

Basic Course Information

Semester	Spring 2014	Instructor Name	Joe Apodaca
Course Title & #	Basic English Composition I/ Eng. 08	Email	Joe.apodaca@imperial.edu
CRN #	Monday: 20012 Wednesday: 20013		
Room	Mon: RM: 2150 Wed: RM. 2900	Office	Part-Timers: Room 809
Class Dates	1/21/2014-5/16/14	Office Hours	n/a for part-time faculty
Class Days	Mondays Wednesdays	Cell Phone #	760-540-1366
Class Times	Monday: 5:30-9:45 Wednesday: 5:30-9:45	Office contact if student will be out or emergency	Cell Phone – Call or text message
Units	4		

Course Description

Preparation for ENGL 09. Provides developmental instruction approaching the college level in paragraph and short essay writing.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Generate essays with a clear thesis statement or controlling idea.
2. Write essays showing support for a thesis statement or controlling idea.
3. Construct complete sentences with few errors in sentence structure such as fragments, comma splices, and run-on sentences.
4. Compose a multi-paragraph essay response to a reading.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Develop and use discovery techniques such as free writing and clustering and apply these techniques to expository writing of paragraphs and essays.
2. Generate ideas based upon knowledge of concrete data and be able to express ideas effectively using a controlling idea or a thesis statement.
3. Organize data necessary to support a thesis statement or controlling idea while studying and applying various rhetorical modes with emphasis on description, narration, and exemplification.
4. Demonstrate the use of critical thinking by identifying the main ideas and developing written responses to a variety of written texts.
5. Demonstrate clear and correct sentence patterns and work to eliminate sentence errors such as fragments, comma splices, and run-ons.
6. Produce writing in which meaning is unobscured by grammar or usage errors in punctuation, spelling, subject-verb agreement, verb tense, word choice, and word order.
7. Demonstrate an understanding of the writing process with special attention given to editing and proofreading.
8. Participate in a number of activities and areas of study as deemed appropriate by the instructor.

Textbooks & Other Resources or Links

1. **Text:** *Sentences, Paragraphs, and Beyond, 6th edition. Lee Brandon & Kelly Brandon*
2. **1 inch 3 ring Binder with 81/2X11 college ruled paper**
3. **Writing instrument – pen and pencil**

Course Requirements and Instructional Methods

Students are expected to complete all exercises and take accurate notes on the material presented. Notes will be collected periodically for points, and no partial credit will be given. The following are other methods of instruction that will be implemented: discussion, demonstration, group activity, lecture, and audio visual.

Course Grading Based on Course Objectives

Grades will be based on an accumulation of points for the term. Each assignment/ exercise will be given a point value and calculated in the final grade. There will be a total of 4 assessments, which will make up the core of the grade earned. All other assignments/ exercises are required and will provide “practice” for the assessments; each will be assigned a point value. Assignments/ exercises will consist of the following:

Assessment #1: 100 Points	Warm Ups: 5 Points (Must be present at start of class for full credit)
Mid Term: 200 Points	Journals: 5 Points
Assessment #3: 300 Points	In-Class Practice: Essays, paragraphs, and ARRwritings: 20 Points
Comprehensive Final: 500 Points	Quizzes: 5-25 Points
	Words of the Week: 5 Points
	Out-of-Class Practice: Essays, paragraphs, and ARR writings: 20 Points

Please note that students are required to take notes during the presentation/ discussion session. Notes may be collected for points. The information provided during these sessions is critical to student success in the course.

NOTE: ASSIGNMENTS/ EXERCISES MISSED DUE TO ABSENCE WILL NOT BE ACCEPTED LATE UNLESS PRIOR ARRANGMENTS ARE MADE WITH THE INSTRUCTOR PRIOR TO THE MISSED SESSION.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.

- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
- Class Start time: Unless unforeseen circumstances occur, class will begin promptly at the stated time. All sessions will begin with a “Warm Up” activity – students must be present to earn credit.

Academic Honesty

- Plagiarism is to take and present as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly ‘cite a source’, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Please note that this is a “tentative” schedule as there may be occasions when we will move faster, or slower, through the subject matter. Also, please be advised that the titles for each week serve as a guide for the area of focus for the meeting and do not necessarily indicate the only area that will be addressed. Assignments and readings from the text will also be assigned regularly and will reflect the in-class activities. Once the paragraph and the essay are introduced, all activities are designed to allow students the opportunity to achieve mastery of the Student Learning Outcomes and Course Objectives.

Week 1	Introduction to the course, syllabus review, Introduction Letter, Diagnostic Assessment, and The 6 Traits+1 and the 3.8 Paragraph.
Week 2	Combining Sentences: Coordination and Subordination
Week 3	The 1.8 Paragraph
Week 4	Assessment #1
Week 5	The 3.5 Essay
Week 6	Run-on Sentences
Week 7	Sentence Fragments
Week 8	Mid Term
Week 9	Reading with a Pencil -- Annotation Skills
Week 10	Commonly confused words/ Writing about reading
Week 11	Apostrophes and Quotation Marks
Week 12	Assessment #3
Week 13	Subject Verb Agreement
Week 14	Adjectives-Soft, Color, Kind/ Denotation/ Connotation
Week 15	Tips on the colon and the semi colon
Week 16	Final Assessment