

Basic Course Information

Semester:	Spring 2017	Instructor Name:	Olivia Garcia
Course Title & #:	English 009: Basic Composition II	Email:	olivia.garcia@imperial.edu
CRN #:	20230	Office #:	2798
Classroom:	2726	Office Hours:	MW: 11:00-12:00; TR: 12:30-1:30
Class Dates:	Feb. 13-June 9, 2017	Office Phone #:	(760) 355-6518
Class Days:	Tuesday/Thursday		
Class Times:	8:00 am-10:05 am		
Units:	4		

Course Description

Preparation for ENGL 110. The course seeks to facilitate the student's mastery of the short essay at the college level. The course follows in sequence from ENGL 008 (ENGL 098). (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. Compose a multi-paragraph essay that responds to an essay prompt with a clear controlling idea or thesis statement. (ILO1, ILO2, ILO4)
2. Compose a multi-paragraph essay with a clear organizational structure and adequate support. (ILO1, ILO2, ILO3, ILO4)
3. Compose a multi-paragraph essay that uses correctly formed sentences with virtually no sentence-level or grammar errors. (ILO1, ILO2, ILO4)
4. Develop a research paper that effectively synthesizes ideas and information from multiple sources and utilizes correct MLA formatting of citations. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

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

1. Develop and write expository essays totaling at least 4,000 words, including a mini research paper.
2. Design an essay plan based on concrete data in pre-writing exercises that produces a controlling idea or thesis statement.
3. Organize content to support a thesis statement and subsequent supporting paragraphs while studying and applying various rhetorical modes with emphasis on comparison/contrast, definition, cause/effect, and argumentation.
4. Demonstrate the ability to write a paper for an academic audience.
5. Synthesize ideas and information from multiple sources in the development of a writing assignment that is supported by citations from the reading.
6. Practice a variety of sentence types and demonstrate principles of effective sentence construction and punctuation.
7. Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.
8. Understand academic ethics and avoid plagiarism.

Textbooks & Other Resources or Links

Required:

1. *Pocket Style Manual* with 2016 MLA Update (7th edition) by Diane Hacker and Nancy Sommers (ISBN-13: 978-1319083526)
2. Spiral notebook: **COLLEGE-RULED lined paper**, approx. 8 ½ x 11, single subject
3. 4 Blue Books (or Green Books): large size
4. Lined paper: college or wide-ruled
5. Black/blue ink pens (NO pencil; NO white out; NO colored ink)

Recommended:

1. College level dictionary: print or electronic

Course Requirements and Instructional Methods

Essays: There are 3 major research-based essays to be written through the semester. The assignments for the essays include a Rough Draft and a Final Draft, with various readings, writing assignments, and reviews for each paper. The requirements for the essays will be fully explained at the beginning of each essay assignment.

Rough drafts: Rough drafts are developed through a research and drafting process before being submitted at the due date (listed in the calendar). Rough Drafts must be turned in on time and **are not accepted late**. Late Rough Drafts result in losing one letter grade (10%) from the overall Final Draft essay grade.

Final drafts: Final drafts are developed from the Rough Draft writing and will be reviewed multiple times before being turned in. Final draft papers may be turned in up to a week late, but will only be eligible for half credit. Essentially, the Final Draft receives the only grade, but the work completed by the Final Draft due date has an impact on the grade.

Journals: Journals are one-page entries, written at least five (5) days a week, with most of the writing done out of class. Journals will be **graded randomly throughout the semester**. If you miss a journal check, you will have until the next class to turn your journal in. There are no make-ups for any missed journals, and you cannot turn in late journals at the next check.

Final: This final essay writing is known as the Common Final and will be written at the end of the semester. Preparatory writings and discussion of this essay will take place throughout the course.

