

### Basic Course Information

Semester:	<b>Summer 2018</b>	Instructor Name:	<b>Rosa Contreras</b>
Course Title & #:	<b>Eng. 008 Basic English Composition I</b>	Email:	<b>rosa.contreras@imperial.edu</b>
CRN #:	<b>30091</b>	Webpage (optional):	
Classroom:	<b>2751</b>	Office #:	
Class Dates:	<b>June 18th – July 26th</b>	Office Hours:	
Class Days:	<b>MTWR</b>	Office Phone #:	
Class Times:	<b>9:05am – 12:10pm</b>	Emergency Contact:	<b>Text Instructor at (760) 587-3740</b>
Units:	<b>4</b>		

### Course Description

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

### Course Prerequisite(s) and/or Corequisite(s)

ENGL 005 or Score of 5008 on the English Composition placement test.

### Student Learning Outcomes

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 sentences structure such as fragments, comma splices, run-on sentences. (ILO1, ILO2, ILO3, ILO4)
4. Compose a multi-paragraph essay that uses standard verb form and tense in response to a reading. (ILO1, ILO2, ILO3, 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**

- Brandon, Lee & Kelley. 2014. *Sentences, Paragraphs, and Beyond with Integrated Readings*. 7<sup>th</sup> Edition. Cengage ISBN: 978-1-133-59192-4.

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

#### **Instructor Expectations:**

- ✚ Students who do not participate during week one are automatically dropped.
- ✚ If you stop attending class make sure to drop yourself from the class.
- ✚ Work is to be turned in on the due date – NO late work is accepted.
- ✚ You are responsible for knowing and observing due dates for all assignments.

#### **Late Work:**

- ✚ NO late work will be accepted under any circumstances.
- ✚ Incomplete assignments automatically receive a zero.

#### **Essay Grading Policy:**

- ✚ Essays are graded on a percent of 100.
- ✚ Grade reflects 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 assignments are not accepted.**

#### **Essays & Plagiarism**

- ✚ You will be writing a total of 3 essays.
- ✚ Recycling essays (self-plagiarism) is not acceptable. For more information on this, read the section below: “Academic Honesty”
- ✚ Any essay that is suspected of plagiarism will receive a zero.

#### **Journals**

- ✚ Journal entries will be written weekly in class.
- ✚ Each journal entry must be a minimum of 200 words.

- ✚ Make sure to answer all questions asked of you in your journal entry.
- ✚ Journals are designed for you to practice your writing skills. Think of it as a free write.

\*\*\*This is a writing course, so you will do a lot of writing and writing exercise!

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.

### Tentative Course Grading Based on Course Objectives

*Your final grade will be composed of the accumulated points on the following:*

<i>Journals (6)....20 pts. Each.....</i>	<i>120</i>
<i>Class Assignments (23)....20 pts. Each.....</i>	<i>460</i>
<i>Essays (3)....100 pts. Each.....</i>	<i>300</i>
<i>Common Final....120 pts.....</i>	<i>120</i>
<b><i>TOTAL.....</i></b>	<b><i>1000</i></b>

### Attendance

- A student who fails to attend the first meeting of a class will be dropped by the instructor. 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.
- 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 by the instructor.
- 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.

### Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others’ opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use

appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

### **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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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.
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### **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 counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..
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### **Veteran's Center**

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

### **Extended Opportunity Program and Services (EOPS)**

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).

### Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

### 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.

### Anticipated Class Schedule/Calendar

Date/Week	Activity, Assignment, and/or Topic	Important Dates
<b>Week 1</b> June		
18	Syllabus & Introductions	
19	Chapter 3: Reading-Based Writing: Forms and Applications p.25	Journal #1 Due 6/21
20	Chapter 4: Parts of Speech p. 39	
21		

Date/Week	Activity, Assignment, and/or Topic	Important Dates
<b>Week 2</b> June 25 26 27 28	Chapter 16: The Writing Process Stage One p.277 Chapter 17: The Writing Process Stage Two p.288 Chapter 18: The Writing Process Stage Three p.296 Chapter 19: Paragraphs and Essays p.307	Journal #2 Due 6/28
<b>Week 3</b> July 2 3 **4 5	<b>CHAPTER 20: DESCRIPTIVE NARRATION p317</b> Chapter 15: Top 25 Editing Errors p260 ***** Chapter 5: Subjects and Verbs p.49	Journal #3 Due 7/05  <b>DESCRIPTIVE                      NARRATIVE ESSAY                      DUE 07/09</b>
<b>**Holiday – July 4<sup>th</sup> Independence Day – No Class</b>		
<b>Week 4</b> July 9 10 11 12	<b>CHAPTER 21: EXEMPLIFICATION: USING EXAMPLES p349</b> Chapter 6: Kinds of Sentences p.62 Chapter 7: Combining Sentences p.76 Chapter 8: Correcting Fragments, Comma Splices, and Run-Ons p.99	Journal #4 Due 7/12  <b>EXEMPLIFICATION                      ESSAY DUE 07/16</b>
<b>Week 5</b> July 16 17 18 19	<b>CHAPTER 23: PROCESS ANALYSIS: WRITING ABOUT DOING p402</b> Chapter 9: Verbs p.126 Chapter 10: Pronouns p.155 Chapter 11: Adjectives and Adverbs p.180	Journal #5 Due 7/19  <b>PROCESS ESSAY                      DUE 07/23</b>
<b>Week 6</b> July 23 24 25 26	Chapter 13: Punctuation and Capitalization p.211 Chapter 14: Spelling and Phrasing p.245 Chapter 15: Top 25 Editing Errors p.260 <b>*In Class Common Final! Bring Blue Book</b>	Journal #6 Due 7/26  <b>*Common Final in                      Class</b>

**\*\*\*Tentative, subject to change without prior notice\*\*\***