

# **English 008: Basic Composition 1**

**CRN 10014**

**4 Units**

**Imperial Valley College**

**Fall 2014**

**Class Time: M 5:30 p.m. – 9:45 p.m.**

**Class Location: Room 2731**

**Instructor: Mr. Robert Baukholt**

**Office: Room 2792**

**Live Office Hours: MW 12:20 p.m. – 1:20 p.m., T 1:05 p.m. - 2:05p.m.**

**Online Office Hours: Th 4:00 p.m. – 6:00 p.m. (in our Blackboard course shells)**

**Email: Robert.Baukholt@imperial.edu**

**Campus Phone: (760) 355-6159**

Welcome to English 008: Basic Composition I. This class provides “[p]reparation for ENGL 009. [It] [p]rovides developmental instruction approaching the college level in paragraph and short essay writing.” (IVC Course Catalog).

This class is intended to help students develop and strengthen their basic writing skills. It focuses on grammar, mechanics, punctuation, paragraph structure and simple essay composition. Our primary goal in this class is to become better at written forms of communication, particularly as they apply towards future academic and professional success. We will attempt to meet this goal through exercises, reading responses, and written assignments, both in paragraph and essay form. This class requires a great deal of hard work and effort!

## **English 008 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)

## **Measurable 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.

### **Class Atmosphere and Requirements**

The majority of our class activities will involve discussion and practice of grammatical and structural concepts, assigned readings, and other topics relevant to us. We may be discussing controversial issues; please remember to keep an open mind and be respectful of the diverse backgrounds, opinions, and ideas of your peers in your contributions to these discussions.

There will also be some homework assignments and readings distributed in class. If you miss class, you will need to contact a classmate or me to find out what you missed.

### **Required Texts**

- A college dictionary
- Sentences, Paragraphs, & Beyond: A Worktext with Readings 7<sup>th</sup> Edition by Brandon and Brandon (ISBN13: 978-1-133-59192-4)
- Online articles accessed through your Blackboard course shell.

### **Course Requirements and Instructional Methods**

**Out of Class Assignments:** The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement. Since this is a four unit class (four credit hours), this means that you should expect to do about eight hours of out of class work every week.

In addition to the essays you will be writing for this class, there are a number of other assignments that will factor into your final grade.

**Journal:** Journal entries will be the most common assignment for this class. Journals should consist of one-two page hand-written responses to the assigned question or questions. Your grade on this journal will be based solely on whether or not it appears you are making a good faith effort to answer the questions being asked.

**MySkills Tutor:** Some of your grade will be based on your performance working with Myskills tutor assignments outside of class. I will give you a user name and password that will allow you to access Myskills at home or at school. You must score at least an 80 percent on any Myskills section to have it

count towards your grade, but you can take each section as many times as you want. The higher the score you earn, the higher your grade will be.

**Homework Quizzes:** Most of the assigned homework for this class will not be collected. Instead, we will go over the homework as a class and attempt to work through any parts of the assignment that we find to be especially confusing or difficult. You should consider the homework as your primary tool for succeeding in this class. The more exercises you do, the better you will understand the class concepts, and the better you will do on your quizzes, examinations and writing assignments. Every two to three weeks we will have a quiz on the previous weeks' concepts. Most of these quiz questions will be taken directly from your homework assignments.

**Examinations:** We will have a midterm and a final in this class. Both will be cumulative. If you do not do your homework or pay attention in class, you will do poorly on these examinations and will not pass the course. We will spend time reviewing key concepts before these examinations.

Both the midterm and the final examination will be made up of two parts. One part will cover grammar, sentence structure, and essay construction concepts. The other will be a short timed essay.

Our final exam is known as a "Common Essay Exam." It will be graded by English professors throughout the department in a group grading session. It is very likely that I will not play a role in the grading of this last assignment.

If the graders fail your common essay exam, the highest possible grade you will receive on that assignment is a 50%, and the lowest you could receive is a 5%. You must do well on this assignment in order to pass the class!

**Discussions and Participation:** Discussions are very important in this class. You will be expected to contribute to class discussions and homework reviews on a regular basis. If you are unwilling or unable to participate, your grade will suffer significantly.

## Course Grading

**Late Assignments:** Assignments that are turned in late will be marked down ten percent for each class session they are late. One of my students turned in an A quality essay a few semesters ago. He began with a base score of 97, minus ten for never turning in a first draft, minus forty for the four class sessions it was late. His total grade was a 47 (F), and despite his other A quality assignments, his overall grade in the class ended up being a C. DON'T LET THIS BE YOU!

**Assignment Submission:** For each drafted essay, you must submit a paper copy in class and an electronic copy through the "SafeAssign" tool of our Blackboard course shell. If I haven't received both copies, your essay will not be read or graded, and your paper will be considered missing or late.

