IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Fall 2022**	Instructor Name:	**Olivia Garcia**
Course Title & #:	**English 201: Advanced Composition**	Email:	**olivia.garcia@imperial.edu**
CRN #:	**10578**	Office Hours:	**Zoom Mon.-Thurs. 10:00 am-11:00 am**
Class Dates:	**Aug. 15-Dec. 10, 2022**		May also use **Pronto** or **Email**
Units:	4		
Class Format:	**online**	Office Phone #:	**(760) 355-6518**

Course Description

This course offers advanced instruction in argumentation and critical thinking in reading and writing through the evaluation and analysis of primarily non-fiction texts. Limitation on Enrollment: Course not open to students with a C or higher in English 204. (C-ID: ENGL 105) (CSU/UC)

Course Prerequisite(s) and/or Corequisite(s)

ENGL 105 **OR** ENGL 110 or ENGL 101 with a grade of "C" or better.

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. Interpret appropriately and analyze a written argument for claim, evidence, reasoning, fallacies, and overall effectiveness.
2. Develop an effective written argument containing a factual claim, providing valid and appropriate evidence, utilizing appropriate reasoning strategies, and avoiding fallacies.
3. Demonstrate command of rules regarding plagiarism and academic ethics.

Course Objectives

Upon satisfactory completion of the course, students will be able to:
1. Critically read, analyze, and evaluate complex arguments for validity and soundness, distinguishing fact from opinion, and differentiating relevant from irrelevant support
2. Demonstrate an understanding of formal and informal fallacies in language and thought and identify such fallacies in the writings of others
3. Identify a text's premises and assumptions in various social, historical, cultural, psychological, or aesthetic contexts
4. Recognize and analyze rhetorical methodologies such as inductive and deductive reasoning, cause and effect, and logos, ethos, and pathos
5. Compose thesis-driven arguments to suit a variety of rhetorical situations, including interpretation, evaluation, and analysis
6. Find, analyze, interpret, and evaluate primary and secondary sources, incorporating them into written essays using MLA documentation without plagiarism
7. Use style, diction, and tone appropriate to a diverse academic community and to the purpose of the specific writing task; proofread, edit, and revise essays so English grammar, usage, or punctuation does not impede clarity
8. Write argumentative and analytical papers composing a total of at least 5,000 words of formal writing.

Textbooks & Other Resources or Links

REQUIRED TEXTS:
- "Critical Thinking: What It Is and Why It Counts" by Peter A. Facione
  - **PDF is also provided on Canvas**
- Other readings will be provided through Canvas, either in PDF document or website link
- MLA style handbook (those listed below are the books and website I use):
  - *MLA Handbook 9th Edition* **OR**
  - *Pocket Style Manual* (9th edition) by Diane Hacker and Nancy Sommers **OR**
  - *The OWL: Purdue Online Writing Lab* https://owl.purdue.edu/owl/purdue_owl.html
- Good college level dictionary; updated within last few years; contains around 70-75,000 entries, biographical info, word histories, and grammar assistance (print, online, phone app)

Course Requirements and Instructional Methods

- The semester begins on Monday, August 15, 2022, and will end on December 10, 2022. After this first week starts, I use a **slightly modified work week**: each new week begins on Tuesday mornings at 12:00 am (you DO NOT have to log on at that time) and ends the following Monday night at 11:59 pm.
  - This means that **WEEK 1** starts on **Monday, August 15, 2022** as this is the first day of all classes, and will end on **Monday, August 22, 2022, 11:59 pm**.
  - **WEEK 2** will start **TUESDAY, February 22, 2022, 12:00 am** and will end **Monday, August 29, 2022, 11:59 pm.**
  - **WEEK 3** will start **TUESDAY, August 30, 2022, 12:00 am** and will end **Monday, September 5, 2022, 11:59 pm,** and so on--the rest of the semester will continue following that pattern.
- Assignments will open on Tuesdays and will be due by the next Monday; the work may be submitted any time during the week, but the due date will be Mondays at 11:59 pm.
  - If there is any modification to the due date and time, these instructions will be *clearly* explained within the assignments.

