

Basic Course Information

Semester	Spring 2014	Instructor Name	D. Rowley
Course Title & #	Basic English Composition II Engl 009	Email	deirdre.rowley@imperial.edu
CRN #	20226	Webpage (optional)	
Room	315	Office	Science Building: 2792
Class Dates	February 16 – June 10, 2016	Office Hours	M/T/W 1:00-2:00pm; Th 9-10am
Class Days	Monday / Wednesday	Office Phone #	760-355-6484
Class Times	8:00 – 10:05am	Office contact if student will be out or emergency	Blackboard Messaging
Units	4 credits		

Course Description

Preparation for ENGL 009. The course seeks to facilitate the student's mastery of the short essay at the college level. The course follows in sequence from ENGL 008 (ENGL 098). (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. Compose a multi-paragraph essay that responds to an essay prompt with a clear controlling idea or thesis statement. (ILO1, ILO2, ILO4)
2. Compose a multi-paragraph essay with a clear organizational structure and adequate support. (ILO1, ILO2, ILO3, ILO4)
3. Compose a multi-paragraph essay that uses correctly formed sentences with virtually no sentence-level or grammar errors. (ILO1, ILO2, ILO4)
4. Develop a research paper that effectively synthesizes ideas and information from multiple sources and utilizes correct MLA formatting of citations. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

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

1. Develop and write expository essays totaling at least 4,000 words, 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 write a paper for an academic audience.
5. Synthesize ideas and information from multiple sources in the development of a writing assignment that is supported by citations from the reading.
6. Practice a variety of sentence types and demonstrate principles of effective sentence construction and punctuation.
7. Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.
8. Understand academic ethics, and avoid plagiarism.

Textbooks & Other Resources or Links

- *Writing Matters* 2nd ed. by Peter G. Beidler, Coffeetown Press, ISBN: 978-1-60381-174-3, paperback, required
- *Mindset* by Carol Dweck, published by Ballantine Books, ISBN: 978-0345472328, paperback or ebook, required
- Any hardcopy English only dictionary. No electronic dictionaries or translators may be used on tests.

Course Requirements and Instructional Methods

- This class uses the Writing Workshop Method, which provides time and help to improve your writing.
 - Peer conferences.
 - Essays going through several drafts.
 - All drafts are turned in with the completed hard copy essay.
 - Essays May be required to be submitted through Blackboard.
- Individual teacher/student writing conferences available in class and in my office.
- All essays use MLA format. This will be gone over in class.
- Classroom: oral discussions, journals, quizzes, essay structure and practice.
- Journals: Minimum length is two paragraphs, with each paragraph having a minimum of seven sentences.

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.

- English 009 is a 4 credit class.
- 4 hours spent in class.
- 8 hours spent out-of-class reading, studying, and doing assignments.
- This is a total of 12 hours per week spent on English 009.

Course Grading Based on Course Objectives

- Grades are weighted as follows:
 - Essays – 15%
 - Quick Writes – 25%
 - Quizzes – 10%
 - Homework – 5%
 - Mid-Term – 15%
 - Common Final – 30%
- Assignments are due when collected, usually at the beginning of class.
 - Missing assignments result in zeros.
 - Zeros can lower grades to the point the students fails the class.
 - It is strongly suggested students complete and turn in all assignments in a timely manner.
- Late work is not accepted. If you arrive late to class and the assignment has already been collected, your work is considered late and will not be accepted.
- Students who arrive after an activity has begun will not be individually accommodated.
- Essays that are submitted after the due date lose 5 points for each day late..
- There is no extra credit.
- Quizzes:
 - Not all quizzes are announced.
 - Missed quizzes cannot be made up. (No exceptions)
 - Late arrivals are not eligible to take quizzes already in progress.
 - The lowest quiz grade is dropped.
- Quick Writes:
 - Quick Writes – **practice for the mid-term and the final**, are not always announced.
 - One missed Quick Write may be made up within five school days of the day it was originally given. A second or third missed Quick Write may not be made up.
 - It is the student's responsibility to make arrangements to make up a missed Quick Write.
 - Missed Quick Writes are made up in the English Department in the Science Building.
- Common Final
 - Given to all English 009 students.
 - Uses a large blue book.
 - Is given in the classroom.
 - It is unusual for a student to fail the common final and pass the class.
 - It is possible for a student to pass the common final and fail the class due to zeros for missing work..
- Grades are available through Blackboard 24/7

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

- Plagiarism is taking and presenting 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 'cite a source' correctly, 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 that 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) using a commercial term paper service.

Additional Help

- 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 Study Skills Center (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 Study Skills 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&qid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to helping 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 / Calendar

These assignments and due dates are tentative and may change during the semester.
College classes require assignments be read prior to the class in which the information will be utilized.

Week	Activity/Assignment	Writing Matters (one chapter per class)	Mindset	Due Dates
1 (Weds.2/17)	Syllabus and Introduction Mindset Intro/ WM To The Student	To the student, Ch 1 & 2, p.1-12	Intro. & Ch. 1	
2	MLA Format/ Writing Sample Topic Sent vs. Thesis Statement	Ch 3 & 4, p.13 - 26	p. 15-34	
3	Planning/Details/Journal/ Essay #1	Ch 5 & 6, p. 27- 37	p. 35-54	
4	/Peer Conferencing	Ch 7 & 8, p.38 - 47	p.54-67 (summary)	
5	Introductions & conclusions/ Essay #1	Ch 9 & 10, p.48 - 60	p.67-81	Essay #1-3/21
6	Organization – different forms Quick Write #1	Ch 11 & 12, p.61-74	p. 82-98	
No Classes	March 28th – April 2nd	Spring Break	p. 98-107	
7	Essay #2/ Planning/Drafting	Ch 13 & 14, p. 75-87	p.108-124	
8	Transitions/ Journal/Conferences	Ch 15 & 16, p. 88-99	p.124-143	
9	Research techniques/Quick Write	Ch 17 & 18, p.100-110	p.144-157	Essay #2-4/18
A calendar	will be provided with specific due dates	for various portions of the	research	process.
10	Library Tour – Choose Topic	Ch. 19 & 20, p. 111-122	p.157-172	
11	Editing/Revising/Being Objective	Ch 21 & 22, p.123-134	p.173-193	
12	Revising for Strong Arguments	Ch 23 & 24, p.135-146	p.193-212	
13	Quick Write/ Review/Practice for Exam		p.213-230	Research Paper 5/23
14	Journal/ Final discussion on <i>Mindsets</i>	Ch 25 & 26, p. 147-154	p.230-246	
15 (Weds. 6/1)	Review Final Quiz on <i>Mindsets</i>			
Exams	Common Final			

Tentative, subject to change without prior notice