

Basic Course Information

Semester:	Fall 2017	Instructor Name:	Kaylene Elliott
Course Title & #:	ENG 08: Basic English Composition	Email:	Kaylene.elliott@imperial.edu
CRN #:	10209	Office Hours:	TBD
Classroom:	304A	Emergency Contact:	760-355-6224
Class Dates:	August 14-December 8	Class Days:	MWF
Class Times:	9:35-10:50 am	Units:	4

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

Sentences, Paragraphs, and Beyond, 7th edition

Kelley Brandon, Lee Brandon

Cengage Learning

ISBN: 1-133-59192-2

A single subject, college ruled notebook

Course Requirements and Instructional Methods

Paragraph 1	50
Paragraph 2	50
Essay 1	100
Essay 2	150
Journals	200
In Class Writing (4 x 50 points each)	200
Common Final	100
Participation	150

-Proper format: Paragraphs should be double-spaced, Times New Roman, 12 point font, last name and page number in the top right hand corner from page 2 on. In the top left corner of page 1, please use the following heading style on all drafts:

Name

Professor Elliott

ENG 110

Date draft is due

Essays: The point value for each essay increases as the semester progresses. Total essay points include rough drafts and various other assignments relating to the essay. Each essay will be graded based on several factors, including (but not limited to) addressing the prompt, focus and organization, and grammar and sentence structure. You must take your essay to be reviewed by a tutor.

Journal: You are required to complete journals during the course of this class. You will be required to write 3 journals per week on any subject you want. You can use your journal as a diary, for essay freewriting, to reinforce your knowledge in your classes, etc. However, you must fill the page.

Common Final: We will participate in an English 8 Common Final with other English 8 classes. For this exam, you will be required to write a multi-paragraphed essay in response to a specific question. You will need to purchase a small (or large)

blue examination booklet to write in. These are available in the vending machines around campus or in the campus bookstore.

Late Work: You have seven (7) days after the due date to turn in late work with the exception of **Essay #2 which cannot be turned in late**. All late work will be given half credit. Rough and final drafts must be submitted through Canvas. If the assignment is not received via Canvas, then it is considered missing.

Remind: While I do not have an office on campus, there are multiple ways to contact me. This includes email, Canvas inbox, before and after class, and Remind. Remind is an app that allows people to talk via text or push notification without seeing each other's phone numbers. To sign up for remind, use this link for the [Remind class](#). View [Instructions](#) here.

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.

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 by the instructor.
- **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.

Online Netiquette

This is not an online course; however, we will be using Canvas with some regularity. Please keep the following factors in mind:

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- 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 plagiarizing 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 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 Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).

- **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. Please contact them 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.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Week	Monday	Wednesday	Friday
Week 1 August 14, 16, 18	Class Introduction, Review syllabus, discuss journals	Continue introduction, Diagnostic writing, Reading Techniques and Reading-Based Writing, SPB CH. 2,3	Begin journaling, discuss topic sentences, paragraphs, Discuss Narration, discuss paragraph #1, Prewrite for paragraph #1SPB CH. 16, 20
Week 2 August 21, 23, 25	Organization for paragraph #1, Controlling Idea and Topic Sentences, SPB CH. 17	Parts of Speech, Subjects and Verbs, SPB CH. 2, 5	Drafting for paragraph #1, discuss format, using Canvas
Week 3 August 28, 30, Sept. 1	Comma Splices and Run-ons, FANBOYS, SPB CH. 8	Type Paragraph #1	Rough Draft Paragraph #1 Due! Bring 3 copies to class, peer review, Revising SPB CH. 18
Week 4 September 4, 6, 8	September 4: Labor Day-No Class	Self Review- Bring 1 copy	Grammar review-Bring 1 copy
Week 5 September 11, 13, 15	Final Draft Paragraph #1 Due! Journal Check (10) In Class Writing	Discuss Exemplification, begin Paragraph #2, prewrite for Paragraph #2, SPB CH. 21	Organization for Paragraph #2, Pronouns SPB CH. 10
Week 6 September 18, 20, 22	Paragraph #2 Drafting, Kinds of Sentences, SPB CH. 6	Type Paragraph #2	Rough Draft Paragraph #2 Due! Bring 3 copies to class, peer review
Week 7 September 25, 27, 29	Self Review-Bring 1 copy	Grammar review-Bring 1 copy	Final Draft Paragraph #2 Due! In Class Writing
Week 8 October 2, 4, 6	Paragraphs and Essays, Discuss Compare and Contrast, begin Essay 1,	Organization for Essay 1, drafting multiple paragraphs	Using semicolons and conjunctive adverbs, HOTSHOTCAT, SPB page 79

	prewriting for Essay 1, SPB CH. 19, 25		
Week 9 October 9, 11, 13	Discuss introductions, Thesis Statements, introduction drafts	Discuss conclusions, conclusion drafts	Combining Sentences, balancing sentence parts, SPB CH. 7, 12
Week 10 October 16, 18, 20	Journal Check (25) Type Rough Draft	Rough Draft Essay #1 Due! Bring 3 copies, peer review	October 20: No Class
Week 11 October 23, 25, 27	October 23: No Class	Self review-Bring 1 copy	Grammar review-Bring 1 copy
Week 12 October 30, Nov. 1, 3	Final Draft Essay #1 Due! In Class Writing	Argument, Discuss Essay #2, prewriting for Essay #2, SPB CH. 26	Organization of Essay #2, punctuation and Capitalization, Spelling and Phrasing, SPB 13, 14
Week 13 November 6, 8, 10	Essay drafting for Essay #2, Adjectives and Adverbs, SPB CH. 11	Essay Drafting for Essay #2, Verbs, SPB, CH. 9	November 10: Veteran's Day-No Class
Week 14 November 13, 15, 17	In Class Writing	Type Essay	Rough Draft Essay #2 Due! Bring 3 copies, peer review
	November 20-24	No Class	Thanksgiving Break
Week 15 November 27, 29, Dec. 1	Self review-Bring 1 copy, discuss common final	Grammar review-Bring 1 copy, review sentence structure	Common Final Final Journal Check (40)
Week 16 December 4, 6, 8	Final Draft Essay 2 Due!		Enjoy Winter Break!!

*****Tentative, subject to change without prior notice*****