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**Syllabus: English 09**

Semester	<b>Fall 2015</b>	Instructor's Name	<b>Kaylene Elliott</b>
Course Title & #	<b>ENGL09: Writing Fundamentals</b>	Instructor's Email	<b>Kaylene.elliott@imperial.edu</b>
CRN #s	<b>10230</b>	Units	<b>4</b>
Rooms	<b>2728</b>	Office contact for emergency—English Dept. Secretary	<b>760-355-6224</b>
Class Dates	<b>August 17, 2015 – December 7, 2015</b>	Classes Days/Times	<b>Mondays and Wednesdays 2:00 – 4:05 p.m.</b>

**Course Description**

The course seeks to facilitate your mastery of the short essay at the college level. The course follows in sequence from ENGL 08 and will prepare you for ENGL 110.

**Student Learning Outcomes**

Upon completion of this course, you will be able to:

1. Compose a multiple-paragraph essay that responds to an essay prompt with a clear controlling idea or thesis statement.
2. Compose a multi-paragraph essay with a clear organizational structure and adequate support.
3. Compose a multi-paragraph essay that uses correctly formed sentences with virtually no sentence-level or grammar errors.
4. Develop a research paper that effectively synthesizes ideas and information from multiple sources and utilizes correct MLA formatting of citations.

**Course Objectives**

1. Develop and apply discovery techniques for expository writing with multi-paragraph essays (5-paragraph or more), including a mini research paper.
2. Design an essay plan based on concrete data in pre-writing exercises that produces a controlling idea or thesis statement.
3. Organize content to support a thesis statement and subsequent supporting paragraphs while studying and applying various rhetorical modes with emphasis on comparison/contrast, definition, cause/effect, and argumentation.
4. Demonstrate the ability to recognize and identify various audiences, both general and academic, focusing on academic audiences.
5. Synthesize ideas and information from multiple sources in the development of a writing assignment that is supported by citations from the reading.

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6. Practice a variety of sentence types and demonstrate principles of effective sentence construction and punctuation, including correct use of the comma, semicolon, quotation mark, apostrophe, and parentheses.
  7. Demonstrate an understanding of connotative meaning and figurative language in his/her own writing after recognizing this technique in the writing of others.
  8. Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.

### Textbooks & Other Resources

#### **Evergreen: A Guide to Writing with Reading, 10<sup>th</sup> edition**

By Susan Fawcett

Cengage Learning

ISBN: 978-1-133-94668-7

Aplia code

Students will get an Aplia code with the purchase of the textbook from the bookstore. Aplia codes may be purchased separately, but I've been told this is more expensive.

#### **The Graveyard Book**

By Neil Gaiman

Harper Collins

ISBN: 978-0-06-053094-5

### Course Requirements and Instructional Methods

Aplia: Students will work out of class on the Aplia Software program that will emphasize growth in grammar and language abilities.

Homework: Homework will be turned in via Blackboard. We will utilize both the forum and assignment functions.

Drafts: Because we will do multiple drafts of out-of-class paragraphs, students must staple the most recent version atop the old draft(s). On dates in which a draft is due, students must bring two (2) copies of the draft. If a student is absent, he or she will need to email the draft before the class starting time in order to receive credit. Final drafts MUST be submitted via Blackboard. ALL STUDENTS MUST SEE A TUTOR FOR THE FINAL RESEARCH PAPER!

**ALL DRAFTS MUST BE TYPED.** Zero credit will be given for hand-written drafts.

**-Proper format**: Paragraphs should be double-spaced, Times New Roman, 12 point font. In the top left corner of page 1, please use the following heading style on all drafts:

Name

Professor Elliott

ENG 09

Date draft is due

Final Exam The final exam will consist of the Common Assessment Essay, as administered by all of the English 9 sections at IVC. This will be an argumentative in-class essay that will demonstrate that the student is ready to enter English 110 as the next composition class. Therefore, the essay must show solid development of ideas with a strong thesis statement, topic sentences, and organized text. Details must be strong and specific. The text must be written in correctly formed sentences with virtually no sentence-level or grammar errors. Strong command of diction, verb usage, and standard English is required to pass.

If you pass the final, you will receive 200 points.  
 If you do not pass the final, you will receive 0 points.

**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. This means that this 4 unit class requires 8 hours of work/week outside of class.

