

English Hybrid 110: Composition and Reading Fall 2017  
 CRN 10271 (4 credits)  
 Monday 2- 4:05 pm, Room 3000 / Wednesday Online

<b>Basic Course Information:</b>			
Semester	<b>Fall 2014</b>	Instructor Name	<b>D. Rowley</b>
Course Title & #	<b>Composition and Reading 110</b>	Email	<b>deirdre.rowley@imperial.edu</b>
CRN #	<b>10271</b>	Webpage (optional)	
Classroom	<b>Mon: Rm. 3000/ Weds: Online</b>	Office	<b>Science Building: 2792</b>
Class Dates	<b>August 14 – December 8, 2017</b>	Office Hours	<b>M/W 8:30-9:30am; Tue 1-2pm; Thurs 12-1pm</b>
Class Days	<b>Monday F2F/ Wednesday Online</b>	Office Phone #	<b>760-355-6484</b>
Class Times	<b>2 – 4:05 pm</b>	Emergency Contact	<b>Canvas Messaging</b>
Units	<b>4 credits</b>		

**Course Description:**

- The standard course in freshman English. The course seeks to improve the student's ability to understand serious and complex prose and to improve the student's ability to write an exposition that is thoughtful and clear, including the production of a well-documented research paper. (CSU, UC)
- This is a hybrid course that meets once a week for two hours in the classroom. The other 2 credits are presented online. This class is designed for students with personal schedules that do not allow them to come to campus twice a week, yet want regular face-to-face instruction.

**Course Prerequisite(s)**

- ENGL 009 with a grade of "C" or better or
- ENGL 010 or ENGL 099 with a grade of "C" or better or
- Appropriate placement

**Recommended Preparation**

- READ 019 (Formerly ENGL 019)

**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. Demonstrate mastery of research strategies, including appropriate use and correct documentation of research materials (ILO1, ILO4, ILO5)
2. Demonstrate mastery of pre-writing strategies, including brainstorming and outlining (ILO1, ILO2)
3. Develop an essay of multiple pages that effectively presents and strongly supports a thesis statement. (ILO1, ILO2)
4. Demonstrate command of rules regarding plagiarism and academic ethics. (ILO3)

**Measurable Course Objectives and Minimum Standards for a Grade of "C":**

Upon satisfactory completion of the course, students will be 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 their 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. Expository and argumentative papers constitute the bulk of student writing. However, revisions, summaries, journals, or other assigned writing may be used to meet the requirement.
10. Participate in a number of activities and areas of study as deemed appropriate by the instructor.

#### **Textbooks and Other Resources:**

- *Toolwire Writing Games* by Toolwire, Inc. (Access code available in the IVC bookstore. Ask at the counter.)
- *Old Man's War* by John Scalzi, published by TOR (Tom Doherty Associated LLC) ISBN: 978-0-7653-4827-2, paperback or ebook (on an e-reader or computer), required
- *Using Sources Effectively* by Robert A. Harris, Pyczak Publishing, 3<sup>rd</sup> edition, 2011, ISBN: 1-884585-93-0, paperback, required (Used or rented copy recommended)
- *MLA Handbook* 8<sup>th</sup> ed. ISBN:978-1-60329-262-7 (You need the 8th edition. Previous editions are not the same.).

#### **Course Requirements and Instructional Methods:**

- Study techniques to enable anyone to pass this course will be gone over in class.
- 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 submitted through Canvas and hard copy submitted in class.
    - Essays must be submitted electronically and hardy copy to be eligible for grading.
- All essays use MLA format. This will be gone over in class.
- Essay topics are assigned.
- Research paper topics are student choice from a provided list.
- Online: written discussions, journals, quizzes
- Face-to-Face: oral discussions, quizzes, essay structure, individual help.
- Online journals are in the class Canvas site. Each journal assignment is related to an assigned reading. Students have one week to complete an assigned journal. 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 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 110 is a 4 credit class.
  - 4 hours spent in class.
  - 8 hours spent out-of-class reading, studying, and doing assignments.

#### **Course Grading Based on Course Objectives:**

- Grades are weighted as follows:
  - Essays – 15%
  - Quick Writes – 20%
  - Quizzes – 10%
  - Homework (includes out-of-class assignments plans, drafts, online discussions research, projects, and journals) – 5%
  - Mid-Term – 20%
  - Final – 30%
- Assignments are due when collected either in class or online.
- With the exception of essays, late work is not accepted.

