

San José State University
English or LLD 100A – Writing Competency through Genres
Spring 2015¹

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Course Time/Location:	Sect 2: T/Th 9:00-10:15, CL 306	Office Hours:	Tu 1:30-2:30 and by appointment
Canvas:	http://sjsu.instructure.com		

Prerequisites: Passed ENGL 1B or equivalent; taken WST at least twice without passing.

COURSE DESCRIPTION

Serves as alternative satisfaction of the WST requirement if passed with a C or better (C- or lower will not satisfy the WST). Prepares students for 100W through drafting, feedback, and revision to demonstrate writing competency. Develops ability to analyze written genres used in the students' chosen disciplines as well as write analytical and reflective essays.

COURSE GOALS

ENGL/LLD 100A is one course taught in two different departments. It is designed with the goal of preparing you to succeed in 100W, other upper division classes, and your profession. You will have intensive practice in prewriting, drafting, revising, and editing academic writing. You will be asked to research, analyze, and reflect on various kinds of writing and to produce a minimum of 5000 words, including a rhetorical analysis, a report about writing in your chosen discipline, and five critical reflective journals on a book-length work of fiction or non-fiction.

STUDENT LEARNING OBJECTIVES (SLOs)

By the end of the course, students will be able to:

- a. Use correct and situationally appropriate sentence structure and grammar;
- b. Utilize feedback from instructor and peers to improve the accuracy and clarity of writing;
- c. Recognize, select, and use basic activities of the writing process, including prewriting, organizing, drafting, revising, editing, and peer review;
- d. Critically self-reflect about the writing process and about making context-appropriate rhetorical choices;
- e. Critically read, interpret, and synthesize multiple texts;
- f. Write well organized, well developed essays with a clear thesis;
- g. Identify how types of written texts in a variety of fields (genres) are influenced by audience, situation, and purpose;
- h. Employ research strategies to collect, analyze, and evaluate data from primary and secondary sources.

REQUIRED TEXTBOOKS AND MATERIALS

- 100A Study Guide: *Rhetoric and Composition Reader* by Stacey Knapp. Please order both print and digital editions. We will use the print version in the classroom and the digital includes links to homework and video lectures. Order both here: <http://www.magcloud.com/browse/issue/680464> Set up an account with MagCloud which will store the Study Guide in your Digital Library which you can access digitally anywhere.
- Lam, Andrew. *East Eats West*. (2010). Heydey. ISBN: 978-1-59714-138-3
- Beason and Lester. *A Commonsense Guide to Grammar and Usage*, 7th ed. MacMillan. ISBN: 978-1-4576-6809-8
- A college-level English dictionary and Internet access

RECOMMENDED TEXT

- Writing Guide: *The Art of Revision* by Stacey Knapp. Download here: <http://www.magcloud.com/browse/issue/688275> Purchase a digital copy of this informative guide for revision when you purchase the course reader as explained above.

¹ This course has been adapted from a similar one developed by Julian Heather and Fiona Glade at CSU Sacramento.

TUTORING and other RESOURCES

- Writing Center: 1st floor, Clark Hall, <http://www.sjsu.edu/writing-center>
- Peer Connections locations: <http://peerconnections.sjsu.edu/>
 - 1st floor, Clark Hall
 - Student Services Center 600
 - Living Learning Center, Campus B village, 1st Floor
- Computer hardware and software assistance – please see Help Desk, First floor, Clark Hall

Online Resources

• **Canvas:** We will be using Canvas throughout the course. **Login URL:** <http://sjsu.instructure.com>
It is recommended that you visit the eCampus Canvas website at <http://www.sjsu.edu/at/ec/canvas/>. This website offers a number of Quick Start Learning Guides to help you navigate Canvas tools. Also, detailed guides can be found at <http://guides.instructure.com/>.

Username: SJSU 9-digit ID number.