This is not a self-paced course--there are **weekly assignments and due dates** for every assignment. Some of these assignments will be available beyond the due dates; others won't. There are six UNITS throughout the 16 weeks of the semester (Thanksgiving Break does not count as a school week); each unit is broken down into 1-4 weeks, depending on the focus of the unit. Each week typically has two assignments: a discussion and a writing assignment that builds a piece of the semester project Final Draft. There are tutoring reviews required every two weeks, and there are a few surveys scattered throughout the semester as well.

UNIT focuses
- The **PROJECT PREPARATION UNIT** covers the first two weeks of school (Wks 1-2): you will be required to read the article "Critical Thinking: What It Is and Why It Counts" by Peter A. Facione and **pass a reading quiz on the article** in order to begin UNIT 1.
- **UNIT 1: PREWRITING** covers the next three weeks (Wks 3-5): you will complete assignments that focus on brainstorming and outlining. At the end of the unit, you will submit a prewriting **"Portfolio".**
- **UNIT 2: DRAFTING** covers the following four weeks (Wks 6-9): you will complete assignments that build the first rough draft; these assignments focus on the parts of the essay: the Body Section, the Introduction and Conclusion paragraphs, and the Works Cited and MLA format. At the end of the unit, you will submit **Rough Draft 1**.
- **UNIT 3: REVISING** covers the next four weeks (Wks 10-13): you will complete assignments that *revise* the first rough draft; these assignments also focus on the same three parts as the drafting unit. At the end of the unit, you will submit **Rough Draft 2**.
- **UNIT 4: EDITING** covers the following one week (Wk 14): you will complete an assignment that *edits* the second rough draft into the Final Draft. At the end of the unit, you will submit the **Final Draft**.
- **UNIT 5: EVALUATION** covers the last two weeks of the semester (Wks. 15-16): you will complete the assignment that *self-evaluates* your Final Draft. At the end of the unit, you will submit the **self-evaluation rubric and explanation of the Final Draft**.

Assignment types within units
- **Discussions**: these are brainstorming and drafting exercises that should also be used to gain perspectives from other classmates and group members. There is one discussion per week from Week 1-Week 13 for a total of 13 discussions.
  - Discussions must meet minimum requirements to receive full credit (such as a word count and topic relevance), but they are not *formal* writings--they are designed to allow you to share ideas, questions, and information among classmates.
  - **Discussions close at the end of each week and cannot be accessed again, nor can they be made up.**
- **Surveys/Quizzes**: scattered throughout the semester are a few surveys and/or quizzes.
  - There is a required survey in Week 1 to ensure that you are IN the class—since we are online-only, this determines your presence in the class like showing up on the first day for a face-to-face class. This survey requires an 80% pass rate and can be taken multiple times until passed.
  - There is a required reading quiz in Week 2 to ensure that you are ready to begin the project. This quiz requires a 70% pass rate and can be taken multiple times until passed; but, it must be submitted before moving on to the next unit.
  - There are two or three other surveys through the semester that are just to gauge understanding of the setup of the course.
- **Tutoring Review Sessions**: These are continuous, on-going reviews. Every two weeks, you are required to show *proof* of having attended *ONE* review (every 14 days, you have to show that you did a review on ONE of those days), for a total of 7 reviews by the end of the semester. Week 1 and Week 16 are not included.
  - **TRS must be submitted within the two-week period and cannot be made up.**
  - Your class tutor has regular weekly review sessions, I have regular office hours, and the tutoring center has their online hours available all hours of the day; plus, you have access to Online Tutoring where you can drop off work and pick it up later. **There is an option that works for any schedule.**
  - Detailed explanation is in each assignment on Canvas.

