

Imperial Valley College Course Syllabus – English 8

Basic Course Information

Semester	Fall 2015	Instructor Name	Chema Guijarro
Course Title & #	English 8	Email	jose.guijarro@imperial.edu
CRN #	10211	Office Hours	By appointment
Room	313B	Class Dates, Time, Days	MWF, 200-315 pm, Aug. 17 – Dec. 11

- It is your responsibility to let me know when you are unable to complete an assignment or attend class. Though not all reasons are excuses, keeping me informed helps you make your case.
- All assignments may be submitted by proxy (a classmate or anyone else). As long as it is submitted when due, all is well.
- Any assignment submitted 15 minutes after class starts will be late and will receive a zero (with the exception of Final Drafts, which will have a full letter grade docked for each day it is late).
- In the case of a valid emergency, all work and absences will be excused, but you must inform me if you will be absent for more than three days in a row or you will be dropped from the class.
- Campus sanctioned activities are excusable absences.
- Most importantly, regardless of the reason for your absence, it is your responsibility to keep up with lectures and assignments by contacting your classmates. Use this space to write down the contact information of at least 5 of your classmates:

Name: _____ **Tel #:** _____ **E-mail:** _____
Name: _____ **Tel #:** _____ **E-mail:** _____

Course Description

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

- Buy this book immediately as it will be used in class on the first week:
Short Takes, edited by Judith Kitchen (1st edition, 2005)
ISBN: 0393326004
- This book will not always be used in class, but it is a grammar reference book required for the course:
The Grammar Bible, by Michael Strumpf and Auriel Douglass (3rd Edition, 2004)
ISBN: 0805075607
- You are required to submit electronic copies of some of your work through SafeAssign on BlackBoard, because of this, you are also required to own a USB flash drive to save your work.

Course Requirements and Instructional Methods

This course is focused on getting you ready for English 9. That means acquainting you with the writing process, getting you proficient in both take-home and in-class essays, and working extensively grammar and vocabulary. To do this, it is imperative that you attend every class and complete every assignment.

If you do the work, show up to class, pay attention and participate, you will surprise yourself with your improvement and success in the course. If you do not, you will struggle to earn a passing grade for the semester, and barring any extenuating circumstances, will receive little sympathy from me.

The course also includes in-class readings which you are required to participate in and respond to. This is to acquaint you with different writing styles and rhetorical modes, as well as develop a greater vocabulary and understanding of English prose.

- Major Essays:
 - Includes Brainstorm, Formal Outline, First Draft, Reverse Outline, and Final Draft.
 - Brainstorms will consist of class work and homework designed for each essay and will be graded pass or fail.
 - Formal Outline are a specific mapping of your essay prior to writing the first draft and will be graded pass or fail.
 - First Drafts are required to be longer than the final draft by at least a whole page and will be graded pass or fail.
 - Reverse Outlines are based on your first draft and will be handed along with it.
 - Final Drafts will receive a letter grade and will be the bulk of your grade for the assignment.
 - NOTE:
 - Only the Final Draft will be accepted late, with a letter grade deducted each day it is late.
 - All other assignments will not be graded and receive a zero if submitted late.
 - However, you must complete ALL assignments, even if they're late and they get a zero, in order to submit your Final Draft.
- Common Final:
 - This is an in-class essay assigned by the English Department. You must attend class to take this essay, only serious emergencies will be considered if you fail to do so.
 - The essay is based on a reading prompt provided by the department and is graded by two other English instructors other than me.
 - They are graded pass or fail.
 - I have final say on your grade but will only personally grade your essay if both instructors disagree over your grade.
- In-Class Essays:
 - Assigned every two weeks (give or take) for a total of 7 for the semester.
 - Graded pass or fail.
 - Based on writing prompts using in-class readings from *Short Takes*.

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- Quizzes:
 - Assigned every two weeks (give or take) for a total of 7 for the semester.
 - Graded on a percentage.
 - Based on grammar lectures and assigned vocabulary words.

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.

Course Grading Based on Course Objectives

Three Major Essays (Narrative Essay, Descriptive Essay, and Expository Essay).....	45% (15% each)
-These will include Brainstorming, Outline, First Draft, and Final Draft.	
Common Final.....	15%
-An in-class essay graded by the English Department based on a news article.	
Seven In-Class Essays based on in-class readings from <i>Short Takes</i> every two weeks.....	15%
Seven Grammar and Vocabulary Quizzes.....	15%
Class Participation/Attendance.....	10%

Grade breakdown:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. 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. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and 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. **Consider**: specifics for your class/program
- 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.
- 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.

Academic Honesty

Required Language

- Plagiarism 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.
- 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.

Anyone caught cheating or 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: (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) use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

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 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/>

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Anticipated Class Schedule / Calendar

Tentative Schedule (Subject to Change) (Guaranteed to Change)

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 8/17, 8/19, 8/21	Syllabus & Introduction In-class Reading Lecture: Parts of Speech and Narrative Essays	
Week 2 8/24, 8/26, 8/28	Lecture: Sentence Fragments, Narrative Essays In-Class Reading In-Class Essay 1	
Week 3 8/21, 9/2, 9/4	Lecture: Brainstorms and Formal Outlines In-Class Reading Grammar/Vocabulary quiz 1	Brainstorm, Formal Outline
Week 4 9/9, 9/11	Lecture: Paragraphs, Reverse Outlines, and Run-on Sentences In-Class Reading In-Class Essay 2	First Draft, Reverse Outline
Week 5 9/14, 9/16, 9/18	Lecture: Editing—prose and content. In-Class Reading Grammar/Vocabulary quiz 2	Final Draft
Week 6 9/21, 9/23, 9/25	Lecture: Descriptive Essays, thesis, pronouns. In-Class Reading In-Class Essay 3	
Week 7 9/28, 9/30, 10/2	Lecture: Descriptive Essays, introductions, pronoun/antecedent agreement. In-Class Reading Grammar/Vocabulary quiz 3	
Week 8 10/5, 10/7, 10/9	Lecture: Descriptive Essays, body paragraphs/supporting elements, verbs In-Class Reading In-Class Essay 4	Brainstorm, Formal Outline
Week 9 10/12, 10/14, 10/16	Lecture: Descriptive Essays, conclusions, subject/verb agreement In-Class Reading Grammar/Vocabulary quiz 4	First Draft, Reverse Outline
Week 10 10/19, 10/21, 10/23	Lecture: Descriptive Essays, verb tense In-Class Reading In-Class Essay 5	Final Draft
Week 11 10/26, 10/28, 10/30	Lecture: Expository Essays, prepositions In-Class Reading Grammar/Vocabulary quiz 5	
Week 12 11/2, 11/4, 11/6	Lecture: Expository Essays, grammar In-Class Reading In-Class Essay 6	
Week 13 11/9, 11/13	Lecture: Expository Essays, grammar In-Class Reading Grammar/Vocabulary quiz 6	Brainstorm, Formal Outline
Week 14 11/16, 11/18, 11/20	Lecture: Expository Essays, grammar In-Class Reading In-Class Essay 7	First Draft, Reverse Outline
Week 15	No School! :D	
Week 16 11/30, 12/2, 12/4	Lecture: Expository Essays, grammar Grammar/Vocabulary Quiz Common Final	Final Draft
Week 17 Final's week	Course Review	

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12/7, 12/9, 12/11		
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