Password: Self-generated password for your SJSUOne account

- **Turnitin.com:** We will be using Turnitin.com for the main writing assignments. The turnitin software is already embedded within Canvas, so you do not need an additional password to access turnitin.com.
- **Criterion:** We will be using Criterion, an online editing program. You will have to register with the site by creating a user name and password and by entering our Class Access Code: 5AYV-UEW5. The Criterion site is <http://criterion.ets.org>

CLASS RULES AND PARTICIPATION

Attendance and Late Work Policy

Attendance and participation are extremely important to this course. Please observe the following rules:

- Show up on time and be here not just physically, but mentally. Students who make a habit of being late will be asked to leave the classroom. Tardiness is disrespectful to other students in class.
- Look ahead on your syllabus the day before every class meeting to double check that you have done all readings, homework, and that you will be bringing the correct materials to class for the next day (i.e. books, rough drafts of assignments). Students who show up underprepared to class will be asked to leave that day.
- I do not accept late homework, assignments or late papers, **period**. It is unfair to your other classmates who also have very difficult school, work, and personal obligations.
- If you miss a class, you may **not** make up homework, in-class essays, or receive an extension on an assignment that is due that day unless you have documentation of your absence from an appropriate source (i.e. doctor's note; jury duty letter).
- Be proactive about your learning, look ahead at your classes, **use a scheduler**, be on time, and be respectful to your fellow classmates. You will find this to be a rewarding class, one in which you grow as a writer and thinker and feel comfortable tackling any school or work assignment in the future.

About Email Correspondence

- No homework or papers will be accepted via email. I encourage you to email me to ask questions or to inform me of problems or absences, but otherwise, homework will be accepted only in class.
- Use your SJSU student email account for all correspondence for this course. I will be emailing you through this account, so be sure to check it.
- Criteria for emailing me: Put your name and the name of our course in the Subject of your email. In your email, please address me by name, either "Allison" or by using a title in conjunction with my last name, such as "Ms. St. Dennis" or "Professor St. Dennis." Also, you must write in your best prose: Write in complete sentences with capitalization, punctuation, Standard Written English, and no "text-messaging" abbreviations. If you do not, I will return your email requesting that you revise your work. **Start practicing professionalism now in your correspondence.**

Classroom Protocol and Plagiarism

- ***Protocol:*** Students are expected to conduct themselves in a manner appropriate to the college class, respectful of the instructor and other students. Any disruptive behavior will result in disciplinary action and the student will be asked to leave the classroom and the matter may be referred to the Dean of Student Services. Disruptive behavior includes talking while the instructor is lecturing, inappropriate language, and activities unrelated to the course and discussion at hand. All electronic devices should be turned off, including cell phones, tablets, laptops, and iPods.
- ***Plagiarism:*** To plagiarize is to use the language and thoughts of another author and represent them as one's own. When borrowing information from outside sources, you must credit the author; neglecting to do so is an act of academic dishonesty and in violation of the university's Office of Student Conduct's Academic Integrity Policy (Please see the [Academic Integrity Policy](http://info.sjsu.edu/static/catalog/integrity.html) at <http://info.sjsu.edu/static/catalog/integrity.html>). Plagiarism will result in automatic failure of the assignment and may be reported to the Office of Student Conduct for possible additional penalty. We will review in class what constitutes plagiarism and discuss the appropriate documentation formats for your discipline.

GRADING POLICY AND ASSIGNMENTS

This is a portfolio-based writing class. Your final grade for the course will be based on scores given to your portfolio and your final exam.

Eligibility points: During the first 14 weeks of the semester, you will earn eligibility points for each assignment or activity that is required as well as for participation. The maximum number of points is 100. You must have at least 70 points to be eligible to submit your portfolio and take the final exam. If you have not earned the minimum of 70 points by the end of the 14th week of the semester, you will receive an F in the class and you will not be able to submit your portfolio. The points you receive prior to submitting your portfolio and the feedback you receive from your instructor on your drafts are intended to ensure that you have a complete portfolio, strong participation in the class, and improvement in your writing through feedback and drafting. The points you receive during this time will not be calculated as part of the final grade. They are simply an entry ticket that allows you to submit your portfolio and take the final exam.

Tutoring: You are encouraged to use the tutoring services on campus if you or your instructor feels that you need additional support, but all work is expected to be your own. If the instructor has reason to believe otherwise, then he or she has the right to require additional evidence that the work is your own.