- Essays submitted after the due date lose 5 points for each day past the due date.
- Essays must be submitted electronically to be eligible for grading.
- Essays are graded online. Comments on essays are available online to students once the essays are graded.
- There is no extra credit.
- Students who arrive after a class activity has begun can not be individually accommodated.
- Be aware: Homework may only be worth 5%, but a string of zeros as 5% of a grade can mathematically spell disaster.
- Essays:
  - Essay #1: possible 50 points
  - Essay #2: possible 100 points
  - Research Paper: possible 150 points
- Quizzes:
  - Quizzes will cover *Old Man's War*, information from *The Writer's Response* and *Sources*, and general writing skills covered in class such as MLA format.
  - Not all quizzes are announced.
  - Missed quizzes cannot be made up. (No exceptions)
  - Late arrivals cannot be awarded extra time to complete a quiz.
  - The lowest quiz grade is dropped.
- Writing Tests:
  - Writing Tests are announced in advance and are usually based on a topic from *Old Man's War*.
  - Three in class Writing Tests are given during the semester.
    - Writing Test #1 = possible 50 points
    - Writing Test #2 = possible 75 points
    - Writing Test #3 = possible 100 points
  - Students may use a hard copy dictionary and *Old Man's War* as needed during a Writing Test.
  - Writing Tests are practice for the mid-term and the final.
  - One missed Writing Test may be made up within five school days of the day it was originally given. A second or third missed Writing Test may not be made up.
  - The topic for a make-up Writing Test may be different from the original.
  - It is the student's responsibility to make arrangements to make up a missed Writing Test.
  - Missed Writing Tests are made up in the English Department in the Science Building.
- Toolwire Writing Games
  - The games are online.
  - One game is assigned each week.
  - Students have one week to complete that week's game.
  - Each game is worth a possible 100 points.
  - The games may be played repeatedly until the desired score is achieved.
  - The student prints out the pdf score sheet and submits it in class on Wednesday.
  - Only one score sheet may be turned in for each game.
  - The score for each game goes into the grade book under quizzes.
- Mid-Term and Final Exam are each worth 100 points.
- Grades are available through Canvas 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.
- Regular attendance in a hybrid class includes the activities and assignments online. If a student fails to complete required activities for any online Wednesday, it is counts as an absence.
- Students are expected to arrive on time and to stay in class for the entire class period.
- If you miss class, do not depend on an email to me to find out what you missed. Two hours of class instruction cannot be reduced to an email.
- Liaison with your classmates. Exchange phone numbers. Organize a study group. Find a study buddy. Then, if absent, you have the resources to find out what class instruction you missed as well as the assignments.
- Do not schedule counseling, doctor, dentist, or mechanical appointments during class time. Missing class will count as an absence.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as "excused" absences.
- Homework must be turned in previous to any "excused" absence.
- Writing Tests missed due to an "excused" absence, may be made up within the required five days.

#### **Classroom Etiquette:**

- Students are expected to have their own educational materials, books, paper, pens, pencils, scantrons, blue/green books. Any student choosing to attempt the course without his or her own educational materials must not expect other students to provide or share educational materials.
- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, with the exception of computers, nooks, kindles, iPads, or tablets for reading ebooks.
- 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.
- Work done online is expected to conform to accepted netiquette practices.

#### **Online Classroom "Netiquette"**

- 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.
- Netiquette rules to remember: (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 (!!!!)].
- Netiquette is explained in detail on your Canvas class site.

#### **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 DSPS&S office is located in Building 2100, telephone 760-355-6310.

### **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](mailto: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](mailto: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 due process. For further information regarding students' rights and responsibilities please refer to the IVC General Catalogue available online at

[http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&qid=4516&Itemid=762](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. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### 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.

