

**Special Projects Special Studies B201: ASTEP2**

**Dr. Parks fall 2016**

**Contact Information:**

* office - Learning Center, room 124
* office phone - 395-4767
* cell phone - 232-0191
* website - drpparks.weebly.com
* email - pparks@bakersfieldcollege.edu
* office hours: Monday and Wednesday  1:00 - 2:30 (in extra credit ASTEP Village), Tuesday 10:30 - 12:35 (in required ASTEP Village), Tuesday and Thursday 4:00 - 5:00, and by appointment. I apologize in advance if I have to cancel office hours due to an unexpected meeting.
* fax - 589-1664

**Required texts and supplies:**

* *Writing My Wrongs* by Shakur Senghor
* three-ring binder (for notes, handouts, and class handouts)

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**Course student learning outcomes:**

At the completion of Special Projects Special Studies 201/English, students will be able to perform the following:

1. Describe and demonstrate a basic understanding of the essential elements, concepts, and/or theories related to the special topic.

2. Apply the essential elements, concepts, and/or theories related to the special topic.

3. Perform appropriate level critical thinking and analysis related to the content of the special topic.

**Coursework:**

* reading responses on *Writing My Wrongs*
* project proposal
* project
* opinion piece or letter or video with the goal of creating change
* final paper on effective ways to create change
* return two progress reports

**Extra credit**

* attend Umoja Community Conference and write response

**Policies**

1. attendance

We will meet every other week for 2 hours and five minutes as well as support each other's projects.

Attendance is important.  So much happens every class session.  I don't want you to fall behind or feel lost.  The college values attendance as well. According to BC policy, a student may not miss more than the equivalent of two weeks of instruction. After that, professors can drop you from class. I would suggest you save those absences for emergencies; don’t schedule appointments during class time. There are no excused absences, except documented jury duty and court appearances. If you are out, your work is still due on time.  I don't accept emailed work. You can turn it in early or arrange for someone to drop it off for you. Please let me know what is going on in your life, and if I can be flexible, I will.

If you arrive 1 to 15 minutes late or leave 1 to 15 minutes early or return from break late, you will receive a tardy. A tardy equals one-third of an absence.  If you are more than  15 minutes late and up to hour late, you receive 1/2 an absence.  If you are more an 1 hour late, you are marked absent. If you arrive late, check with me after class so that you are not marked absent. If you need to leave early due to a pressing matter, talk to me before class. If you feel sick during class and need to leave, just give me a sign as you go. If you are late and miss a quiz at the beginning or leave early and miss a quiz at the end, you may not make it up. Missing your conference and missing Tuesday 10:30 to 12:35 Village is also counted as an absence.

Letting me know ahead of time about an absence or tardy is polite, and I appreciate it. DURING THE FIRST TWO WEEKS OF CLASS, YOU MUST CONTACT ME BEFORE AN ABSENCE OR YOU WILL BE DROPPED TO MAKE ROOM FOR SOMEONE ON THE WAIT LIST.
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If you are absent, contact a fellow student for notes or any assignment changes. You can call, drop by my office, or e-mail me as well, but I can’t reproduce the day’s class for you.

Some in class activities cannot be made up.

Your work is due in class when I collect it, which is usually at the beginning of class. If you can't attend class, your work is due before class .  Please ask the department assistant (Humanities) or student worker (Learning Center) or a faculty member (either building) to time stamp your work, so I know when it was turned in.  You can also turn it in either the class before or day before. I do not accept emailed work. Don't put work under my door unless asked.

**Email tips**: During the day (except Sundays), I usually respond to email within a few hours, so there is no need to add "get back to me as soon as you can." When you email me, please include something in the subject line. (Anything such as homework question, absent today, etc. is fine.) Start with some type of salutation (Good morning, Hi Dr. Parks, Hello, etc). Use capital letters, complete sentences, and punctuation; avoid text speak. Close with your name. You can email me from any account you choose, and I will just hit reply. But when I (or Mariah) email the class about SI, homework or a change in schedule, we will use your BC email. If you don't check that account on a regular basis, forward your BC email to an account that you do check. Instructions are on my website. I would hate for you to miss emails from professors, financial aid, etc.