Final grade: In the final weeks of the semester, you will assemble your portfolio, write a brief cover letter, and write an in-class final essay. Your final grade will be based on the scores given to your portfolio and final exam by two readers. The portfolio is worth 70% and the final exam is worth 30% of the final grade. (see grading rubric and grading scale included in this syllabus). To receive a C or higher for this course, you must receive at least 70% out of 100% on your portfolio and final exam combined.

After the portfolio and final exam are scored, the instructor may choose to petition a low-pass portfolio or final exam for a higher score if she or he believes the score is inaccurate. To be considered for such a petition, the student must be in good standing in the course and have excellent, consistent participation in all classroom activities. Students who fail the portfolio may, on the recommendation of the instructor, have one more opportunity to revise during finals week.

Out-of-Class Essays

First drafts: First drafts are critical to the writing process. Points are given for these drafts and for the mandatory peer reviews. Bring a copy of your first draft, which should be roughly four pages.

Second Drafts: I review your second draft. Second drafts should also be uploaded to Turnitin on Canvas and to Criterion, an online editing program. Directions on how to sign up for Criterion and use it can be found on SJSU's Academic Technology Web page: <http://www.sjsu.edu/at/ec/docs/StudentCriterionGuide.pdf>. To register, create a username and password and enter our Class Access Code: 5AYV-UEW5. The Criterion site is <http://criterion.ets.org>. Criterion will electronically mark your paper for grammar and usage mistakes. You are required to turn in your paper to Criterion at least once and work with your grammar. Points are given for second drafts. Some students choose to resubmit their papers to Criterion several times because they want to make their papers as strong as possible and learn the grammar rules.

Conferences: All students have a mandatory conference with me for their second draft of the second paper, the Discipline Investigation assignment. This allows me to meet with you one-on-one around mid-semester so I can check in with you about how you are doing in the class, and give you personal feedback on your writing. All students are invited to talk with me about any of their work in my regular weekly office hours.

Final Drafts: Final Drafts are due in class on the day that is indicated on the schedule. You will submit one hard copy to me on this day, as well as a digital copy to Criterion by midnight that same day. All final drafts will adhere to MLA, APA, or another academic format that is appropriate for your major of study.

DESCRIPTION OF ASSIGNMENTS

Assignment	Description	Word count	Assessment
Rhetorical Analysis	For this assignment you will analyze a piece of professional writing in your major or field or work, describing the rhetorical strategies that were used by the author and how these strategies contributed to the purpose of the document.	1500	Maximum 25 points
Discipline Investigation	In this assignment, you will write a report about working in your major field. This report will describe an interview you will have with a professional in your chosen field; you will also write about information you collect from at least two outside sources (articles), following appropriate citation and reference styles (APA or MLA).	1500	Maximum 25 points
Five Critical Reading Reflection Journals	Throughout the semester, you will complete a series of learning log assignments that ask you to critically reflect on assigned reading. At least one of these will be a timed essay written in class. At the end of the semester, you will place all of these assignments in your final portfolio.	2000	Maximum 15 points
Cover Letter	This is a one paragraph letter to readers of your portfolio in which you explain which of the three above assignments is your best work and why.	200-300	Maximum 5 points
Homework, quizzes, & participation	Two Mandatory Peer Reviews • in-class writing activities (no makeups) • instructor-student conference • homework assignments • attendance at Andrew Lam's lecture CLASS ATTENDANCE IS MANDATORY		Maximum 30 points
	<i>By the end of the 14th week, you must have earned at least 70 points by doing all of the above work, including drafts, peer editing, revisions, etc. If you have not earned at least 70 points, you will not be allowed to submit your portfolio and you will receive an F.</i>		Maximum 100 points; minimum 70 points
Final Portfolio	The portfolio must include the following: • The Portfolio Checklist initialed and signed by both student and instructor; • A clean, final draft of the cover letter – 200-300 words • A final, clean copy of two main assignments comprised of at least 3000 words of revised, polished writing (see above); • First and intermediate draft of each of the two main writing assignments which show instructor's comments and peer comments (print your online peer reviews); • Learning Log journals, including two in-class, handwritten journals	3200 words of final, polished writing	Scored according to the scoring rubric by two readers. Worth 70% of your grade.
Final Exam	An in-class, timed essay, common across all sections of 100A.		Scored according to the scoring rubric by two readers. Worth 30% of your grade.