Course Grading Based on Course Objectives

Essay #1	10%	90-100%	=	A
• Research/Annotated Biblio.		89-80%	=	B
• Rough Draft		79-70%	=	C
• Multiple Reviews		69-60%	=	D
• Final Draft		59-0%	=	F
Essay #2	15%			
• Same as E#1				
Essay #3	20%			
• Same as E#1 and #2				
Journals (70 total, minimum)	30%			
CF Prep essays	15%			
Final	10%			

Late work: Any class or homework is expected to be completed on time. Generally, any homework is collected within the first 10 minutes of class; if you arrive after that time frame, your work may be considered late. If an assignment is accepted as late work, it will only be eligible for up to half credit. If you are unsure if an assignment is accepted late, don't hesitate to ask.

Again, Rough Draft essays and journal entries that missed a particular check are not accepted after their due dates.

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.** *The deadline to drop the class with a W is Friday, May 12, 2017.* 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 will 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.
- Class begins ON TIME. Make the effort to arrive so you are ready when class starts. **If you arrive to class late, please do not cause any interruption if I'm lecturing by talking to me, using the stapler, handing in work, talking to classmates, or anything else disruptive.** Quietly find a seat and get started with the class. You will be given an appropriate time later in class to turn in work, get work handed back, ask questions, or whatever else you may need.

Classroom Etiquette

Respect in my classroom, my office, through email, over the phone, and in my general presence is an overall expectation: I will most certainly give it to you, and I expect you to return the respect to me. The following are some of the school-wide expectations/restrictions, and I ask for behavior, cooperation, and language that is respectful, responsible, and polite.

- **Electronic Devices:** Cell phones and electronic devices must be silenced/turned off and put away during class, unless I give permission for their use.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception.
- **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

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills 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. Please contact them 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.

- **[Student Health Center](#)**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **[Mental Health Counseling Services](#)**. Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Syllabus: English 009 Basic English Composition II (Garcia: 20230)

Anticipated Class Calendar					
Week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2/13	2/14 Syllabus/introduction	2/15	2/16 in-class writing	2/17
2	2/20	2/21 Review Journal assignment	2/22	2/23 Review Essay assignments/Essay #1 Review Annotated Bibliography	2/24
3	2/27	2/28 R/W Lab presentation Research/Annot. Bib. (Pocket Style Manual/MLA handbook)	3/1	3/2 R/W lab Research/Annot. Bib.	3/3
4	3/6	3/7 Annot. Bib./Outline	3/8	3/9 Outline/Draft	3/10
5	3/13	3/14 Rough Draft #1 DUE Group Review	3/15	3/16 R/W lab: Review page set up/Works Cited Draft changes	3/17
6	3/20	3/21 Final review: MLA/WC; Proof/Edit	3/22	3/23 Final Draft #1 DUE: during class Review Essay #2 Review Common Final process	3/24
7	3/27	3/28 CF prep #1; need Blue/Green Book	3/29	3/30 R/W lab Research/Annot. Bib./Outline/Draft	3/31
8	4/3	4/4 Outline/Draft	4/5	4/6 R/W lab: type RD; page set up/WC	4/7
9	4/10	4/11 Rough Draft #2 DUE Group Review	4/12	4/13 Draft changes Individual Review: content/edit	4/14
SPRING BREAK (4/17-4/22): No Journals required					
10	4/24	4/25 Final review: MLA/WC; Proof/Edit	4/26	4/27 Final Draft #1 DUE in-class writing (CF prep #2; need Blue/Green Book)	4/28
11	5/1	5/2 Library: presentation Research/planning	5/3	5/4 R/W Lab: Review Essay #3 Research/Annot. Bib.	5/5
12	5/8	5/9 Annot. Bib./Outline/Draft	5/10	5/11 Outline/Draft	5/12
13	5/15	5/16 Draft	5/17	5/18 R/W lab: type RD; page set up/WC	5/19
14	5/22	5/23 Rough Draft #3 DUE Group Review	5/24	5/25 Individual Review: content/edit (CF prep #3; need Blue/Green Book)	5/26
15	5/29	5/30 Common Final (need Blue/Green Book)	5/31	6/1 Final review: MLA/WC; Proof/Edit	6/2
16 Finals Week	6/5	6/6 Final Draft #3 DUE Final Journal Check	6/7	6/8 NO CLASS	12/9

Tentative, subject to change at instructor's discretion