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2. late work

**Work is due in class when I collect it.  Any time after that is considered late.**

Late work receives a 5-10% penalty.

If you are going to be absent, you can turn in your work early -- either in class, to me at my office, or to my box with a time stamp.

* **Any exceptions will be handled in my office. Do not ask me in class. The answer will be no.**

3. grades

I use the basic grading scale of 90% A, 80% B, 73% C, and 60% D.

Students will also be graded on participation. I expect you to ask questions, make comments, and be prepared to answer questions when called on. You will lose points for not paying attention, not being prepared, not talking, or not letting others participate in class discussions.

After the second week, you can check your grades through my website drpparks.weebly.com or directly through igrade plus. I update grades every other weekend. If you notice anything missing or recorded incorrectly, just show me the graded assignment so that I can make any corrections.  I occasionally make mistakes, but I want your grades to be accurate as much as you do.

4. academic honesty

Any work purposefully copied or purchased from another source will receive a fail. If you study with a classmate, make sure your work differs. Also, if you are caught cheating during a quiz or exam, your test will receive a fail. Plus, you may fail the class.

**I expect you to**

* ask questions if there is anything you don’t understand. Your participation is integral to your success. Please contribute your thoughts to discussions so that we can all benefit from your thinking. We learn from each other.
* be respectful of others’ opinions during class or small group discussions and encouraging of others’ writing during peer editing. I want this to be a supportive environment.
* raise your hand and wait to be acknowledged before speaking. If there is a pattern of disruptive behavior, you will be referred to the dean.
* give me your complete and undivided attention during class. Don’t do homework or engage in other matter during class.
* turn off cell phones. Do not send or receive text messages. Do not leave class to answer your cell phone. These behaviors are distracting to others.
* not eat anything noisy, messy, or smelly or that takes up most of your desk.
* not be disruptive. BC's policy on student conduct as stated in the handbook is not to tolerate disruptive behavior, such as talking, refusing to pay attention, and being disrespectful. Strict disciplinary action will be taken against any person who cannot behave in a proper manner. Any student who is disruptive will be asked to leave class and must see me in my office before being allowed to return to class. In addition, my department chair and dean may be emailed.
* keep ALL graded writing assignments.
* in short, treat this like you would a job. Your success depends on it.

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  **I will**

* use a variety of teaching strategies (small group, class discussions, games, etc.)
* return papers as fast as I can, usually within a week
* give you a variety of types of assignments
* connect discussions and writings to current events
* make the class fun and interesting
* adjust my plan if necessary
* be prepared and on time
* support you any way I can

**Places to get help**

* The Student Success Lab in the Learning Center offers computer programs on grammar.
* The tutoring center offers weekly or as needed free tutoring.

BC students get free peer one-on-one tutoring in the BC Tutoring Center in most subjects. Students get one 50-minute session per subject per week with a tutor who has successfully completed the class and is trained to be a tutor. We also have drop-in tutoring in math and English all day long. Come up to the Tutoring Center to schedule an appointment. If you have any questions, please call 395-4430

* health and wellness center
* counseling center
* financial aid
* library
* child care center
* the writing center

**Supportive Services**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs and Services, located in the Student Services building, first floor, Counseling Center (395-4334) as soon as possible to better ensure such accommodations are implemented in a timely manner. In addition, please let me know during the first week of class.

 **Habits of Mind**



How will you succeed at BC this semester? What determines success is not circumstance, but habit. Habits of Mind, It’s POSSIBLE at BC has many free tools intended to help you accomplish your goals in school. Only you can overcome the challenges you face this semester and in life. Start out successfully with these steps:

· Visit the Habits of Mind website: https://www.bakersfieldcollege.edu/habits-of-mind.

· Download the app for Habits of Mind at Bakersfield College for power in your palm.

· Ask for help, do the work, and refuse to quit.
Success takes energy, planning, and strategies for both the expected challenges in school as well as the unexpected twists life can take. Ask your professor for more information. Now is the time to develop new habits.