GRADING RUBRIC to be used in evaluating both the portfolio assignments and the final exam.

THE WRITING:

4	<ul style="list-style-type: none"> • meets all expectations in the rhetorical choices of the assignment, including genre, purpose, format, evidence, tone, and conventions. • is well-organized and thoroughly developed. • shows good or superior control of grammar, including syntactic variety, range of vocabulary, etc. • intelligently addresses the assignment.
3	<ul style="list-style-type: none"> • meets most of the rhetorical expectations of the assignment, including purpose, format, etc. • is somewhat organized but may require more development. • contains some grammatical errors, inappropriate word choice, or incorrect usage that rarely obstruct reader's understanding. • may address some parts of the assignment better than others.
2	<ul style="list-style-type: none"> • meets few rhetorical expectations of the assignment. • shows weak development and cohesion and/or inappropriate rhetorical choices. • shows an accumulation of grammar and syntactical errors that interfere with readers' understanding. • omits or misunderstands major parts of the assignment.
1	<ul style="list-style-type: none"> • fails to meet the rhetorical expectations of assignment. • fails to organize and develop ideas. • contains grammar and syntactical errors that seriously interfere with readers' understanding. • fails to address the assignment.

Guide to the four categories

- Rhetorical expectations, including purpose, format, tone, etc.
- Development and organization
- Grammar and syntax
- Addressing the assignment or topic

Letter grade to percentage scale

A+ 98-100

A 94-97

A- 90-93

B+ 86-89

B 82-85

B- 78-81

C+ 73-77

C 70-73

Serves as alternative satisfaction of the WST

C- 66-69

Does not serve as alternative satisfaction of the WST

D+ 62-65

D 58-61

D- 54 or lower

F Not eligible for portfolio and final exam

ENGL 100A COURSE SCHEDULE, SPRING 2015

Notes:

1. Assignments and due dates are subject to change. Such changes will be announced in class and via Canvas at least one class meeting in advance.
2. All reading assignments and homework are due the dates they are listed below. Come to class having completed any assigned homework and/or reading and be prepared to participate in class.
3. All reading assignments not in your textbook will be given to you in class. If you are not in class to receive the handout, you are responsible for finding the reading assignment in Canvas, printing it out, reading it, and bringing it to class.
4. Bring your course reader and *East Eats West* with you to class each day that there is assigned reading or an exercise from these texts.
5. I will use Canvas to post announcements, assignments, and supplementary reading materials and samples. You will also need to upload a draft of both major assignments **to Turnitin on Canvas**.
6. You are not responsible for any exercises in the text that are not listed in our schedule.

Key

CR = Course Reader	EEW = <i>East Eats West</i>	CSG = A Commonsense Guide to Grammar and Usage
RA = Rhetorical Analysis	DI = Discipline Investigation	
📖 = Reading assignment due	◆ = Homework/assignment due	✍ = In-class writing assignment
↪ = Class lecture/activity	🏠 = Holiday – no class	🌟 = Important notice

Week	Tuesday	Thursday
Week 1		1/22 ↪ Course introduction ↪ Introduction to key concepts: discourse communities, genres, and rhetorical analysis
Week 2	1/27 ↪ Introduce Rhetorical Analysis (RA) Essay ↪ Finding an academic article	1/29 📖 Read CR (1-6, 11), “Rhetorical Modes” link (10); Lesson Links : “Reader Response Theory Overview” (14) and “Difficulty Papers” (14) 📖 Read EEW “Introduction” and “Ode to the Bay” (1-11) ↪ All about Rhetorical Modes and Close Reading
Week 3	2/3 ✍ In-class diagnostic essay (Journal 1). ↪ Analyzing vs. Summarizing: A discussion of Critical thinking	2/5 ◆ Bring 2 possible documents for Rhetorical Analysis 📖 Read CR (7, 10) ↪ All about Rhetorical Appeals
Week 4	2/10 📖 Read CR (9, 12) 📖 Read CR “Model RA” in the Drop Box for Rhetorical Analysis Paper link (11) ◆ Annotated article due ✍ Class Activity: Tea and Quote Sandwich ↪ Review diagnostic	2/12 📖 Read CR “Writing Lessons” link: “Conclusions” ◆ Practice Introduction due ◆ Personally assigned grammar due (from Journal 1)

