic, Thesis/Types of &quot;Order&quot;/&quot;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) <strong>LO1, 3, 4; CO-prewriting</strong></td>
<td>Skim for Concepts and Terms PCW 11-93 (&quot;Reading to Write,&quot; Invention, Arrangement, Drafting and Revising, Editing and Proofreading); H 48-77, 104-23 (&quot;The Writing Process&quot;: Planning and Revising) NOTE: Remedial and ESL students should review H 318-39 (Basic Grammar) and 593-620 (&quot;For Multilingual Writers&quot;)</td>
</tr>
<tr>
<td>MON Sept 9</td>
<td></td>
<td>FUNDAMENTALS, cont.: Paraphrasing Skills/Writing Effective Introductions and Conclusions (Handout 3G) Avoiding Common Writing Errors (Handout 3F) EXEMPLIFICATION/DEFINITION: Formal vs. Extended/Negation (Handout 4)/Denotation vs. Connotation/Abstract vs. Concrete Words/Details of Extended Definition Essay Assignment (Handout 4A) GROUP ACTIVITY: Reading Response Activity #2 (20 Activity Points) <strong>LO1, 2; CO-readings, models</strong></td>
<td></td>
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<tr>
<td>MON Sept 16</td>
<td></td>
<td>NARRATION: Terms/Writing Formats-Paragraph and Script (Handouts 5, 5A)/Using a Scoring Rubric (Peer Review Form)/GROUP ACTIVITY: Peer Review of Extended Definition Essays (Peer Review Form) <strong>LO1, 2, 3, 4; CO-editing, revising</strong></td>
<td>EXTENDED DEFINITION ESSAY (Paper #2) DUE (Draft) Read PCW 97-108 (Intro to NARRATION) NOTE: No books required today.)</td>
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<tr>
<td>MON Sept 23</td>
<td></td>
<td>GROUP ACTIVITY #1: Complete Reading Response Activity #3 from Wednesday GROUP ACTIVITY #2: Peer Review of Narration Papers (Peer Review Form) <strong>LO1; CO-editing, revising</strong></td>
<td>NARRATION (Script Completion) (Paper #3) DUE (Draft)</td>
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<tr>
<td>WED Sept 25</td>
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<td>Intro to PROCESS ANALYSIS: Directional vs. Informational (Handout 7) FUNDAMENTALS: Use and Levels of Language/Euphemisms (Handout 3E), College Spelling List (Handout 3A), &quot;Confused Words&quot; (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. <strong>LO1; CO-prewriting, organizing</strong></td>
<td>Read PCW 263-78 (Introduction to PROCESS ANALYSIS) and sample student process paper (Handout 7C) Read &amp; Study H 245-73 (Language, 274-83 (&quot;Glossary of Usage&quot;) Complete Grammar Review Worksheets F (Possessives), I and Y (Punctuation Review)</td>
</tr>
<tr>
<td>MON Sep 30</td>
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<td>GROUP ACTIVITY: Process Group Writing Project: &quot;The Creation&quot; (Handout 7A) <strong>LO1; CO-prewriting</strong></td>
<td>NARRATION (Script Completion) (Paper #3) DUE (Final Revision)</td>
</tr>
</tbody>
</table>
7 WED Oct 2
FUNDAMENTALS: Grammar Review: Transitional Devices (Handout 6)
ACTIVITY: Transitions (Handout 6A)
GROUP ACTIVITY: Reading Response Activity #4

8 MON Oct 7
Grammar Review catch-up day (worksheets, exercises)
Writing Essays for Exams/Essay Question “Key Words” (Handouts 8, 8A)
Study Guide for TEST 1

9 MON Oct 14
CONCEPTS AND SKILLS TEST 1

10 MON Oct 21
GROUP ACTIVITY: Complete Reading Response #5
GROUP ACTIVITY: Working with Classification and Division – “Kitchen Cupboard” (Handout 9A) (10 Activity Points) due by end of class.

11 MON Nov 4
Using ANALOGIES (Handout 11) GROUP ACTIVITY: Analyzing a Faulty Analogy: Constructing an Analogy Chart (Handout 11A) – Complete final copy for homework.

Continue working on Process Paper.
Complete Grammar Review Worksheets J and P

Handout 2 – Class Calendar, page 3
Fall 2013

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

LOI,3

LO1, CO-

organizing

CO-editing, revising

CO-readings, models

LO3; CO-editing, revising

LO; CO-readings, models, revising, editing, organization

CO-organizing

PROCESGROUP PROJECT PAPER (Paper #4) DUE FROM EACH TEAM

Bring lined paper, pens, and dictionary to class.

Study for TEST 1!!

GROUP ACTIVITY: Reading Response Activity #5 (20 Activity Points)

Study for TEST 1!

Bring a RED pen to class today.

Look over Sample Student Essays 9B, 9D

Bring a RED pen to class today.


CLASSIFICATION OR DIVISION ESSAY (Paper #6) DUE (Draft)


CONFERENCESTHIS WEEK (Bring all graded work along with Handout 1D, Progress Record, and Handout 1S, Self-Evaluation Form, completely filled out.)

Read sample Comparison and Contrast student essays 10B, 10E and 10F.
Work on Comparison and Contrast paper.

CONFERENCES, continued (and Friday)

Completed Comparison and Contrast GROUP ACTIVITY due from each team (thesis statement, planning grid, and concluding statement)

(20 Activity Points)
**Weeks** | **Dates** | **Class Topics and Activities** | **Assignments Due Today**
---|---|---|---
13 | Mon Nov 11 | NO CLASS – VETERANS’ DAY OBSERVANCE | |
14 | 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) |
16 | 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) |
17 | 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) |
18 | 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! |
19 | Mon Dec 2 | FINAL IN-CLASS ESSAY (Counts as Paper #9) **LO1, 2, 3, 4; CO-prewriting, organizing, composing, revising, editing** | Bring lined paper, pen, dictionary, stapler. |
20 | Wed Dec 4 | CONCEPTS AND SKILLS TEST 2 **CO-evaluation** | Study for Test 2! |
21 | 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.) **CO-evaluation** | 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. |
22 | 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 11. 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.

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