**Typed Assignments:** All take-home essay assignments and workshop responses should be typed. This includes all drafts and outlines. Handwritten workshop responses or essay drafts will not be accepted!

**Office Hours:** I want you to pass my class. If you are having trouble, COME TO MY OFFICE SO THAT WE CAN DISCUSS IT!!!

Essays are due at the beginning of class, and must be submitted by the students who wrote them.

### Course Grade Breakdown:

Essay 1:	5%
Essay 2:	5%
Essay 3:	5%
Essay 4:	10%
Midterm Test:	5%
Midterm Essay:	10%
Final Exam Test:	10%
Final Exam Essay:	20%
MySkillsTutor:	5%
Quizzes:	20%
Discussions	5%
TOTAL	100%

A > 90% B > 80% C > 70% D > 60% F < 60%

Failing to complete assignments or not participating in required class activities will lower your grade significantly. If you are worried about your grade, I encourage you to talk to me or e-mail me throughout the semester.

### 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.

If your cell phone goes off, you lose ten points from your final grade. If I catch you texting, you lose ten points from your final grade. In one of my classes a few semesters ago, a woman lost 80 points through the course of the semester. This is almost an entire essay grade! She failed the class because of these points. DON'T LET THIS BE YOU!

**Food and Drink:** Food and drinks 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 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:

- plagiarism
- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- allowing others to do an assignment or portion of an assignment
- use of a commercial term paper service

If you have any questions about how to quote or document sources, please feel free to ask me. In an average semester (six composition and literature classes) I usually fail between 5-10 students for plagiarizing. DON'T LET THIS BE YOU! If you aren't sure, ASK!

If I am not confident that a submitted work of writing is representative of your true capabilities, I may arrange an alternative, timed writing assignment to replace or supplement the original assignment.

## **Disabled Student Programs and Services (DSPS)**

If you need course adaptations or accommodations because of a disability, or if you have information to share with me, please let me know as soon as possible.

"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. The phone number for DSP&S is (760) 955-6310.

## **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](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/>

## Schedule for English 008

Because English 008 is a skills class, it is a common occurrence for a topic to take more or less time for us to cover than we planned. This schedule reliably informs you of the lessons we will cover in the class and of the exact essay and exam dates, but beyond that it is subject to change at any time.

Quizzes are unannounced and can be given at any time, which is why they are not represented in the schedule.

### Week 1

**Monday, August 18<sup>th</sup>** – Go over the syllabus. Introductions. Chapter 4: Parts of Speech. Diagnostic writing assignment.

### Week 2

**Monday, August 25<sup>th</sup>** – Chapter 5: Subjects and Verbs. Chapter 6: Kinds of Sentences. Chapter 7: Combining Sentences. Assign Essay 1.

### Week 3

**Monday, September 1<sup>st</sup>** – Labor Day. No Class!

### Week 4

**Monday, September 8<sup>th</sup>** – Chapter 7, continued. Chapter 8: Correcting Fragments, Comma Splices, and Run-ons.

### Week 5

**Monday, September 15<sup>th</sup>** – Chapter 9: Verbs. Essay 1 is due. Assign Essay 2.

### Week 6

**Monday, September 22<sup>nd</sup>** – Chapter 10: Pronouns.

### Week 7

**Monday, September 29<sup>th</sup>** – Chapter 11: Adjectives and Adverbs. Chapter 14: Spelling and Phrasing. Midterm Review.

### Week 8

**Monday, October 6<sup>th</sup>** – Midterm Essay Exam. Midterm Test. Essay 2 is due. Assign Essay 3.

### Week 9

**Monday, October 13<sup>th</sup>** – Chapter 12: Balancing Sentence Parts

**Week 10**

**Monday, October 20<sup>th</sup>** – Chapter 16: The Writing Process (Pre-writing): Chapter 17: The Writing Process (Topic Sentences and Outlines).

**Week 11**

**Monday, October 27<sup>th</sup>** – Movie in preparation for the final essay. Essay 3 is due. Assign Final Essay.

**Week 12**

**Monday, November 3<sup>rd</sup>** – Thesis Statements. Essay Introductions. Essay Conclusions.

**Week 13**

**Monday, November 10<sup>th</sup>** – Essay Workshops.

**Week 14**

**Monday, November 17<sup>th</sup>** – Chapter 13, punctuation.

**Winter Break! – November 23<sup>rd</sup> – November 30<sup>th</sup> – No Classes!**

**Week 15**

**Monday, December 1<sup>st</sup>** – Final Exam Review. Final Essay is Due.

**Week 16**

**Monday, December 2<sup>nd</sup>** – Final Exam Essay. Final Exam Test.

I understand the policies explained in Mr. Baukholt's English 008 syllabus, and I agree to adhere to those policies.

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(Please both write and sign your name on the line, above)