

Basic Course Information

Semester:	Fall 2019	Instructor Name:	Xochitl Tirado
Course Title & #:	English 110	Email:	xochitl.tirado@imperial.edu
CRN #:	11493	Webpage (optional):	
Classroom:	online	Office #:	808
Class Dates:	August 19 - December 14	Office Hours:	By appointment only
Class Days:	online	Office Phone #:	760-355-6188
Class Times:	online	Emergency Contact:	760-355-6224
Units:	4		

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)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- Compose college-level essays that contain clear thesis statements, effective support, and unified organization. (ILO1, ILO2, ILO4)
- Synthesize information from multiple sources to produce a research paper that is formatted and documented according to MLA guidelines. (ILO1, ILO2, ILO4, ILO5)
- Demonstrate an ability to comprehend and interpret a variety of college-level texts, including complex arguments and at least one full-length novel, play, or non-fiction book, without relying on outside sources for assistance (ILO1, ILO2, ILO3, ILO4)

Course Objectives

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 & Other Resources or Links

1. The St. Martin's Guide to Writing 11th Edition by Axelrod and Cooper
2. Fahrenheit 451 by Ray Bradbury

Course Requirements and Instructional Methods

Instructor Expectations:

- Students who do not participate during week one are automatically dropped. (Participation means turning in week 1 assignments)
- If you stop attending class, make sure to drop yourself from the class.
- Work is to be turned in on due date – no late work is accepted.
- You are responsible for knowing and observing due dates for all assignments.

What to Expect from your Instructor:

- All your assignments will be graded within one week from their due date.
- To contact me, email me: xochitl.tirado@imperial.edu; you can also use the "Inbox" link on the global navigation menu bar (far left).
- Your emails will be answered within 48-hours (emails are typically answered within a few hours).
- Although I do not have official offices hours, I am available for in-person or online appointments.
- My goal is to help you succeed, so please reach out to me if you have any question/doubt.

Attendance and Participation

In this course, logging in on a regular basis and your participation in discussions is how I will gauge your "attendance." Thus, meeting the due dates for discussions is very important. The beauty of an online course is that you can fit your studying in around your schedule. This doesn't mean, however, that the course is self-paced.

Add/Drop Policy

If, after reviewing the syllabus and orientation unit, you feel this is not the right course for you, please let me know ASAP, so that you can be dropped from the course and another student can be added in your place.

Students who miss more than two graded assignments (lessons, discussions, drafts, peer reviews, or conferences) may be dropped from the course. In addition, students who fail to log in to the course for 7 consecutive days risk being dropped from the course. If you are struggling, experiencing access issues, or are seriously ill, please contact me immediately so we can develop a success plan together.

Late Work

Late work interrupts the flow of learning in this course, and could cause serious problems. Discussions, in particular, are designed to be interactive--the feedback you give to and get from your peers is just as valuable as any feedback you will receive from me. For this reason, late work is discouraged, and some late work will not be accepted. Late work will receive a 10% reduction in the grade. Work submitted after 1 week of the due date will not be accepted.

If an emergency arises, such as illness or a family emergency, please let me know ASAP. I can't reiterate enough that your success is my central goal, but your success also involves a partnership between you and me that is supported by strong communication.

Essay Grading Policy:

- Essays are graded on a percent of 100.
- Grade reflects the overall quality of the work turned in, how complete the work is and whether the instructions from the assignment were properly followed.
- A rubric will be used to grade each essay.
- Missing or unsatisfactory work will be scored "no credit." This is a 0 (F) and averaged into your grade.
- Essays that do not follow the prompt instructions will receive a 0 (F).
- **Late essays are not accepted.**

Essays & Plagiarism:

- You will be writing a total of five essays.
- All essays will be turned in to "Vericite" (a plagiarism checker).
- So that your essay is not cited for plagiarism, the "Vericite" report should be 15% or less.
- Recycling essays (self-plagiarism) is not acceptable. For more information on this, read the section below: "Academic Honesty"
- Any essay that is suspected of plagiarism will receive a zero.

Journals:

- Be aware of journal entry due dates.
- Make sure to answer all questions asked of you in your journal entry.
- This assignment is designed for you to practice your writing skills.

Discussion Forum:

- Every week you will participate in a discussion forum.
- Your discussion forum consists of three parts:
- **Part 1:** Your initial post – see discussion instruction for minimum word count
- **Part 2:** Response to two or your peers – see discussion instruction for minimum word count
- **Part 3:** A reflection of the overall discussion – see discussion instruction for minimum word count
- Make sure to answer all questions asked in the prompt.
- In your initial response make sure to be aware of academic language, paragraph structure, sentence structure, and grammar

Quizzes:

- Quizzes are given throughout the semester.
- Be aware of the due dates.

Confer Zoom:

- This is an online platform where live meetings will be held.
- The schedule for these meetings can be found in Canvas, under the Modules section of our course.
- These meetings account for an assignment. There are two ways complete the assignment:
 1. Attend the live meeting. (When you attend the live meeting, you automatically receive credit. There is no need to submit anything else.)
 2. View the meeting recording and submit appropriate notes. (All All meetings are recorded; recordings are available to all students after 24 hours of the scheduled meeting time.)
- You can join the meeting by logging into Canvas and clicking on “Confer Zoom” on the menu.

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

Your final grade will be composed of the following:

Quizzes 5%

Assignments 15%

Discussions 15%

Writing Assignment 65%

- Essay 1: 15%
- Essay 2: 15%
- Essay 3: 25%
- Essay 4: 10%

***All assignments (including quizzes, essays, discussion forums, etc...) will be graded within a week of the due date. All grades are posted in the Canvas grade book.**

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, only students enrolled in the class may attend; children are not allowed.

Online 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.
- 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.

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 1: Course Orientation

Week 2 & 3: Research and Writing Concepts

Unit I: READING, WRITING AND LEARNING (3 weeks)

- Week 4: Explaining a Concept (Ch. 4 & 11)
 - Week 5: Defining and Classifying (Ch.16)
 - Week 6: Classifying (Ch. 17)
- Essay #1: Explaining a Concept (1000 words)

Unit II: READING, WRITING AND LITERATURE (3 weeks)

During these three weeks, we will be reading Fahrenheit 451 by Ray Bradbury

- Week 7: Analyzing Stories (Ch.10)
 - Week 8: Narrating & Describing (Ch.14, 15)
 - Week 9: Comparing & Contrasting (Ch.18)
- Essay #2: Literacy Analysis Essay (1000 words)

Unit III: READING, WRITING, AND RESEARCH (5 weeks)

- Week 10: Proposing a Solution & Planning a Research Project (Ch.7 & 23)
 - Week 11: Speculating About Causes & Evaluating Sources (Ch.9 & 25)
 - Week 12: Evaluating & Using Sources (Ch. 26)
 - Week 13: Using MLA & Avoiding Plagiarism (Ch.27)
 - Week 14: Writing your Research Essay
- Essay #3: Research Paper / Solution Proposal

Unit IV: READING, WRITING, AND PERSUASION (2 weeks)

- Week 15: Reading & Analyzing an Argument (Ch. 6)
 - Week 16: Final Essay
- Final Exam / Essay #4: Persuasive Essay (1000 words)

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