



## Basic Course Information

Semester:	Fall 2025	Instructor Name:	Christina Shaner
Course Title & #:	Academic Reading and Writing ENGL C1000	Email:	christina.shaner@imperial.edu
CRN #:	11290	Webpage (optional):	Canvas course
Classroom:	Canvas/online	Office #:	2785
Class Dates:	8.11.25 to 12.5.25	Office Hours:	7:30-8:30 a.m. MTWR
Class Days:	n/a	Office Phone #:	760.355.6162 (messages will be translated to text and sent to my IVC email address)
Class Times:	n/a	Emergency Contact:	email
Units:	4	Class Format/Modality:	Asynchronous online

## Course Description - not written by the professor

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. (Formerly ENGL 110)(C-ID: ENGL 100)(CSU/UC)

Limitation on Enrollment: Course not open to students with a C or higher in ENGL105 or ESL 108.

## Course Prerequisite(s) and/or Corequisite(s) - not written by the professor

**PREREQUISITES:** - Placement as determined by the college's multiple measures assessment process.

## Student Learning Outcomes - not written by the professor

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

1. Compose college-level essays that contain clear thesis statements, effective support, and unified organization.
2. Synthesize information from multiple sources to produce a research paper that is formatted and documented according to MLA guidelines.
3. Demonstrate an ability to comprehend and interpret a variety of college-level texts, including complex arguments, without relying on outside sources for assistance.

## Course Objectives - not written by the professor

Upon satisfactory completion of the course, students will be able to:

Part 1:

1. Read analytically to understand and respond to diverse academic texts.
2. Compose thesis-driven academic writing that demonstrates analysis and synthesis of sources as appropriate to the rhetorical situation.
3. Demonstrate strategies for planning, outlining, drafting, revising, editing, and proofreading written work.

Part 2:



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1. Compose unified essays that include support for the thesis statement, clear development, and effective transitions
2. Demonstrate a thorough understanding of research strategies and library skills (including electronic databases) to identify and evaluate resources for a research paper
3. Synthesize information from multiple sources to produce a research paper that is formatted and documented according to MLA guidelines
4. Demonstrate a command of rules regarding plagiarism and academic ethics.

## Textbooks & Other Resources or Links

### Books

English C1000 is what's known in the field of English as a "rhetoric/composition" or "rhet/comp" course. The basics of reasoning and evidence, with particular emphasis on induction, will be addressed in the Canvas course modules. Some support texts or content for specific assignments may be provided via links embedded in Canvas.

Choosing not to read Canvas course content, required books, or external (linked) sources necessary for writing activities tends to result in missed or incomplete assignments and, as a result of those, a failing grade for the course.

Shelley, Mary. *Frankenstein; or, The Modern Prometheus*. 1818.

Since the book in question is now in the [public domain](#), and in response to pressure to eliminate books or book costs, I've provided some information to help you find the correct text online or purchase a copy if you so choose.

- **[Project Gutenberg](#):** If you're unfamiliar with that resource, it offers a variety of formatting options (such as one compatible with Kindles and others that should work with assistive technology).
- **[Romantic Circles](#):** If you don't need a specific digital format, you might try an edition made available by specialists in Romantic literature.

If you'd prefer to purchase a copy, try an academic edition such as one of these:

- [Broadview](#), ISBN [9781554811038](#)
- [Oxford](#), ISBN [9780198840824](#)
- [Penguin](#), ISBN [9780143131847](#)

When considering options, confirm that the text included is that of the original, 1818 book and **not** the censored version from 1831. Reputable editions indicate which one applies.

### *MLA Handbook*

Writing assignments are to employ sound logic (including grammatical logic) and MLA style. I didn't include the *MLA Handbook* in the list of books due to added cost. Instead, I provide review of MLA format and assignment-specific assistance in Canvas. For more support, you may wish to:

Updated 11/2024



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- refer to the MLA section of a credible open-access source such as the [Online Writing Lab at Purdue University](#);
- schedule time to visit the IVC library to access a copy of the current *MLA Handbook*;
- purchase a copy of the current [MLA Handbook](#); and/or,
- sign up for a paid subscription to [MLA Handbook Plus](#).

If you're a little confused about the MLA instructions you found in one of the above, contact me for help via email or Zoom meeting. For best support, show me what explanation was confusing via screen sharing or screenshot/photo.

