

CONTACT INFO:

Instructor:	Lincoln Davis
Questions and Comments:	
General:	Blackboard "Ask and Answer" Discussion Board
Private:	Blackboard Personal Message (PM) System
Course sign-in page:	https://imperial.blackboard.com/
Blackboard Support:	http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543
On-Campus Office:	#813 (near Student Services building)
On-Campus Email:	lincoln.davis@imperial.edu (During semester, please try Blackboard first.)

ON-CAMPUS OFFICE HOURS: M-W: 12:30-1:30 pm; T-TH: 2:30-3:00 pm (Room 813)

ONLINE OFFICE HOUR: TH 9:00-10:00 pm (inside Blackboard)

RESPONSE TO YOUR QUESTIONS AND COMMENTS:

You can expect a response to your Blackboard "Ask & Answer" board or private message within 36 hours (usually much sooner). If you send me a note over the weekend (Friday-Sunday), you may have to wait as long as 72 hours (until Monday) to receive a response. Telephone calls are best during office hours only. Please do not contact me by email unless you are not able to enter our Blackboard course site. For help getting into the Blackboard site, please visit the Blackboard Support site listed above.

COURSE OBJECTIVES AND MINIMUM STANDARDS:

- Read, analyze, and interpret a variety of written texts, including one single-author text.
- Identify evidence, tone, purpose, and audience, and fallacies in a variety of written works.
- Demonstrate a thorough understanding of the writing process, from development and drafting to revising and editing.
- Demonstrate a command of varying writing patterns, such as comparison and contrast, definition, and argumentation.
- Demonstrate an understanding of connotative and figurative language while writing for an academic audience.
- Adapt writing strategies to the requirements of the writing situation (e.g., to essay exam or other timed writing, research writing, reflective writing).
- Examine and analyze their own writing and that of other students with a view towards improving the effectiveness of the written work.
- Develop text analysis and interpretation supported by citations, synthesized with the study and application of documentation styles and library skills (including electronic databases) to produce a research paper.
- Demonstrate an understanding of the writing process by writing at least four essays using a variety of rhetorical modes, along with one research paper, composing a total of 8,000-10,000 words. Expository and argumentative papers constitute the bulk of student writing. However, revisions, summaries, journals, or other assigned writing may be used to meet the requirement.
- Participate in a number of activities and areas of study as deemed appropriate by the instructor.

REQUIRED ITEMS AND SKILLS:

- **Required text: *Peyton Place*, by Grace Metalious. Available in book store. Any edition is fine.**
- You must have basic computer and internet skills to be successful in this course.
- You must have access to a computer with an internet connection and a word processor such as Microsoft Word. Call IVC for computer lab hours if you would like to work on campus. Public libraries also frequently provide internet access.

- You must be able to follow detailed instructions written in English.
- You must be able to communicate clearly in written English.
- You must be able to work independently and meet deadlines.
- Most other course materials are located in the “Weekly Content Modules” section of Blackboard.

THE RULES: *None of these basic rules is negotiable. Let me know during the first week of class if you believe you will have any problem following them.*

1. Write, type and edit your own papers as assigned. Writing Lab tutors can help, but all writing and editing must be your own. When your tutors suggest changes, make sure to ask them the reason so that you will be able to do the same for yourself in the future.
2. Do not plagiarize, or copy, anyone else’s writing. A paper containing plagiarism will receive an ‘F.’ Plagiarism may also cause you to fail this course and be reported to the Dean of Students.
3. No late assignments will be accepted! Make sure to give yourself plenty of time to complete assignments, especially essays, before the deadline. Missing assignments, especially essays, can seriously affect your final grade.
4. You are responsible for keeping track of: a) your grades, b) the drop deadline, and c) all information on these pages as well as announcements and other info posted inside the Blackboard learning environment.
5. You are also responsible for any technical problems that may prevent you from participating in the course. Technical problems are not an excuse from the requirements of the course. See above for Help Desk contact information.
6. Please be courteous to everyone online. On discussion boards, take a breath and think for a moment before posting comments that may cause offense. Controversial and/or critical statements are OK, even encouraged, as long as you are polite.

COMMENTS, COMPLAINTS AND CONCERNS

Please communicate your concerns. If you do not share your concerns, I may not be able to help you succeed. I respect and honor students who bring complaints to my attention, even if they have to do with me personally. I encourage the practice of “questioning authority” as a form of critical thinking, which is one of the important skills we practice in this course. For more information on student complaints, see the Student Complaint Policy in your catalog or on the IVC website.

