



- This is a Web-mediated course. The student will need access to her/his IVC email account, WebStar, and Blackboard. The student is expected to check her/his IVC email account daily. Specific instructions and assignments will be available only through the Blackboard system.
- The student will need access to the Internet and to Microsoft Word for research and publication purposes.
- In addition, the student is expected to have a good, quality English dictionary. Bilingual students are encouraged to use a bilingual dictionary as well.
- In-class writing assignments must be completed in black or blue ink on standard 8½ x 11 notebook paper with clean edges.
- The student will need a bound composition book in which to maintain an academic journal.
- In addition, the student should purchase four (4) large, 8½ x 11 Green/Blue books for in-class writing assignments.

### **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. Read, analyze, and interpret a variety of written texts, including one single-author text.
2. Identify evidence, tone, purpose, and audience, and fallacies in a variety of written works.
3. Demonstrate a thorough understanding of the writing process, from development and drafting to revising and editing.
4. Demonstrate a command of varying writing patterns, such as comparison and contrast, definition, and argumentation.
5. Demonstrate an understanding of connotative and figurative language while writing for an academic audience.
6. Adapt writing strategies to the requirements of the writing situation (e.g., to essay exam or other timed writing, research writing, reflective writing).
7. Examine and analyze one's own writing and that of other students with a view towards improving the effectiveness of the written work.
8. 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.
9. 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.

10. Participate in a number of activities and areas of study as deemed appropriate by the instructor.

### **Evaluation of Student Progress**

Student learning will be evaluated in seven categories:

1. In-Class Essays	<b>80 pts</b>
2. Essay Revisions	<b>80 pts</b>
3. Reading Comprehension	<b>60 pts</b>
4. Quoting, Summarizing, Paraphrasing	<b>80 pts</b>
5. Academic Journal	<b>40 pts</b>
6. Writing Project: Leadership Plan	<b>80 pts</b>
7. Team Projects (teams of 4)	<b>80 pts</b>

Additional information pertaining to these seven categories is provided in the *English 110 Course Guide*, available in the Reprographics Office.

The final grade will be based on the following:

Final Grade of <b>A</b> .....	450 pts
Final Grade of <b>B</b> .....	425 pts
Final Grade of <b>C</b> .....	400 pts

### **Attendance Policy / Disrespectful Behavior**

The student is expected to attend every scheduled class period, to arrive in the classroom before class begins, and to remain in class until the class period concludes.

***Official withdrawal from the course is the student's responsibility.***

The instructor reserves the right to drop a student after a period of consecutive absences make it clear that the student is no longer participating in the course.

***It is the student's responsibility to schedule proctored make up of missed in-class essays; a missed final examination cannot be made up.***

The student shall assume an obligation to conduct herself/himself in a manner compatible with the college's function as an educational institution. Misconduct is subject to disciplinary action.

When attending class, it is required that the student demonstrate respect for the instructor and fellow students. *Coming to class unprepared is considered disrespectful behavior.* Perceived disrespect (or disruptive behavior) or other misconduct will prompt the removal of the student(s) from the class for the remainder of the class period.

“From the day that you decide to change and be different, that is when everything starts counting.” – Emeterio Hernandez, former student

### **Accommodations**

Any student with a documented disability who may need educational accommodations should notify the instructor and 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.

**NOTE:** Any recording (audio and/or video) of the lecture components of class must have the explicit, written permission of the instructor.

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.

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/>.

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](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762).

### **Spelling and Penmanship**

A text demonstrates the writer’s skill and competence in composition. In this composition course, correct spelling, appropriate grammar, and legible penmanship are expected. Therefore, submitted assignments which lack correct spelling, appropriate grammar, or legible penmanship are not acceptable.

## **Plagiarism and Cheating**

Submitting a paper or essay to the instructor is a form of publication protected by the appropriate copyright laws of the United States. Therefore, the use of another's words, phrases, ideas, and/or organization, delivered as the student's own words, phrases, ideas, and/or organization is plagiarism. *Any student found to have plagiarized materials in any writing assignment will receive a failing grade for the assignment.*

Given the definition of plagiarism, the following rule-of-thumb will apply to papers submitted in this class. Any three words (or more) taken in sequence from a published source, without correct punctuation and documentation, is considered plagiarism. For the purposes of this class, there is no difference between accidental and intentional plagiarism. Therefore, the student is warned to pay close attention to instruction provided regarding the use of quotation marks and the correct application of parenthetical references in one's essays.

Students are encouraged to join study groups and/or to seek tutoring assistance in the development of their writing skills. However, each student is expected to write her or his own papers. 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. *Any student found to have cheated will receive a failing grade on the exam or assignment.*

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:

- plagiarism
- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- allowing others to do an assignment or portion of an assignment use of a commercial term paper service.

The instructor may report incidents of plagiarism or cheating to the Campus Disciplinary Officer.

## **Maintenance of Records**

The instructor will attempt to return to the student all class materials. The student should keep these materials until after the final grade has been posted and accepted. These materials will be needed in the event the student elects to challenge the posted final grade.

Materials not returned to the student by the final class meeting will be held in the instructor's office through the first four weeks of the next term. Any papers not retrieved by the student will become the property of the instructor and may be used (in part or whole) as sample texts in future courses.

## **Emergency Procedures**

In the event it becomes necessary to evacuate the classroom, students should quickly gather their personal belongings and walk to the classroom's assigned area (avoiding the parking lot areas). The instructor, or other campus personnel, will join the students and remain with them until further instructions are available.

In the event of an emergency in the classroom, the instructor will ask for two volunteers with personal cell phones. One student will be directed to call 9-1-1 and report the emergency. The other student will be directed to call the campus operator at 352-8320. Campus security will assist emergency personnel in locating the classroom.

Students without medical or first aid training may be asked to clear the area, depending on the event. Students with medical or first aid training may offer assistance but are not required or expected to do so.

## **Tentative Class Schedule** [Spring 2014] (MWF: 75 minutes) (MW: 125 minutes)

Week 1	Introduction to Course	
Week 2	The Writing Process	
Week 3	The Definition Essay	
Week 4	Quoting, Summarizing, and Paraphrasing	
Week 5	Grammar Review	
Week 6	The Process Analysis Essay	
Week 7	Sentence Structures and Punctuation	
Week 8	Research Strategies	
Week 9	The Comparison/Contrast Essay	
Week 10	Pre-writing Strategies	
Week 11	Integrating Sources	
Week 12	Argumentation	Drop Deadline: <b>12 April 2014</b>
Week 13	The Argumentative Essay	
Week 14	Metacognition & Critical Thinking	
Week 15	Academic Writing at the University	
Week 16	Final Examination & Course Evaluation	