### Course Requirements and Instructional Methods - not written by the professor

English C1000 is what's known in the field of English as a "rhetoric/composition" or "rhet/comp" course. Content related to reasoning and evidence, with particular emphasis on induction, will be addressed in the Canvas course modules. Some support texts or content for specific assignments will be provided via links embedded in Canvas. The books will provide analytical models and material for writing assignments.

Choosing not to read Canvas course content, required books, or external (linked) sources necessary for writing activities tends to result in missed or incomplete assignments and, as a result of those, a failing grade for the course. Please get your work done!

### Course Grading Based on Course Objectives

All assignments must be written and submitted by the student identified and completed according to project instructions. Instructions for the preparation of any required or optional revisions will be provided. Consult the section on plagiarism for more details on use of artificial intelligence.

Partially completed essays or projects without all required sources or evidence most often lead to assignment grades in the D or F range. Late projects may not be accepted.

### Software

- Revisions must be prepared using the "**track changes**" features available in **Microsoft Word** or **Apple Pages**. Since Google Docs does not support the exporting of a document with changes marked, **you must use Word or Pages to generate essays for this class**. Instructions for track changes features will be provided when needed.
- An online version of Word is accessible via the Canvas course menu; however, you may have difficulty preserving editing marks with that version of the software. As a student at this institution, you should be eligible to install **Microsoft 365** on your personal device at no added cost. To do so, go to [Microsoft](#) to confirm your IVC student status and follow the instructions provided.

### Assignments



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Grades will be determined on a 100-point scale (with the customary letter divisions: 90-100=A; 80-89=B; and, so on). A student begins the semester with zero points and increases their total with each graded assignment.

Assignment point distribution will be as follows:

- essay 1 - 10 points
- essay 2 - 15 points
- essay 3 - 20 points
- discussion posts - 21 points
- peer reviews - 8 points
- quizzes - 16 points
- final exam - 10 points

Once you receive notice that an assignment has been graded, it's time to access the rubric for that assignment and review the comments and points. To read comments typed on an essay, you must open the document in Canvas's DocViewer. Assistance will be included with assignment instructions.

The grades in the rubric will be presented as point totals. To convert a point total to a percentage, divide the number you earned by the total possible for the assignment. For example, if you earn a 12.75 out of 15 possible for an assignment, divide 12.75 by 15 ( $12.75/15 = .85$  or 85%).

To check your current course grade, divide your overall points earned by the number of points possible for all assignments graded by that date.

### **Academic Honesty (Artificial Intelligence -AI) - first part not written by the professor**

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

## **Ethics**

There are two major concerns in this section. One involves abuse; the other involves cheating.

### **Discrimination**

Historic, bigoted tropes and conspiracy narratives create a hostile work environment in the classroom and impede or discourage sound, nuanced reason; self-critique; and, reality-based assessment of a subject. Our task is to identify false logic and manipulation - not employ it.

### **Plagiarism**

Depending on type and severity, an instance of plagiarism may be addressed with a reduced or failing grade for the project or through disciplinary action from an administrator. If the latter, no revision will be accepted.



While artificial intelligence has already begun to offer a variety of benefits for military, medical, and commercial use, essay text, citations, or exam answers resulting from AI don't reflect the student's level of skill, familiarity with MLA, or knowledge of subject. To help students improve, a teacher has to review their current skills and depth of understanding. This advisory would apply to AI programs like ChatGPT or Grok; the "suggestions" proposed within word processing software; and, so-called writing programs like Grammarly.

We might *analyze* an AI's response to a prompt for an activity. You'll receive instruction in that case.

Types of plagiarism include:

- **False authorship:** False authorship refers to the presenting of someone/something else's ideas and/or words as your own in an assignment presented for a grade. Common attempts to disguise it include inserting minor word changes and translating from text in another language.
- **Unacknowledged collaboration:** Unacknowledged collaboration refers to instances of excessive influence on or re-writing of your work. The cooperation of another person or the legality of a piece of software in the U.S. is irrelevant.
- **Misrepresentation of source:** Misrepresentation refers to the distorting or altering of meaning in a source text in order to promote an assumption. It may be performed through unconscious bias.
- **Insufficient citation:** Insufficient citation refers to the appearance of someone else's work with faulty, or no, citation. It may appear due to lack of attention to MLA format.
- **Recycling:** Recycling refers to the reuse of text prepared by the student for some other purpose without approval or acknowledgement.

