

**Instructor:** Ms. Caroline Krejci

**Office Hours:** See me before or after class or email me.

**Mailbox:** In the Campus Center between the Faculty Lounge and the bookstore

**Email:** [Caroline.Krejci@imperial.edu](mailto:Caroline.Krejci@imperial.edu)

**Class Site:** <http://imperial.blackboard.com>

English 9 – **Basic English Composition**  
*Spring 2013*

**Meetings & Location:**

Mondays and Wednesdays 10:40 a.m. to 12:30 p.m. in 509 or

Mondays and Wednesdays 12:40 p.m. to 2:45 p.m. in 505

**English 9 Required Textbooks:**

College Writing Skills with Readings 8th ed by John Langan (ISBN#: 978-0073371665)

The American Heritage Dictionary (ISBN#: 0440237017)

A Rule Book for Argument 4t by Anthony Weston (ISBN# 9780872209541)

**Also Required:** A folder in which you must file all of your work for the semester, white notebook and typing paper, blue or black pens, a stapler, and a computer or typewriter (all paragraphs and essays must be typed). Also don't forget to "back up" your assignments in case of computer or disk problems.

**Statement of Purpose:** According to IVC's course outlines, "The course seeks to facilitate the student's mastery of the short essay at the college level," and It is "preparation for English 101" In other words, it is to help you develop your writing skills for your other classes and life in general. The English 9 Student Learning Outcomes are "compose a multi-paragraph essay that uses a strong thesis statement, compose a multi-paragraph essay that uses text with properly conjugated and properly used verbs, and compose a multi-paragraph essay that uses correctly formed sentences with virtually no errors of fragments, comma splices, and run-ons."

**Course Requirements:** Essays and their Drafts; In-class Work; Reading Assignments; Homework; and a Common Final Exam.

**ATTENDANCE:** Keep in mind that you should not be absent more than twice this semester.

In-class writing assignments, homework, and quizzes cannot be made up if you are late or absent, and essay assignments will accrue late penalties unless I excuse your absence. Please, be prepared to document your emergency or illness when asking for an excused absence. I will accept doctor's notes, towing slips, auto repair bills, court papers etc. Schedule conflicts (with work or appointments on campus, etc.) are not excused. Please, give this documentation to me within a week of the absence.

**Tardies, Leaving Early, and Cell Phones:** You are expected not to disrupt the class, so **arrive on time, stay for the entire class, and turn your cell phone ringer off!** **Talk to your friends outside of class.** Show some respect for your instructor and fellow students by maintaining an environment without distractions. Also, if you do arrive after roll, check (after class) to see that I have not marked you absent in the roll book. Essays are due at the beginning of class.

**Disabled Students:** If you require assistance through Disabled Students Programs and Services (DSPPS) such as testing separately, please, let me know and give me the paperwork as soon as possible this semester, so that accommodations can be made.

## GRADE INFORMATION

**Assessment Criteria:** When your work is returned to you it will have the points you have earned over the number of possible points or a letter grade, so you can keep track of your grade in the class. The essays will also have comments that will be important suggestions about how to improve your writing.

(A = 95/100, A- = 92/100, B+ = 88/100, B = 85/100, B- = 82/100, C+ = 78/100, C = 75/100, C- = 72/100, D+ = 68/100, D = 65/100, D- = 62/100, F = below 60/100)

**Extra Credit:** There will be **no extra credit**.

<b>Grading Criteria:</b>	In-class writing assignments & Homework	10%
	Essay #1 (in class)	10%
	Essay #2 (with draft)	20%
	Essay #3 (with draft)	20%
	Essay #4 (in class)	20%
	Final Exam	20%
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	TOTAL	100%

**Late or Missing Essays:** For each class session an essay is late, the essay's grade will drop one letter (ex: a B- essay would become a C- essay). Please, contact me **BEFORE** the essay is due if you are having difficulty making the deadline because of illness or emergency. Please, be prepared to document your disaster. Essays are due, typed and stapled, at the beginning of class.