### Course Grading Based on Course Objectives

Course Grading		
Quizzes	100 points	<b>GRADING SCALE</b>
Homework	100 points	900-1000 points—A
In-Class essay 1	50 points	800-899 points—B
In-Class essay 2	50 points	700-799 points—C
Aplia Assignments	150 points	600-699 points—D
Narrative essay	100 points	0-599 points—F
Compare/Contrast essay	100 points	
Research essay	150 points	
Final Exam	200 points	

### 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.
- **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.

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## Academic Honesty

- 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: Feel free to use the Writing Lab in building 2600 any time during the semester. The lab usually has lots of available computers for you to use, and there are also tutors to contact for help. To make an appointment (either in person or online), you may go in person to the lab and sign in the appointment book, or you may call 355-6391 and ask for an appointment. If you meet face-to-face with a tutor, do not check the online box.
- 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. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

## 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](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/>

### Anticipated Class Schedule / Course Map

<b>Week and Date</b>	<b>Description of activities (Schedule may be adjusted at any time.)</b>	<b>Work is due by the end of the week on Friday evening unless otherwise noted</b>
<b>Week 1</b> Aug. 17 and 19	Introduction to the class, review syllabus Exploring the writing process	<b>Homework#1: Blackboard Introduction</b> <b>Read Evergreen CH. 1</b>
<b>Week 2</b> Aug. 24 and 26	Prewriting to generate ideas, types of essay	<b>Aplia 1 and 2</b> <b>Read EG CH. 2, CH. 16</b>
<b>Week 3</b> Aug. 31 and Sept. 2	The process of writing paragraphs, topic sentences <b>Quiz #1</b> <b>In-Class essay 1: Process</b> <b>Assign Narrative Essay</b>	<b>Aplia 3</b> <b>Homework #2: outline</b> <b>Read EG CH. 3, CH. 8</b> <b>Read Graveyard CH. 1</b>
<b>Week 4</b> Sept.9	<b>Sept 7 Labor Day- No class</b> Achieving coherence <b>Quiz #2</b> <b>Bring 2 copies of your rough draft to class Sept. 9</b>	<b>Aplis 4</b> <b>Read EG CH. 4</b> <b>Read Graveyard CH.2</b>
<b>Week 5</b> Sept. 14 and 16	The process of writing an essay <b>Quiz #3</b> <b>Bring 2 copies of your second draft to class Sept. 16</b>	<b>Aplia 5 and 6</b> <b>Homework#3</b> <b>Read EG CH. 14</b> <b>Read Graveyard CH. 3</b>
<b>Week 6</b> Sept. 21 and 23	The introduction, conclusion, title, thesis statements <b>Quiz #4</b>	<b>Aplia 7</b> <b>Homework#4</b> <b>Read EG CH. 15</b> <b>Read Graveyard CH 4</b>
<b>Week 7</b> Sept. 28 and 30	Types of essays, compare/contrast essay <b>Quiz #5</b> <b>Narrative Essay Due Sept. 28</b> <b>Assign Compare/Contrast Essay</b>	<b>Aplia 8</b> <b>Homework#5</b> <b>Narrative Essay Due Sept. 28</b> <b>Read EG CH. 12, CH. 17</b> <b>Read Graveyard CH. 5 and Interlude</b>
<b>Week 8</b> Oct. 5 and 7	Summarizing, quoting, and avoiding plagiarism <b>Quiz #6</b> <b>Bring 2 copies of rough draft to class Oct. 7</b>	<b>Aplia 9</b> <b>Read EG CH. 18</b> <b>Read Graveyard CH. 6</b>
<b>Week 9</b> Oct. 12	Revising for Consistency and Parallelism <b>Quiz #7</b>	<b>Aplia 10</b> <b>Homework#6</b>

and 14	<b>Bring 2 copies of second draft to class Oct. 14</b>	<b>Read EG CH. 21 Read Graveyard CH. 7 (long chapter!)</b>
<b>Week 10</b> Oct. 19 and 21	Persuasion <b>Quiz #8</b> <b>Assign Persuasive Research essay</b>	<b>Aplia 11 Read EG CH. 113 Read Graveyard CH. 8</b>
<b>Week 11</b> Oct. 26 and 28	Strengthening your essay with research <b>Compare/Contrast essay due</b> <b>In-Class Essay 2: Cause and Effect</b>	<b>Aplia 12 Homework#7: Annotated Bibliography Read EG CH. 19</b>
<b>Week 12</b> Nov. 2 and 4	Revising for sentence variety <b>Bring 2 copies of rough draft Nov. 4</b>	<b>Aplia 13 Homework #8 Read EG CH. 22</b>
<b>Week 13</b> Nov. 9	Revising for language awareness <b>Quiz #9</b> <b>Nov. 11 Veterans Day-No Class</b>	<b>Aplia 14 Homework #9 Read EG CH. 23</b>
<b>Week 14</b> Nov. 16 and 18	Writing under pressure. <b>Quiz #10</b> <b>Bring 2 copies of second draft Nov. 18</b>	<b>Aplia 15 Homework #10 Read EG CH. 20</b>
<b>Nov. 23 and 25</b>	<b>Thanksgiving break-No class</b>	<b>No homework</b>
<b>Week 15</b> Nov. 30 and Dec. 2	Review <b>Final Essay</b>	<b>Finish your essay!!</b>
<b>Week 16</b> Dec. 7	<b>Persuasive Research Essay Due Dec. 7</b>	