Individualized Writing Skills--1 unit
Fall Semester 2013
Dates: Sept. 9-Nov. 27 (1 p.m.), 2013
Imperial Valley College
CRN 10380

Instructor:	Kathleen Dorantes
Class:	36 hours in the lab on your schedule
email:	**kathleen.dorantes@imperial.edu**
Office:	#2797
Office hours:	Tuesdays and Thursdays, 12:15-1:15 p.m.
	Online: Mondays and Wednesdays, 10-11 a.m.
Lab Hour:	Thursdays, 3-4 p.m.

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Course Description and Objectives

In the course of the semester, students will review English grammar usage rules for mechanics, sentence structure, punctuation, and spelling. This is a course designed to provide supplemental work for students in regular writing classes or for independent study. Computer assignments can be completed for improving problem areas in grammar, usage, spelling, and rhetorical skills. Students can also work to eliminate non-English language interference. The course is designed to assist students in any course(s) writing skills. The 36 required hours will be set by the student and must be completed in the Reading/Writing Lab. Students must check in the lab in order to receive credit for the hours they have worked.

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Student Learning Outcomes for English 51

For successful completion of English 51, students will:

1. Demonstrate personal responsibility by completing the 36 required lab hours (ISLO 3).
2. Display greater confidence in writing skills (ISLO1).
3. Improve writing skills (ISLO1).

STUDENT RESPONSIBILITIES:

1. Welcome!

You have enrolled in English 51, Individualized Writing Skills for one unit. The goal is for you to become a better writer by addressing specific problem areas in your writing.

However, this class is not a class in the traditional sense. It is self-paced, and there is no specified time for the class to meet. It is completely individualized. Although the instructor, lab staff, and the lab tutors are here to help, most of the work will be done on your own.

2. Hours: The requirements for this class are that you complete 36 hours of assigned work in the Writing Lab for one unit of credit. That averages to about three hours per week if you start early in the semester. If you do not spend 36 hours in the Writing Lab, you will not receive credit for the class. Also, no credit is given for work done at home, the library, etc. You will need to check in and out of the lab with your IVC student ID in order to receive credit for your hours. Please be sure you are checked in right now!

3. Lab Hours: You may work on English 51 and accumulate hours anytime the Writing Lab is open. Here are the lab hours:

Monday – Thursday:	8:30 a.m.-7:45 p.m.
Friday:	8:30 a.m.-3 p.m.

You need your IVC ID to check in. You will not be allowed to check in without an ID card.

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4. To help you with your commitment to learning, we have established some suggested deadlines. Please try your best to meet the following timeline. If you have difficulty meeting these deadlines, you could be dropped from the class before the end of the semester. After you have read this letter, please sign the next page to indicate that you have understood your responsibilities for succeeding in English 51.

* 12 hours by Friday, Oct. 4, 2013
* 24 hours by Friday, Nov. 1, 2013
* 36 hours by the end of the semester, Friday, 1 p.m., Nov. 27, 2013

5. C/NC: This is a credit/no credit class. The criteria for credit for the class is working 36 hours on English 51 material in the Writing Lab. Students who do not complete 36 hours will receive NC.

6. Mrs. Dorantes will be in the lab every Thursday from 3-4 p.m.

7. 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: DSP&S, Room 2117, Health Sciences Bldg., (760) 355-6312.

8. Appropriate Work
While the work in English 51 can be flexible between My Skills Tutor, workshops, writing assignments, and tutoring, students should not spend inordinate amounts of time on activities that do not further their writing abilities. Mrs. Dorantes will periodically check My Skills Tutor work to be sure that students are making progress in the program. Students not showing adequate work in My Skills Tutor will be warned. If the work quantity does not improve, they WILL BE DROPPED.

Students much check out every time they leave the lab (bathroom visits, cafeteria, etc.), and they should check back in when they return.

9. First Day Assessment

The first day that you begin working in English 51, please take the assessment test that is in Blackboard. Be sure that you swipe your card at the lab so that you get time credit for taking this assessment.

English 51—Individualized Writing Skills

Skills Tutor Information:

1) Open Firefox. (Firefox works better in the lab than Microsoft Explorer.)
2) At the web address, type in www.myskillstutor.com
3) Your user name is your G number using a capital G. Use the numbers above the letters as opposed to the number keypad.
4) Password: repeat your G number.
5) The site is imperial01. (Note that is zero-one, not one-zero-one.)
6) Press log in.
7) Your work is divided into categories:

Language Arts A	Language Arts B	Language Arts C
Reading Vocab A	Reading Vocab B	Reading Vocab C
Language	Reading	Writing

✸ If you are struggling with English, you may wish to begin in one of the **Language Arts** programs. These have easier activities and vocabulary.

✸ College-level English skills can be found in **Language, Reading and Writing**.

✸ If you are interested in building vocabulary, you may wish to work in **Reading Vocabulary B and Reading Vocabulary C.**

✸ **You may skip around between the programs. For instance, you could spend an hour on grammar and another hour on vocabulary development.**

✸ **You may attend the Writing Lab workshops. A schedule will soon be posted letting you know the days and times of workshops.**

✸ **You may attend a tutoring session with a writing tutor in the lab.**

✸ **You may ask Mrs. Dorantes for assignments and then seek tutoring about your writing. You may also seek tutoring for writing assignments for your other classes.**
✸ **You may work on any of the other software grammar/writing/spelling/vocabulary programs on the Writing Lab computers.**

In order to "pass" any given topic, you need to score 80 percent or better on the exercise and the quiz. Repeat any lessons in which you scored less than 80 percent. Instructions are available within the program, but tutors are also available for explanation.