Week 5	2/17 <ul style="list-style-type: none"> ◆ Due: First draft of RA for Peer Review (bring a hardcopy to class, at least 4 pages must be completed) [SLOs a,b,c,d,f] ↔ Out-of-class Journal 2 assigned 	2/19 <ul style="list-style-type: none"> ☞ Read <i>EEW</i> 13-49 ◆ Out-of-class Journal 2 due ↔ Art of Revision 1-5
Week 6	2/24 <ul style="list-style-type: none"> ☞ Read <i>CR</i> “Glogster” link articles (12): Heitman’s “Keep It Short” and Lamott’s “Shitty First Drafts” ↔ Using Criterion; Revising for coherence ◆ Read <i>CSG</i> Lesson 6; Complete Sentence Practice 3 and Editing Practice 1 	2/26 <ul style="list-style-type: none"> ◆ Due: Second Draft of RA (bring a hardcopy to me and submit to Canvas by midnight; begin using Criterion for grammar help (required to use at least once)) [SLOs a, c, f] ☞ Read <i>CR Lesson Links</i>: “Taking In-Class Exams”
Week 7	3/3 <ul style="list-style-type: none"> ↔ In-class essay (Journal 3); essay will be in response to <i>EEW</i> (50-106). This must be read by this class date to perform on this essay. ◆ Personally assigned grammar due (from Journal 2) 	3/5 <ul style="list-style-type: none"> ↔ Introduction to Discipline Investigation (DI) essay ☞ Read <i>CR</i> (13) and “Interview Questions” and “Interview Tips” <i>under Essay Directions and Materials</i> link (13) ☛ Begin looking for someone to interview
Week 8	3/10 <ul style="list-style-type: none"> ◆ Due: (Semi)Final draft of RA; one hardcopy to me in class ↔ Interview request letter (in-class) – extra credit 	3/12 <ul style="list-style-type: none"> ☞ Read <i>CR</i> “Model DI” in the <i>Essay and Materials</i> link (13) ◆ Read <i>CSG</i> Lesson 7; Complete Sentence Practice 2 and Editing Practice 1 ◆ Personally assigned grammar due (from Journal 3)
Week 9	3/17 <ul style="list-style-type: none"> ☞ Read <i>CSG</i> Lesson 28 ◆ Read <i>CSG</i> Lesson <u>TBA</u> ↔ Using Sources 	3/19 <ul style="list-style-type: none"> ☞ <i>EEW</i> (107-168) ◆ Read <i>CSG</i> Lesson 26; Complete Sentence Practice 2 and Sentence Practice 3
	3/24 <ul style="list-style-type: none"> ☞ SPRING RECESS 	3/26 <ul style="list-style-type: none"> ☞ CAMPUS CLOSED
Week 10	3/31 <ul style="list-style-type: none"> ☞ Holiday—Cesar Chavez Day Campus Closed 	4/2 <ul style="list-style-type: none"> ◆ Due: First draft of Discipline Investigation for Peer Review (bring a hardcopy to class; At least 4 pages must be completed.) ↔ Take-home Journal 4 assigned ◆ Tonight: An Evening with Andrew Lam, 7pm, MLK, Jr. Library, Rms. 225/229, SJSU, Admission Free
Week 11	4/7 <ul style="list-style-type: none"> ◆ Take-home Journal 4 due (in response to <i>EEW</i> and Andrew Lam’s visit) 	4/9 <ul style="list-style-type: none"> ☛ Sign up for conferences next week ◆ Read <i>CSG</i> Lesson 4; Complete Sentence Practice 1 ◆ Read <i>CSG</i> Lesson 5; Complete Editing Practice 1

