Imperial Valley College Course Syllabus
English 51—Individualized Writing Skills

Basic Course Information

Semester	**Spring 2014**	Instructor Name	**Kathleen Dorantes**
Course Title & #	**Individualized Writing Skills English 51**	Email	**kathleen.dorantes@imperial.edu**
CRN #	**20049**	Units	**1 unit**
Room	**2610 Reading/Writing Lab**	Office	**2797**
Class Dates	**2/10/14-5/9/14**	Campus Office Hours Online Office Hours Writing Lab Hour	**Tuesdays and Thursdays 12-1 p.m. Mondays and Wednesdays 8-9 a.m. Thursdays 1-2 p.m.**
Class Days	**36 hours required in the Reading/Writing Lab**	Office Phone	**(760) 355-6328 (Email is much more efficient.)**
Class Times	**36 hours required at the Reading/Writing Lab** **During Lab Hours M-Th—8:30 a.m.-7:45 p.m. Fri—8:30 a.m. – 3 p.m.**	Office contact for emergency—English Dept. Secretary	**(760) 355-6224**

Course Description

This is a course designed to provide supplemental work for students in regular writing classes or for independent study. Individual assignments are given 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. This is class will begin in the fourth week of the regular semester, and students must check in at the Reading/Writing Lab during the fourth or fifth week of the semester. (Non-transferable, non-degree 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) 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).

Course Objectives

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

1. Student will demonstrate personal responsibility by setting his or her own schedule to complete 36 hours in the Reading/Writing lab.
2. Students will improve abilities in English grammar.
3. Students will improve abilities in spelling.
4. Students will improve abilities in writing mechanics, such as capitalization and punctuation.

Textbooks & Other Resources or Links

www.myskillstutor.com

Course Requirements and Instructional Methods

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.

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.

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.
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.

* 12 hours by Friday, March 7
* 24 hours by Friday, April 4
* 36 hours by the end of the semester, Friday, 3 p.m., May 9, 2014

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.

Attendance, Enrollment, and Student Expectations

* English 51 is "late start" class. We begin in the fourth week of the semester, and the class goes until the Friday before finals week. These dates are 2/10/14-5/9/14. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
* Please "sign in" at the Reading/Writing Lab anytime during the week of Feb. 10. Students who do not sign in that week may be dropped.
* On the first time you sign in, you will be given an information sheet explaining the work involved in English 51. You may begin work on that day or later.
* You should set a schedule of approximately three hours per week when the lab is open so that you can accumulate 36 hours by the end of the semester.
* Students must check out every time they leave the lab (bathroom visits, cafeteria, etc.), and they should check back in when they return.

Classroom Etiquette

* <u>Food and Drink</u> are prohibited in the lab. Water bottles are also not allowed. There are wooden "cubbies" to store food and drink items when you enter the lab. Please use them.
* <u>Disruptive Students:</u> Students who disrupt or interfere in the lab 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.
* <u>Children in the classroom:</u> Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

* <u>Plagiarism</u> 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.

- <u>Cheating</u> 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 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:
  o **plagiarism**
  o copying or attempting to copy from others during an examination or on an assignment;
  o communicating test information with another person during an examination;
  o allowing others to do an assignment or portion of an assignment
  o use of a commercial term paper service

Blackboard

This class will use Blackboard for Announcements. If I need to contact a student, I will use the email function on Blackboard, so be sure that you have an email on Blackboard that you check regularly.

- If you have never logged into Blackboard before, here are instructions:
  Blackboard website: Login Instructions for Students
  Student can login by visiting: http://imperial.blackboard.com
  For their username, they will use the first part of their student email address (e.g. jdoe2)
  For their password, they will use their WebSTAR PIN (which should automatically be synced when updated via WebSTAR)
  If a student does not know his or her IVC email address, these two locations can help him or her find out that information:
  • https://www.imperial.edu/students/student-email-lookup/(Does not require additional login, but will only work if the student is registered for 0.5 or more units for the current semester)
  • https://my.imperial.edu/student-email(Does require additional login to the Student Portal, but will work regardless of whether or not the student is registered for any classes)
- **Blackboard Assistance**
- IVC has established Blackboard support, which includes the following:
  24/7 Phone Support: Support Representatives are available around the clock every day of the week to provide you with technical support for the Blackboard Learning System and log-in issues.
  Submit A Ticket: This web based ticket submission tool allows you to fill out a web form that will get submitted as a ticket to our support representatives.
  Real-Time Chat: This tool allows you to contact our support representatives 24/7. You can access this tool from the support portal.
  Knowledge Base: Allows you to search or browse the various topics and questions that have already been answered.
- To visit the **Blackboard Support Portal** you can:
- Go to <u>Blackboard</u> support center: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543
  Or, from the IVC Homepage, click on the **Faculty & Staff | Blackboard Support** link
  Or call **1-855-532-6983, toll free any time, day or night.**

My Skills Tutor.com

My Skills Tutor is a software program with assignments that need to be done at the Reading/Writing Lab. Although you can get to this program from any computer that uses the internet, you will not receive English 51 credit for work done outside of the lab.

Go to www.myskillstutor.com.
Your user name is your G# as in G00123456.
Your password is your G# as in G00123456.
The site is imperial01.

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 760-355-6312 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. 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/

More information on Class Activities and Placement

Your work on My Skills Tutor is divided into modules. You do not need to go in order, and I recommend skipping around, alternating between some of the Language Arts programs and Reading Vocabulary. Here are the categories and suggested starting points. However, if you find a module too difficult, move down a level, and if you find a module too easy, move up.

Language Arts A—suggested for ESL students
Language Arts B—suggested for students placing in English 8
Language Arts C—suggested for students placing in English 9 or 10
Reading Vocab A—suggested for ESL students
Reading Vocab B—suggested for students placing in English 8
Reading Vocab C—suggested for students placing in English 9 or 10
Language—suggested for students in English 9, 10, 110, or 201 (highest level)
Reading—suggested for students in English 9, 10, 110, or 201 (highest level)
Writing—suggested for students in English 9, 10, 110, or 201 (highest level)

In order to "pass" any given lesson, 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.

I suggest that you start with topics that interest you in the level that you choose. For instance, if you are puzzled on how to use the apostrophe, look for lessons in your Language Arts module focusing on the apostrophe. Don't bother with lessons you are not interested in. There are hundreds of lessons in My Skills Tutor to choose from, and each of these lessons has at least three sets of 10 exercises. You will not finish all of the lessons in My Skills Tutor in 36 hours. Pick and choose the ones that interest you.