**Late or Missing Drafts:** For each draft you fail to turn in or turn in late (either drafts for peer reviews or drafts for me) your final essay grade will drop one letter. For example, if you don't turn in a first draft and your second draft is late, your B essay will go down to a D.

**Plagiarism:** Plagiarism is the presenting another person's words, ideas, or facts as your own and/or failing to give credit to the source of your information. Plagiarism is dishonest and a form of cheating that will not be tolerated in English 9. You may fail the assignment, be failed for the class, and/or expect to face IVC's disciplinary measures, which may include expulsion.

## CALENDAR

The following is the tentative calendar for the semester. Not all the assignments are listed on this calendar. Please, be aware of this and write in your assignments for the following class before leaving class. Also, get a classmate's phone number in case you miss class, so you will be able to do the homework for the following class. It is your responsibly to contact a classmate to find out what you missed and be prepared for the next class meeting. Or, check our class web site at <http://imperial.blackboard.com> though it may take a while for homework to be posted. I do not accept late homework or late in class work.

### Final Exam

Please note the English 9 includes a common, department-wide final exam. Your exam will be read by other instructors teaching English 9. This exam will take place week 15, a week before final exams' week.

**Week One: Jan. 14 --Welcome to English 9 – Do not forget to write down the homework assignment before you leave class.**

**Jan. 16 -- -- Write Essay #1 in class**

**Week Two:**

**Jan. 21 – No Class – Martin Luther King Day**

**Jan. 23 –**

**Week Three:**

**Jan. 28 --**

**Jan. 30 – Write Essay #2 in class**

**Week Four:**

**Feb. 4 –**

**Feb. 6 – (Essay #2 returned)**

**Week Five:**

**Feb. 11 –**

**Feb. 13 -- Final Draft of Essay #2 is Due**

**Week Six:**

**Feb. 18 – No Class Presidents’ Day**

**Feb. 20 --**

**Week Seven:**

**Feb. 25 --**

**Feb. 27 – Write Essay #3 in class**

**Week Eight:**

**Mar. 4 –**

**Mar. 6 -- Essay #3 Final Draft Due**

**Week Nine:**

**(Daylight Savings Time Begins)**

**Mar. 11 --**

**Mar. 13 --**

**Week Ten:**

**Mar. 18 --**

**Mar. 20 –**

**Week Eleven:**

**Mar. 25 –**

**Mar. 27 –**

**Spring Break – No Class April 1 and April 3**

**Week Twelve:**

**Apr. 8–**

**Apr. 10– Write Essay #4 in class**

**Week Thirteen:**

Apr. 15--  
Apr. 17 --

**Week Fourteen:**

Apr. 22 --  
Apr. 24 --

**Week Fifteen:**

Apr. 29 --

**May 1 -- FINAL EXAM**

**There is no "make up" for the final exam, and  
no work will be accepted after the final exam.**

**Week Sixteen:**

May 6 -- Last Class Meeting

**Here are a few additional details from our dean:**

**Disruptive Students:** Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus Disciplinary officer, before returning to continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

**Cheating and Plagiarism.** IVC expects honesty and integrity from all students. A student found to have cheated on any assignment or plagiarized will receive a zero for the assignment and sent to Disciplinary Officer Sergio Lopez. A second occurrence of cheating or plagiarism may result in dismissal from class and expulsion from IVC as outlined in the General Catalog.

**Attendance:** Students are expected to attend every class session. Any student who misses the first class will be dropped. Students may be dropped at instructor discretion if they miss more than a week of class hours continuously. Please make arrangements with the instructor or a fellow student to keep up with all assignments in case you cannot attend a class session for any reason.

**Disabled Student Programs and Services:** Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. Visit or call DSP&S, Mel Wendrick Access Center, Room 2117, (760) 355-6312