

Basic Course Information

Semester	Fall 2014	Instructor's Name	Ms. Caroline Krejci
Course Title & #	English 010	Instructor's Email	caroline.krejci@imperial.edu
CRN #	10045	Webpage	imperial.blackboard.com
Room	3000	Office (PT Faculty:809)	2791
Class Dates	August 18-December 10	Office Hours (n/a for PT Faculty)	See me before or after class
Class Days	Mondays & Wednesdays	Office Phone #	N/A
Class Times	12:55-3:25 PM	Who students should contact if emergency or other absence	760-355-6224

Course Description

According to IVC's website this is an, "Accelerated class that prepares students for transfer-level English composition and associate-level classes. [It] Emphasizes and develops skill in Critical reading and academic writing." It is "strongly recommended" that students are placed by Accuplacer.

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. Compose a multi-paragraph essay that responds to a prompt and is structured around a controlling idea or thesis.
2. Compose a multi-paragraph essay with few errors in sentence structure such as fragments, comma, splices, and run-on sentences.
3. Demonstrate an understanding of basic research strategies, including appropriate use and correct documentation of research materials.
4. Demonstrate critical thinking skills by analyzing and responding to a selected reading.

Course Objectives

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

1. Develop and apply the use of discovery techniques in writing and interpreting readings.
2. Demonstrate an understanding of connotative meaning and figurative language in the student's own writing and in the study and analysis of others' writings.
3. Utilize pre-writing techniques to develop multi-paragraph essays that are clearly structured around a controlling idea or thesis.
4. Write essays that demonstrate understanding of various rhetorical modes, such as description, narration, comparison/contrast, cause/effect, exemplification, definition, and argumentation.
5. Recognize and identify various audiences, both general and academic, in order to tailor a written assignment to address a specific audience.
6. Develop text interpretation supported by citations from the readings.
7. Practice a variety of sentence types and successfully demonstrate principles of effective sentence construction and punctuation.
8. Acquire a level of control over subject-verb agreement and consistent verb tense while avoiding fragments and run-ons.
9. Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities to improve reading and writing.

Textbooks & Other Resources or Links

- Langan, John. *English Skills with Readings* 8th edition. McGraw-Hill, 2011. ISBN# 0073371688
- de Saint-Exupéry, Antoine. *The Little Prince*. HMH Books for Young Readers, 2013. ISBN# 0547978847

Optional: The American Heritage Dictionary 5 edition. Dell, 2012. ISBN# 978-0553583229

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.

Course Requirements and Instructional Methods

Course Requirements: Essays and their Drafts; In-class Work; Reading Assignments; Homework; Quizzes; and a Final Exam. Assignments should be written in ink or typed if required. Assignments should not be written in pencil.

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. As our dean notes, "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." Also, if you do arrive after roll, check (after class) to see that I have not marked you absent. Essays are due at the beginning of class.

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.

Course Grading Based on Course Objectives

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.**

Grading Criteria:

In-class writing, quizzes, & homework	10%
Essay #1 (with draft)	10%
Essay #2 (with draft)	20%
Essay #3 (in class)	20%
Essay #4 (with draft)	20%
<u>Final Exam (in class)</u>	20%
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.

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.
- 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.

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

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

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. I do not accept late homework or late in class work.

Week One:

Aug. 18 –

Aug. 20 --

Week Two:

Aug. 25 –

Aug. 27 – **Essay #1 Due**

Week Three:

Sept. 1 – **No Class Labor Day**

Sept. 3 –

Week Four:

Sept. 8 –

Sept. 10 – **Essay #1 Final Draft Due**

Week Five:

Sept. 15 –

Sept. 17--

Week Six:

Sept. 22 –

Sept. 24 -- **Peer Draft of Essay #2 is Due**

Week Seven:

Sept. 29 -- **Essay #2 2nd Draft is Due**

Oct. 1 –

Week Eight:

Oct. 6 –

Oct. 8 –

Week Nine:

Oct. 13 – **Essay #2 Final Draft is Due**

Oct. 15 --

Week Ten:

Oct. 20 –

Oct. 22--

Week Eleven:

Oct. 27-- **Essay #3 Written in Class**

Oct. 29--

Week Twelve: (Daylight Savings Time Starts – Nov. 2)

Nov. 3 –

Nov. 5 – **Essay #4 Peer Draft is Due**

Week Thirteen:

Nov. 10 --

Nov. 12 -- **Essay #4 Final Draft is Due**

Week Fourteen:

Nov. 17 --

Nov. 19 --

Nov. 24 -27 – No Class Thanksgiving Break

Week Fifteen:

Dec. 1 --

Dec. 3--

Week Sixteen:

Dec 8 & 10 – **FINAL EXAM** (There is no “make up” for the final exam, and no work will be accepted after the final exam)