### Accessibility Statement - not written by the professor

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

### Course Policies

#### Attendance

**Per new instruction from the government, as explained by IVC administration and financial aid leadership, accessing a Canvas course or "viewing" a page in Canvas is not sufficient to prove attendance. Instead, to remain in a course, students must participate in an assignment to be counted as "present."**

In this four-unit course, students should be removed for nonattendance after ten consecutive inactive days. Holidays and weekends (Saturdays and Sundays) will not count. That timeframe is the equivalent of four missed class sessions in a sixteen-week, four-unit, in-person course that meets twice per week.



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The following are examples of activities that demonstrate attendance: post to a discussion; upload a document for a writing or research assignment; complete a quiz/survey; make comments on a peer essay; or, upload screenshots of peer review comments.

## **Announcements**

Announcements, stripped of embedded images and videos, should be forwarded from Canvas to your IVC email account. To access full content, login to Canvas and select "Announcements" in the navigation menu or scroll to the bottom of the emailed version and select the link "View Announcement." If you don't receive announcements via email, check your Canvas settings.

## **Email**

Privacy law prevents discussion of student performance with an unconfirmed/unknown party, and IVC administrators would now prefer that we relay course-specific messages through Canvas rather than sending direct to/from our Outlook IVC mailboxes. Keep in mind that using Canvas to forward email means that there will sometimes be a slight delay in both directions.

If you'd like to schedule a Zoom appointment for a more extensive conversation about a reading or writing assignment, send me a message. With that meeting request, you might include the days and blocks of time during which you would be available. As in any workplace, it's best to ask for meetings in advance rather than the day or the night before you'd like to talk.

If you encounter a technological issue with your IVC email account or your Canvas mailbox, it's best to notify your instructors and contact IT (for help with Outlook) or [Ed Tech](#) (for help with the Canvas mailbox) to resolve the problem without delay.

## **Other Course Information**

### **Canvas Help**

If you feel a little lost with the software and need guidance, or you simply run into a technical problem with Canvas that's new to you, you might select the floating question mark or select the the "Help" icon in the account navigation bar (the dark grey bar with white icons on the left side of the Canvas page).

As I've indicated elsewhere, the [Canvas Student Guide](#) is an excellent resource for all types of tasks to be completed in Canvas; that resource provides explanations, how-to videos, and screen images. There will be some links to and embedded videos from that guide in this course.

### **Medical Privacy and DSPS**

Outside of national health emergencies, as in the special rules related to COVID test result reporting for face-to-face absences and exposure tracking, a college instructor in the United States has no legal standing to ask for details related to a student's medical status.



If you're registered with the [Disability Support Programs and Services](#) office, your instructors will be told only what accommodations are needed for you (e.g. extra time for tests, specific types of technology) not the reason/s for them. If you aren't yet affiliated with DSPS but think that you should be, please go to the DSPS portion of the IVC site as soon as possible to read about services provided and learn how to submit an application.

### **Financial Aid - not written by the professor**

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at [finaid@imperial.edu](mailto:finaid@imperial.edu).

### **IVC Student Resources - not written by the professor**

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**

The following is an overview of the content in the course modules. Each unit corresponds to one week. Details and/or sequence are subject to change.

- Unit 0 - welcome, policies, discussion
- Unit 1 - review of key terms, quiz, discussion
- Unit 2 - rhetoric, quiz, essay
- Unit 3 - review of rhetoric, quiz, survey
- Unit 4 - fallacies, Toulmin, quiz, discussion
- Unit 5 - literary terms, quiz, essay
- Unit 6 - authoritarianism, quiz, survey
- Unit 7 - peer review, novel, quiz, discussion
- Unit 8 - novel, quiz, survey
- Unit 9 - academic research support, novel, quiz
- Unit 10 - academic research support, novel, quiz, discussion
- Unit 11 - citation, essay
- Unit 12 - degeneration, MLA quiz
- Unit 13 - novel, discussion
- Unit 14 - peer review
- Unit 15 - revisions, survey
- Unit 16 - final exam