



Basic Course Information

Semester:	Fall 2025	Instructor Name:	Xochitl Tirado
Course Title & #:	ENGL C1000 Academic Reading and Writing	Email:	xochitl.tirado@imperial.edu
CRN #:	11488	Webpage (optional):	n/a
Classroom:	Online	Office #:	2607
Class Dates:	8/11 – 12/5/2025	Office Hours:	By appointment
Class Days:	Online	Office Phone #:	760-355-6188
Class Times:	Online	Emergency Contact:	
Units:	4	Class Format/Modality:	Online

Course Description

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)

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

Placement as determined by the college's multiple measures assessment process.

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. 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

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:

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

[About Writing Guide with Handbook \(a textbook for English Composition\)](#) from OpenStax.

This is a free resource available in your course. It is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International License](#).

Course Requirements and Instructional Methods

This course is designed to guide you through the full writing process—from brainstorming to final drafts—while helping you build strong writing habits. The major activities in this course include:

- **Assignments**

These short activities help you understand writing concepts, practice new skills, and develop your ideas. Assignments may include brainstorming logs, outlines, thesis statements, or source evaluations.

- **Essays (Final Drafts)**

You will write several major essays throughout the semester. These are polished drafts that demonstrate your revision work and include an AI use reflection when applicable. The focus is not just on the final product, but how you got there.

- **MRLs (Meaning, Relevance, Logic)**

MRLs help you engage with sources by selecting quotes and writing about their meaning, how they relate to your argument, and how they support your thinking. These are a key part of building research-based writing.

- **Discussions**

Each week, you'll participate in online discussions where you'll share your ideas, respond to your peers, and receive feedback. These are collaborative spaces to test ideas before you draft.

- **Research Logs**

These help you track your sources, research process, and evolving thinking. They support source integration and academic honesty.

- **Writing Reflections**

After each major essay, you'll reflect on your writing process, your learning, and your use of AI

tools. These reflections are an important part of your grade and help you become more aware of your growth as a writer.

- **Surveys & Quizzes**

These low-stakes activities are meant to check your understanding of writing concepts. You can retake them as many times as needed.

Attendance

Your participation begins with the **First Day Assignment/Check-In Assignment**. This assignment counts as your first day of class. If you do not complete it, you will be dropped from the course.

After completing the First Day Assignment, if you stop participating for **two consecutive weeks**, you will be dropped. *Participation* means submitting assignments; simply logging into the course does not count.

If you decide to stop attending or participating, it is strongly recommended that you drop the course yourself to avoid any unintended grades on your transcript.

Course Grading Based on Course Objectives

Your final grade in this course will be based on your performance across a variety of activities that reflect the full writing process—from brainstorming and research to revision and reflection. Each assignment category contributes a specific percentage to your final grade:

Grading Breakdown

Category	Description	Weight
Essay Prep Assignments	Writing exercises, outlines, logs, and skill-building activities	25%
Discussions	Weekly participation, peer feedback, and idea development	20%
Assignments	Other tasks that support course learning	10%
Writing Reflections	Post-essay reflections on your writing and AI use	20%
Final Essay Assignments	Polished drafts submitted after revision (including required AI reflection)	20%
Surveys & Quizzes	Low-stakes practice activities (unlimited attempts)	5%

Academic Honesty (Artificial Intelligence -AI)

IVC Policy

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.

Course AI Policy

AI tools (e.g., ChatGPT, Grammarly) may be used **only during the revision stage**—after completing your original draft. Permitted uses include improving grammar, clarity, organization, and tone. You may also use AI to refine or reword your ideas, but **not to generate original content**.

Prohibited Uses Include:

- Using AI to write full assignments, reflections, or discussion posts
- Using AI to respond to peers or analyze course readings
- Submitting AI-generated content as your own work

If you use AI, you must submit:

- Your original draft or notes
- The AI prompt(s) you used
- A brief reflection (1–3 sentences) explaining how AI supported your revision

Failure to follow this policy may result in a grade penalty and be treated as academic dishonesty. When in doubt, ask before using AI.