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

Week	Focus	Sources	OMW	Toolwire Game
<b>August</b>				
(Wk 1) Mon. 8/14	Introduction; syllabus			
Weds. 8/16 (OL)	The thesis statement		Ch. 1	#1: The Basics – Getting Started
(Wk 2) Mon. 8/21	Quiz <i>OMW</i> Ch. 1; MLA format	Ch. 1		
Weds. 8/23 (OL)	Quiz <i>Sources</i> Ch. 1; Planning essay one.	Ch. 5	Ch. 2	#2: He Said, She Said
(Wk 3) Mon. 8/28	Quiz <i>OMW</i> Ch. 2; work on intro.			
Weds. 8/30 (OL)	Quiz <i>Sources</i> Ch. 5; Essay draft due –submitted OL.		Ch. 3	TW#3: Sentence Types
<b>September</b>				
(Wk 4) Mon. 9/ 4	No Classes - Campus Closed			
Weds. 9/6 (OL)	Work on returned draft.	Ch. 2		TW #4: Sentence Structure
(Wk 5) Mon. 9/11	Quiz <i>OMW</i> Ch. 3; Conference draft #2			
Weds. 9/13 (OL)	Quiz <i>Sources</i> Ch. 2 (20 minutes – may take quiz twice, highest score in gradebook)		Ch. 4	TW#5: Thesis Topics – Get Focused
Essay One Due	Submission Window Opens Sept. 12 <sup>th</sup> <b>Essay #1 Due</b> Sept. 14 <sup>th</sup> (11:59 pm) Minus 5 points each day after Sept. 14 <sup>th</sup>			
(Wk 6) Mon. 9/18	<i>Sources</i> Ch. 3; Writing Test; Topic Essay #2	Ch. 3		
Weds. 9/20 (OL)	Quiz <i>Sources</i> Ch. 3 (20 minutes); Quiz <i>OMW</i> Ch. 1-4; Revisiting planning and revising	Ch. 4	Ch. 5, 6	TW#6: Thesis Statements-What's the Point?
(Wk 7) Mon. 9/25	Counter argument refutations; Essay #2			
Weds. 9/27 (OL)	Review summarizing and paraphrasing	Ch. 6	Ch. 7	TW#7: Outlining – Making a Plan
<b>October</b>				
(Wk 8) Mon. 10/2	Look over thesis and arguments (conference)			
Weds. 10/4 (OL)	In Text citations/ how to include an interview	Ch. 7	Ch. 8	TW#8: Sentences and Paragraphs
(Wk 9) Mon. 10/9	conferencing; checking arguments; editing; revising			
Weds. 10/11 (OL)	<b>Essay #2 Due</b> Oct. 20 <sup>th</sup> (11:59 pm); revising why you edit; the evil apostrophe; the comma splice, sources quiz Ch. 7	Ch. 8	Ch. 9, 10	TW#9: Essay Construction Kit
(Wk 10) Mon. 10/16	Quiz <i>OMW</i> Ch. 1-10; writing test			
Weds. 10/18 (OL)	MLA; Choose research topic; look over paper requirements; quoting/paraphrasing; annotated bibliography examples	Ch. 9	Ch. 11,12	TW#10: Paragraph Structure
(Wk 11) Mon. 10/23	Library Tour – Start Research (Research topic submitted for approval.)			
Weds. 10/25 (OL)	In Text (parenthetical) citations; understanding		Ch.	TW#11:

	containers; feeling more confident with MLA 8; work on research paper		13,14	Introductions and Conclusions
(Wk 12) Mon. 10/30	Works Cited practice; research consultations; fallacies; OMW projects assigned			

**November**

Weds. 11/1 (OL)	Introductory strategies; editing; formatting the works cited page; reviewing argumentation		Ch. 15	TW#12: Revising and Editing
(Wk 13) Mon. 11/6	Research conference one /early editing			
Weds 11/8 (OL)	Work on research paper; fallacies		Ch. 16	TW#13: Revising Rough Draft
(WK 14) Mon. 11/13	Research conference two/ final editing			
Weds. 11/15	<b>Research Paper Due</b> Nov. 17 <sup>th</sup> (11:59 pm); fallacies		Ch. 17,18	TW#14: Revising Final Draft
Thanksgiving Break	Campus Closed			
(Wk 15) Mon. 11/27	OMW projects presented; Last quiz on OMW; fallacies			
Weds. 11/29 (OL)	Final review, fallacies quiz, discussion			

**December**

Mon. 12/4	Final Exam			
-----------	------------	--	--	--