



## Basic Course Information

Semester:	<b>Spring 2021</b>	Instructor Name:	<b>Dr. Cynthia J. Spence</b>
Course Title & #:	<b>English 55 – Intensive Comp and Reading Lab</b>	Email:	<b><a href="mailto:cynthia.spence@imperial.edu">cynthia.spence@imperial.edu</a></b>
CRN #:	<b>21500</b>	Webpage:	<b>None</b>
Classroom:	<b>Fully Online</b>	Office #:	#2799 – We are not on campus this semester
Class Dates:	<b>February 16 -June 11 2021</b>	Office Hours:	Monday 2:00-3:00 via email Tuesday 2:00-3:00 via email Wednesday 2:00-3:00 via email Thursday 2:00-3:00 via email
Class Days:	<b>Fully online</b>	Office Phone #:	#760-355-5702 – Since I am not on campus during the shutdown, phone calls are not a point of contact.
Class Times:	Asynchronous Online: Asynchronous learning happens on your schedule. While your instructor will provide materials for reading, lectures for viewing, assignments for completing, and exams for evaluation, you have the ability to access and satisfy these requirements within a one week time frame. Assignments will be posted on Monday in a weekly module and should be completed by Sunday 11:59 p.m. in order to be considered on time.	Emergency Contact:	<b><a href="mailto:cynthia.spence@imperial.edu">cynthia.spence@imperial.edu</a></b>
Units:	4		
Embedded Tutor	<b>Priscilla Torales</b>	Email:	<b><a href="mailto:ptorales@students.imperial.edu">ptorales@students.imperial.edu</a></b>

In order to facilitate student success, our course has an embedded tutor specifically assigned to our class. The tutor is familiar with the assignments and offers additional student support. Students enrolled in an English class with an embedded tutor have a success rate of 65% compared to a 58% student success rate without an embedded tutor.

## Course Description

This lab class offers intensive instruction in writing, research, reading, and critical thinking skills to promote success in a concurrent English 110 course. This course allows a qualified student to bypass English 009. This course follows the freshman composition co-requisite model of acceleration.



## 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. Critically read, analyze, and evaluate a variety of primarily non-fiction texts for content and context.
2. Utilize appropriate pre- and post-reading strategies to analyze patterns of organization within a variety of texts.
3. Write grammatically correct sentences that adhere to conventions of written English.
4. Integrate the ideas of others through paraphrasing, summarizing, and quoting utilizing appropriate MLA format and guidelines.
5. Compose an essay with an introduction, body, and conclusion, which includes organizing an essay around a controlling idea and developing main idea paragraphs with effective use of supporting details.

## Course Objectives

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

1. Students will be able to write an expository essay that demonstrates beginning competence in both form and content. The essay will 1) address the writing task 2) be organized 3) use details and examples to support the thesis and 4) demonstrate facility with grammar and syntax. The essay will be supported by the lab work and written according to the guidelines set in the co-requisite English 110 course.

## Textbooks & Other Resources or Links

**This is a ZTC/OER Course -Zero Textbook Cost/Online Educational Resources  
All reading materials are provided free on Canvas**

## Course Requirements and Instructional Methods

Lab Activity- The course is a lab component for some English 110 classes. As such, the primary instructional activities in the class will be geared toward improving and enhancing the students' understanding of the course material and assisting in the essay development process. **Two (2) hours of independent work done out of class** per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

## Course Grading Based on Course Objectives

Grading Scale This course uses the Pass/Not Pass scale. Students must pass 70% of the lab assignments to pass the course. 0-69 % = Did not pass 70% or higher = pass

**You need 700 points to pass the lab**

**. There will be a 10 point deduction in points for turning the assignment in late**

Lab Assignments Uploaded to Canvas	16 X 50	800
Essay Drafts	2 X 100	200
Total Points		1000

## Course Policies

### 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. The “Check-in Discussion Post” must be completed before 6:00 p.m. Sunday February 21 or you will be dropped from the course.
- Should re-admission 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 the [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.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

### What does it mean to “attend” an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

**Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.**

*Academic Honesty* There are many different forms of academic dishonesty. The following examples 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.
- Asking someone else to write your essay or using an essay writing service is a **serious academic honesty infraction.**
- 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, essay, or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. A plagiarism score above 25% is a serious error and will result in a point deduction on the essay.

Anyone who **allows another student to copy** discussion threads, summaries, or essays will also receive a “0” on the assignment – **enabling another student to cheat is also cheating.** 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. Also remember, that any paper you have written and submitted to another teacher for a grade no longer belongs to you, it belongs to the instructor and can't be submitted in this class for a grade.

**There is an entire plagiarism module available to you in our course Canvas shell** if you need more information, but you can always feel free to discuss any questions before you submit your assignment.

## IVC Student Resources

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.

- [Learning Services](#). In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- [Career Services Center](#). The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- [Child Development Center](#). The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) are in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>
- **CANVAS Support**. 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.
- [Student Health Center](#). A Student Health Nurse is available on campus, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, or when campus reopens, visit 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 for appointments, or when campus reopens visit Room 1536, for more information.

- **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.

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

### Anticipated Class Schedule/Calendar

This course has a lab component named English 55. However, English 110 courses without a lab are available. I have chosen to pair my English 110 courses with a lab because research has shown that students who take English 110 with a lab have a higher rate of success. Every lab assignment is designed to help you succeed in the class and ultimately construct college level essays.

**\*\*\*The Assignment Calendar is Subject to Change, Changes Will Be Announced\*\*\***

Course Topics Covered	Lab Assignments Due @ 11:59 p.m. on Sundays
Week One February 16	1. Works Cited Quiz 2. Heading, Header, Title, Paragraph 3. Italics and Capitalization
Week Two February 22	4. Logos, Ethos, Pathos 5. Works Cited Draft 6. Color Symbolism
Week Three March 1	7. Introductions and Conclusions Quiz 8. Quotations and Ellipsis
Week Four March 8	9. Words to Avoid Quiz 10. Plagiarism Quiz
Week Five March	11. Argument and Counter Argument Transitions with Argument Outline 12. Paragraph Structure Quiz
Week Six March 22	13. Argument Draft
Week Seven March 29	14. Commas Quiz 15. Recognizing Tone
Spring Break – April 5-11	*****
Week Eight April 12	16. Grammar One
Week Nine April 19	17. Grammar Two
Week Ten April 26	<b>No Assignments are Due</b>
Week Eleven May 3	<b>No Assignments are Due</b>
Week Twelve May	18. Research Draft
Week Thirteen May 17	Work on turning in late assignments if necessary
Week Fourteen May 24	Work on turning in late assignments if necessary
Week Fifteen May 31	Work on turning in late assignments if necessary
Week Sixteen June 7- Final Week	Work on turning in late assignments if necessary