Course Grading Based on Course Objectives

Grade Breakdown with Percentages: Standard A-F (100%-0%) grading scale

Surveys	5%
Discussions	10%
Tutoring Reviews	15%
UNIT 1: PREWRITING	10%
UNIT 2: DRAFTING	15%
UNIT 3: REVISING	15%
UNIT 4: EDITING	5%
UNIT 5: EVALUATION	25%
TOTAL	100%

Late work

Communicate. With. Me. First.

You can email, message, send a video, whatever, any time, day or night—so at least I know what's going on. If I don't ever hear from you or only when you're going to miss a deadline, then there's less I will do. Because we're online, you have the entire 24-hour day to use as you need; work is assigned and submitted within a week's time, with most of your work due at the end of each week. This setup doesn't change, so you'll quickly learn the calendar and you can plan accordingly. If an emergency happens, talk to me, and be prepared to explain what you can and will do.

- **Discussions:** required weekly and close at the end of the week. These ***cannot be made up*** as they require interacting with group or class members to complete the assignments.
- **Assignments:** There are no penalties for submitting the weekly assignments late; if you need an extra day or two, or fall behind, you have built-in time to get the work submitted. *HOWEVER*, the last assignment for each UNIT is required to be submitted before moving on to the next UNIT; so, while there is no penalty for late submissions, there will be an effect on the timeliness of future assignments and discussions.
- **Surveys/Quizzes:** pay attention to due dates; the first survey and first quiz have deadlines and requirements. The remaining surveys are a bit more flexible.
- **Tutoring Review Sessions:** required every two weeks, continuously. There are no make-ups if a submission is not made in time.

Unless explicitly stated, late work is not penalized with an automatic lower grade; however, the more you must do with less time, the sloppier work tends to be; additionally, with late work, feedback will not be provided as that is what takes the most time, and I won't be able to get it back to you in a timely manner.

Lastly, late work will not be graded immediately. Once assignments start being turned in, I'm constantly grading new work. I will grade late assignments when I have the opportunity.

Course Policies

ATTENDANCE

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 <u>NOT</u> adequate to demonstrate academic attendance by the student.

ONLINE NETIQUETTE

We will not be having scheduled Zoom classes because there is no time frame for this class; that means that you can check Canvas, work on assignments, and submit work just about whenever you want, whether that is 10:00 am, 1:15 pm, or 3:45 am. However, you will need to communicate with me and your tutor through email, Pronto, or Zoom meetings, which means the information below does apply to those situations.

- 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 (!!!!)].

How am I expected to act in an online "classroom" (especially Zoom)?

Attending a virtual meeting can be a challenge when there are many students on one conference call. Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) **Be RESPECTFUL**
   a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.
2) **Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)**
   a. People walking around and pets barking can be a distraction.
3) **EAT AT A DIFFERENT TIME.**
   a. Crunching food or chugging drinks is distracting for others.
   b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.
4) **ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU**
   a. It is hard to see you in dim lighting so find a location with light.
   b. If your back is to a bright window, you will be what is called "backlit" and not only is it hard on the eyes (glare) but you look like a silhouette.
5) **POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING**
   a. If you are using the camera, show your face; it helps others see your non-verbal cues.
   b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.
6) **Be READY TO LEARN AND PAY ATTENTION**
   a. Catch up on other emails or other work later.
   b. If you are Zooming, silence your phone and put it away.
   c. If you are in a room with a TV – turn it off.
7) **USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS**
   a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It's best if you conference in a private space, but if you can't find a quiet place, when noises arise **MUTE** your laptop.
8) **REMEMBER TO UNMUTE WHEN SPEAKING**
   a. Follow your instructor's directions about using the **"raise hand"** icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
   b. Do not speak when someone else is speaking.
9) **REMAIN FOCUSED AND PARTICIPATE IN THE MEETING**
   a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
   b. Do not use the Zoom meeting to meet with your peers or put on a "show" for them.
10) **PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING**
   a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

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.

