

Basic Course Information

Semester	Fall 2014	Instructor's Name	Xochitl Tirado
Course Title & #	English 008	Instructor's Email	xochitl.tirado@imperial.edu
CRN #	10005	Office	2796
Room	2900	Office Hours	Monday 12:50-2:05PM Tuesday 3:00-4:00PM (online) Wednesday 12:50-2:045PM Friday 12:50-1:20PM
Class Dates	August 18 – December 12, 2014	Office Phone #	760-355-6188
Class Days	Monday, Wednesday, Friday		
Class Times	11:25-12:40PM		
Units	4		

Course Description

Preparation for ENGL 009. Provides developmental instruction approaching the college level in paragraph and short essay writing. (Nontransferable, nondegree applicable)

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. (ILO1, ILO2, ILO4)
- 2 Write essays showing support for a thesis statement or controlling idea. (ILO1, ILO2, ILO4)
- 3 Construct complete sentences with few errors in sentence structure such as fragments, comma splices, run-on sentences. (ILO1, ILO2, ILO3, ILO4)
- 4 Compose a multi-paragraph essay response to a reading. (ILO1, ILO2, ILO4, ILO5)

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 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 clean 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. *Grassroots with Readings* 11th Edition by Susan Fawcett ISBN10: 1-305-13639-X
2. APLIA for *Grassroots with Readings*

Course Requirements and Instructional Methods

Instructor Expectations

- You are to attend every class session, arrive on time, and stay for the duration of the session.
- Students who are absent the first day of class are automatically dropped.
- If you stop attending class make sure to drop yourself from the class.
- You must come to class prepared: textbooks, pencil, pen, highlighter, notebook, etc...
- Work is to be turned in on due date – no late work accepted.
- Turn off cell phones while in class.
- You are responsible for knowing and observing due dates for all assignments.
- In this class you will be using blackboard to complete assignments, submit essays, and **check your grades**. It is important that you become familiar with blackboard.

*Aplia

Aplia is required online homework that corresponds to the chapters in *Grassroots with Readings*. Access to Aplia is bundled with your text in the college bookstore and includes access to the corresponding e-book free of charge. If you don't buy a hard copy of *Grassroots with Readings* in the bookstore, you can purchase Aplia (along with an e-text of the book) from the website at www.aplia.com. If you prefer to use only the e-book and not purchase a hard copy, you must either print out each chapter we cover and bring it to class or have your computer or electronic reader with you in class.

My Skills Tutor

My Skills Tutor is a FREE online program, which will be part of your homework assignments. This program focuses on basic grammar skills. www.myskillstutor.com

Late Work and other Assignments

- No late work will be accepted under any circumstance. Class work and homework will be collected weekly.
 - Note: Incomplete assignments automatically receive a zero.
 - If you are absent for a class meeting, you cannot make up the work that was completed in class.
- Quizzes are given regularly and may be UNANNOUNCED.
- If you are absent on the day of a quiz you will have the opportunity to make up ONE quiz during the semester.
- The final exam for this course is a common final. It is an in-class essay that should demonstrate your mastery of the writing skills that you have attained in the semester.

Essay Grading Policy:

- Essay grades reflect the overall quality of the work turned in, how complete the work is and whether the instructions from the assignment were properly followed.
- A rubric will be used to grade each essay.
- Missing or unsatisfactory work will be scored “no credit.” This is a 0 (F) and averaged into your grade.
- **Late essays are not accepted.**

Course Grading Based on Course Objectives

Your final grade will be composed of the following:

Journals	5 Journals x 3 points each	15 points
Assignments	20 Assignments x 5 points each	100 points
Quizzes	7 Quizzes x 5 points each	35 points
Aplia	15 Assignments x 10 points each	150 points
My Skills Tutor	10 Assignments x 5 points each	50 points
Writing Assignments		
Illustration Paragraph		50 points
Process Paragraph		50 points
Compare/Contrast Essay		100 points
Definition Essay		100 points
Persuasive Essay		125 points
Common Final		225 points
		Total: 1000 points

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. **Consider:** specifics for your class/program
- 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.

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

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

Imperial Valley College Course Syllabus – Course Title and number

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

Date or Week	Weekly Topic	Writing Assignments Quizzes Journals
Week 1 August 18-22	Syllabus & Introduction Chapter 1 Exploring the Writing Process	
Week 2 August 25-29	Chapter 2 Prewriting to Generate Ideas Chapter 3 Developing Effective Paragraphs	Journal 1 due 8/29
Week 3 September 1-5	Chapter 3 Developing Effective Paragraphs Chapter 4 Improving Your Paragraphs Chapter 9 Subjects and Verbs	Quiz 1 due 9/5
Week 4 September 8-12	Chapter 5 Thinking Through Paragraph Patterns Chapter 10 Avoiding Sentence Fragments	Writing Assignment 1 due 9/12
Week 5 September 15-19	Chapter 11 Present Tense (Agreement Chapter 12 Past Tense	Writing Assignment 2 due 9/19 (in class)
Week 6 September 22-26	Chapter 7 Moving from Paragraph to Essay Chapter 13 The Past Participle in Action	Journal 2 due 9/26 Quiz 2 due 9/26
Week 7 September 29-3	Chapter 5 Thinking Through Paragraph Patterns Chapter 14 Progressive Tenses	Quiz 3 due 10/3
Week 8 October 6-10	Chapter 8 Proofreading to Correct Your Personal Error Patterns Chapter 15 Fixed-Form Helping Verbs and Verb Problems	Writing Assignment 3 due 10/10
Week 9 October 13-17	Chapter 16 Coordination Chapter 17 Subordination	Journal 4 due 10/17
Week 10 October 20-24	Chapter 6 Thinking Through Paragraph Patterns Chapter 18 Avoiding Run-Ons and Comma Splices	Journal 5 due 10/24 Quiz 3 due 10/24
Week 11 October 27-31	Chapter 19 Semicolons and Conjunctive Adverbs Chapter 26 Consistent Tense	Writing Assignment 4 due 10/31 (in-class)
Week 12 November 3-7	Chapter 6 Thinking Through Paragraph Patterns Chapter 23 Pronouns Chapter 27 Consistent Person	Quiz 6 due 10/7
Week 13 November 10-14	Chapter 28 Parallelism Chapter 30 Commas	Journal 5 due 10/14
Week 14 November 17-21	Chapter 31 Apostrophes Chapter 33 Putting Your Proofreading Skills to Work	Writing Assignment 5 due 11/19
Week 15 December 1-5	Common Final	Final 12/5
Week 16 December 8-12	Finals Week	Quiz 7 due 12/8