For the full AI policy, see the Orientation Module in Canvas.

Accessibility Statement

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

Late Work Policy:

Late work is accepted; however, a 10% deduction will be applied for each day the assignment is late.

Student Expectations

To be successful in this course, you are expected to:

- Read the entire **Syllabus**.
- Consistently check **Announcements**, your school email account, and the Canvas Inbox.
- Review the **Calendar** for due dates.
- Participate in **Discussions** by posting weekly and responding to at least one classmate.
- Submit your own work that is thoughtfully completed and proofread for spelling and grammar errors.
- **Communicate** with your instructor if you encounter any problems or confusion, well in advance of the due date.
- **Complete** all discussions, assignments, online quizzes, and/or exams on time.

Instructor Expectations

As your instructor, I will:

- **Communicate** with you via Canvas Announcements and Inbox.
- **Post** weekly course-related announcements.
- **Respond** to your emails or messages within 24–48 hours.
- **Monitor** all discussions and provide feedback to the entire class at least weekly.
- Provide individual **feedback** on assignments, papers, and projects within one week of the due date.
- Work with you to ensure a **successful learning experience** in this course.
- Provide all course materials in an accessible format to support all learners.

Academic Honesty Policy

Academic honesty is a core expectation of this course and essential to your work as a future educator. All work you submit must be your own, and any sources you use must be properly cited.

Plagiarism

Plagiarism is presenting someone else's work, ideas, or words as your own without proper credit. Examples include:



- Copying and pasting from online sources without citation
- Submitting work that was written by someone else
- Using a friend's past assignment as your own

Cheating

Cheating includes any attempt to gain unfair academic advantage. Examples include:

- Sharing or receiving answers during a quiz or exam
- Submitting work you didn't complete yourself
- Using unauthorized materials during an assessment

If you are unsure whether something crosses the line, ask me before submitting it. **Violations of academic honesty will result in a zero for the assignment and may be reported to the college for disciplinary review.**

We all become better learners—and future teachers—by upholding integrity in everything we do.

Attendance Policy

During the first week of this course, you are required to complete specific activities to avoid being dropped. If you encounter challenges during this time, notify me immediately so I can assist you.

If you fail to complete required activities for **two consecutive weeks**, this may be considered excessive absences and could result in being dropped. It is your responsibility to notify me of any challenges or to drop the course if you feel unable to continue. Please refer to the [General Catalog](#) for details on drop and withdrawal deadlines.

Financial Aid

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.

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	Topic	Major Tasks
Week 1	Overview: Welcome & AI	Course Orientation; AI Series



Week	Topic	Major Tasks
Week 2	Cultural Introductions & Literacy Narrative	Begin Essay 1 (Literacy Narrative)
Week 3	Close Reading & Annotation Strategies	Continue drafting Essay 1
Week 4	Literacy Narrative Wrap-Up	Essay 1 Due
Week 5	Creating a Proposal	Begin Essay 2 (Proposal)
Week 6	Research Strategies & Source Evaluation	Continue drafting Essay 2
Week 7	Proposal Wrap-Up	Essay 2 Due
Week 8	Evaluation & Review Writing	Begin Essay 3 (Evaluation/Review)
Week 9	Integrating Source Material	Continue drafting Essay 3
Week 10	Evaluation & Review Drafting	Continue drafting Essay 3
Week 11	Evaluation & Review Wrap-Up	Essay 3 Due
Week 12	Argumentation & Reasoning Strategies	Begin Essay 4 (Position Argument)
Week 13	Using Evidence & Addressing Counterarguments	Continue drafting Essay 4
Week 14	Argument Essay Wrap-Up	Essay 4 Due
Week 15	Planning & Outlining the Portfolio	Begin Portfolio
Week 16	Portfolio Wrap-Up	Final Portfolio Due

*****Subject to change without prior notice*****