DISCIPLINARY POLICY:

If I determine that your behavior in class is having a detrimental effect on the learning of other students, I will inform you of the problem. If the problem continues, I will ask you not to participate further in the class until you have made an appointment and spoken with the Dean of Students about the problem before returning to class. Disciplinary problems can also result in suspension, being dropped from class, or expulsion from the college.

ASSIGNMENTS:

- New assignments will become available on Fridays before 6:00 pm.
- Assignments will be due on Thursday nights before 10:00 pm.
- All essay first drafts will be returned to you before the second draft is assigned.
- Some assignments may take up to one week to grade.
- No late assignments are accepted.

QUIZZES

A quiz may be assigned each week, but it may not become available until as late as the Monday following the assignment in which it is mentioned. Use these quizzes as a way to check your understanding of material covered during that week. All quizzes are “open-book” style and can be taken as many times as you would like to get the grade you desire. Careful! These quizzes are not meant to be a comprehensive representation of everything you should have studied each week. There may be questions on the final exam that are not included in the quizzes. You are responsible for studying all assigned materials and practicing all assigned skills whether or not they appear on a quiz. If you get a low score on a quiz, study a while longer before attempting it again. You may take note of the questions that are giving you trouble and ask about them on discussion boards or private messages to classmates or myself. **Help in understanding the concept behind quiz questions is available upon request; answers to quiz questions are not.** If you believe that a quiz question contains an error, please copy the question and include it in a private message to Mr. Davis.

ATTENDANCE POLICY:

In this online course, attendance will be taken according to whether or not you “attend” the class by completing assignments and quizzes and contributing to discussion boards. You will be marked absent for any week during which you have done none of these. Don’t just disappear from the class! If you are having problems, please let us know.

If you are sure that you cannot meet the basic requirements of this course, you should drop! If you drop before the drop date, you will receive a ‘W.’ **If you disappear without dropping the course, you may receive a grade of ‘F.’ It is your responsibility to drop yourself from the class if you are not able to attend.** See also: “Should I Drop?” located in the Resources area of Blackboard.

GRADING POLICY: (Particular assignments may be accompanied by more specific grading rubrics. Ask Mr. Davis.)

A	90-100	Essays:	20%	Final Exam (50%):
B	80-89	Quizzes:	10%	Essay: 30%
C	70-79	Assignments:	10%	Objective: <u>20%</u>
D	60-69	Discussions:	10%	100%
F	0-59			

EXTRA CREDIT

Extra credit is not normally available unless you have first completed all of the assigned and required course work. Please do not expect to make up for missed assignments by requesting extra-credit work. The best way to improve your grade is by completing all regularly assigned work to the best of your ability. If it is too late to receive credit on any assignment, you should attempt to complete it anyway. Your work will benefit you on the final exam.

PLEASE NOTE:

- 1) This is not an easy class! Remember, the hours that you normally spend sitting in an on-campus class, plus all homework time, will be spent at your computer. You will be successful by logging into the class every day (M-F), staying in contact with me and other students, and getting the help you need when questions arise.
- 2) Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Program and Services (DSP&S) office as soon as possible. DSPS is in room 2117, Health Sciences Building. Phone: 355-6312.

ENGLISH 110 ONLINE

CALENDAR: Fall, 2013

Week 1: 8/19	On-Campus Orientation Introductions	Syllabus Calendar
Week 2: 8/26	Grammar Review Textual Analysis, Interpretation, Response	PP 1-4
Week 3: 9/2	Sentence Combining	PP 5-8
Week 4: 9/9	Punctuation Tone, Purpose, Audience	PP 9-12
Week 5: 9/16	Thesis Statements Essay Formats	PP 13-16
Week 6: 9/23	Narration How Your Essay Should Look	N1 Due PP 17-20
Week 7: 9/30	Research & Citation	PP 21-24
Week 8: 10/7	Summarize/ Quote/ Paraphrase	N2 Due PP 25-BII1
Week 9: 10/14	Introductions and Conclusions The Writing Process	PP BII2-5
Week 10: 10/21	Exemplification	E1 Due PP BII6-9
Week 11: 10/28	Verb Tenses and Conditionals Connotative & Figurative Language	PP BII10-13
Week 12: 11/4	Parallelism	E2 Due PP BII14-17
Week 13: 11/11	Definition	D1 Due PP BII18-BIII2
Week 14: 11/18	Logical Fallacies	D2 Due PP BIII3-6
Week 15: 11/25	Final Exam Review Adapting Writing Strategies	PP BIII7-10 PP BIII11-End
Week 16: 12/2	FINAL EXAM	

Please also note: This calendar is 1) tentative and subject to change, 2) covers major assignments only, not all homework assignments, and 3) does not include Reading Lab deadlines. See Reading Lab for "My Skills Lab" schedule.