How do I show academic honesty and integrity in an online "classroom"?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
    o You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
    o When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and *will do so without the assistance of others* (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:
- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

IVC Student Resources

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

Week/Date Tues.-Mon.	Assignment	Due Dates
WEEK 1 Aug. 15-Aug. 22	Course Orientation Survey Discussion 1: Introduce Yourself **MUST BE COMPLETED TO REMAIN IN CLASS**	8/22/2022, 11:59 pm 8/22/2022, 11:59 pm **CLOSING DATES**
WK 2 Aug. 23-29	Discussion 2 Critical Thinking Reading Quiz **(Must be completed to move to UNIT 1)**	8/29/2022, 11:59 pm 8/29/2022, 11:59 pm
WK 3 Aug. 30-Sept. 5 **9/5 LABOR DAY HOLIDAY**	Discussion 3 A1: "Brainstorm" Tutoring Review Sessions 1	9/5/2021, 11:59 pm 9/5/2021, 11:59 pm 9/5/2021, 11:59 pm
WK 4 Sept. 6-12	Discussion 4 A2: Outline	9/12/2021, 11:59 pm 9/12/2021, 11:59 pm
WK 5 Sept. 13-19	Discussion 5 A3: "Portfolio" **(Must be completed to move to UNIT 2)** Tutoring Review Sessions 2	9/19/2021, 11:59 pm 9/19/2021, 11:59 pm 9/19/2021, 11:59 pm
WK 6 Sept. 20-26	UNIT 1 Survey Discussion 6 A4: Body Section Draft	9/26/2021, 11:59 pm 9/26/2021, 11:59 pm 9/26/2021, 11:59 pm
WK 7 Sept. 27-Oct. 3	Discussion 7 A5: Intro/Conc. Draft Tutoring Review Session 3	10/3/2021, 11:59 pm 10/3/2021, 11:59 pm 10/3/2021, 11:59 pm
WK 8 Oct. 4-10	Discussion 8 A6: Works Cited Draft	10/10/2021, 11:59 pm 10/10/2021, 11:59 pm
WK 9 Oct. 11-17	Discussion 9 A7: Rough Draft 1 **(Must be completed to move to UNIT 3)** Tutoring Review Sessions 4	10/17/2021, 11:59 pm 10/17/2021, 11:59 pm 10/17/2021, 11:59 pm
WK 10 Oct. 18-24	Discussion 10 A8: Body Section Revisions	10/24/2021, 11:59 pm 10/24/2021, 11:59 pm
WK 11 Oct. 25-31	Discussion 11 A9: Intro/Conc. Revisions Tutoring Review Sessions 5	10/31/2021, 11:59 pm 10/31/2021, 11:59 pm 10/31/2021, 11:59 pm
WK 12 Nov. 1-7	Discussion 12 A10: Works Cited Revisions	11/7/2021, 11:59 pm 11/7/2021, 11:59 pm
WK 13 Nov. 8-14	Discussion 13 A11: Rough Draft 2 **(Must be completed to move to UNIT 4)** Tutoring Review Sessions 6	11/14/2021, 11:59 pm 11/14/2021, 11:59 pm 11/14/2021, 11:59 pm
WK 14 Nov. 15-**28 (after Thanksgiving Break)**	Final revisions & editing A12: Final Draft **(Must be completed to move to UNIT 5)**	**11/28/2022, 11:59 pm** **11/28/2022, 11:59 pm** **After Thanksgiving Break**
THANKSGIVING BREAK 11/21-11/26/2022		
WK 15 Nov. 29-Dec. 5	A13: Self-Evaluation and Explanation **(Must be completed to receive class grade)** Tutoring Review Sessions 6	 12/5/2021, 11:59 pm 12/5/2021, 11:59 pm
WK 16 Dec. 6-8 (**THURS**)	**FINALS WEEK** Last week to submit any work	**Last day to submit: Thursday, 12/9/2022, 11:59 PM**

Subject to change without prior notice