Week 12	4/14 ◆ Due: Second draft of DI: Bring a hardcopy to your mandatory conference with me; Remember to use Criterion for help in editing. Upload your draft to Canvas. <i>Conferences</i> —no regularly scheduled class; come to my office at your scheduled time.	4/16 ◆ Due: Second draft of DI: Bring a hardcopy to your mandatory conference with me; Remember to use Criterion for help in editing. Upload your draft to Canvas. <i>Conferences</i> —no regularly scheduled class; come to my office at your scheduled time.
Week 13	4/21 ◆ Due: (Semi) Final Draft of DI: Bring a hardcopy to class ↗ In-class essay (Journal 5). This is a practice final exam.	4/23 ☞ Read <i>CR</i> (15-16) ⇨ Assign Cover Letter ◆ Read <i>CSG</i> Lesson <u>TBA</u>
Week 14	4/28 ◆ Due: Cover letter for Peer Review; bring a hard copy to class ⇨ Portfolio preparation workshop for eligible Students	4/30 ◆ PORTFOLIO SUBMISSION DEADLINE IN CLASS ⇨ Prep for Final Exam
Week 15	5/5 ↗ FINAL EXAM DONE IN-CLASS: Bring a Yellow Exam book to class Final class meeting	5/7 No class
Week 16	5/12-5/14 RESULTS CONFERENCES, PORTFOLIOS RETURNED TO STUDENTS (Dates and times TBA).	

DROPPING THE COURSE

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's Catalog Policies section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic calendar web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The Late Drop Policy is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes. If you pass the WST after the drop deadline, you will not be able to drop 100A or withdraw without penalty. You will only be allowed to withdraw for the reasons specified in the late drop policy. Information about the latest changes and news is available at the Advising Hub at <http://www.sjsu.edu/advising/>.

GRADING: 100A is graded A-F. CR/NCR is not an option in this course because a “credit” in 100A will not serve as alternative satisfaction of the WST requirement (students must receive a C or better in order to fulfill the WST requirement).

INCOMPLETES: No incompletes will be given for 100A.

OTHER IMPORTANT COURSE POLICIES

1. Statement of Plagiarism: The LLD and English Departments would like to emphasize that we adhere strictly to the rules against plagiarism as set forth in the SJSU Catalog. The Catalog defines plagiarism as follows:
 - 1.2.1 Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

- 1.2.2 The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work; and
- 1.2.3 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one's own. (available at <http://info.sjsu.edu/static/catalog/policies.html> - Student Responsibilities - Discipline – Policy on Academic Dishonesty – 1.0 Definitions of Academic Dishonesty)

Should a student plagiarize in any ENGL or LLD 100A course, the instructor will report the student to the University's Office of Student Conduct and Ethical Development. Also, points will be deducted from the assignment/course depending on the severity of the policy violation.

How to avoid plagiarism. It is not always easy to recognize whether you are legitimately citing the work of others or whether you have "crossed the line" into plagiarism. To become acquainted with what plagiarism is and how to avoid it, the following SJSU website offers definitions, policies, and links to useful websites offering guidelines in plagiarism prevention. Students are fully accountable for understanding these policies. www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm

2. Academic integrity statement (from Office of Judicial Affairs): Your own commitment to learning, as evidenced by your enrollment at San José State University and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Judicial Affairs. The policy on academic integrity can be found at <http://www2.sjsu.edu/senate/S04-12.pdf>
3. Academic Honesty: Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.
4. Campus policy in compliance with the Americans with Disabilities Act: If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the Accessible Education Center <http://www.sjsu.edu/aec/> to establish a record of their disability. AEC's phone number is 924-6000.
5. Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course.

- "Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material."
 - It is suggested that the greensheet include the instructor's process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
 - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- "Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent."

6. Time commitment

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](#) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

7. Accommodation to Students' Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](#) at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

8. SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](#) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

9. Expectations about classroom behavior; see Academic Senate Policy S90-5 on Student Rights and Responsibilities. (<http://www2.sjsu.edu/senate/s90-5.htm>).10. If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU's Academic Integrity policy S04-12 requires approval by both instructors. (<http://www2.sjsu.edu/senate/S04-12.pdf> and academic dishonesty http://sa.sjsu.edu/download/judicial/Academic_Dishonesty_Policy.pdf).

11. Evacuation plan for the classroom. See posted information in classroom.

12. SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](#) at <http://www.sjsu.edu/counseling>.