

Welcome to online English 009
Basic English Composition II - 4 units

Fall 2013

Orientations:

Section 10372: Monday, Aug. 19, 4-5:30 p.m., Room 2610

Section 10373: Monday, Aug. 19, 5:30-7 p.m., Room 2610

Midterm (both sections): Friday, Oct. 18, 4-6 p.m., Room 2734

Final (both sections): Tuesday, Dec. 3, 4:30-6:20 p.m., Room 2734

Hello, I am Kathleen Dorantes, your instructor. Congratulations on enrolling in this online course. I hope you will find this course intellectually challenging, informative, interactive, and fun.

Please print out this syllabus for future reference.

Communication Policy:

The best way to contact me is via a message on Blackboard. Expect a response to questions within 24 hours. Both phone messages and email are unreliable, so please use the messaging system on Blackboard.

You may also come to see me on campus during office hours or during my lab hour.

OFFICE HOURS: Tuesdays and Thursdays, 12:15-1:15 p.m., Room 2797

LAB HOUR: Thursdays, 3-4 p.m., Room 2610

I will often be online, especially on Mondays, Wednesdays, and Fridays, but specifically you will find me online during my online office hours:

Mondays and Wednesdays from 10-11 a.m.

Blackboard Website: Log-in Instructions for Students

Students can log-in by visiting <http://imperial.blackboard.com>. Bookmark this site.

For the username, students will use the first part of their student email address (e.g. jdoe2).

For their password, they will use their WebSTAR PIN (which should automatically be synced when updated via WebSTAR).

If a student does not know his or her IVC email address, these two locations can help him or her find out that information:

- <https://www.imperial.edu/students/student-email-lookup/> (Does not require additional login, but will only work if the student is registered for 0.5 or more units for the current semester)
- <https://my.imperial.edu/student-email> (Does require additional login to the Student Portal, but will work regardless of whether or not the student is registered for any classes).

Blackboard Assistance

IVC has established Blackboard support, which includes the following:

- **24/7 Phone Support:** Support Representatives are available around the clock every day of the week to provide you with technical support for the Blackboard Learning System and log-in issues.
- **Submit A Ticket:** This web based ticket submission tool allows you to fill out a web form that will get submitted as a ticket to our support representatives.
- **Real-Time Chat:** This tool allows you to contact our support representatives 24/7. You can access this tool from the support portal.
- **Knowledge Base:** Allows you to search or browse the various topics and questions that have already been answered.

To visit the **Blackboard Support Portal** you can:

- Go to <http://bbsupport.imperial.edu>
- Or, from the IVC Homepage, click on the **Faculty & Staff | Blackboard Support** link
- Or call **1-855-532-6983, toll free any time, day or night**

Course Meeting Dates

Students should calendar in dates/times as noted on top of the syllabus for the Orientation, Midterm and Final. Attendance for these activities is mandatory. If you cannot make the Orientation, Midterm or Final because of an emergency or inflexible schedule, message me as soon as possible to see if we can set up a make-up. If the student's schedule is not flexible, a make-up may not be possible.

Course Description and Objectives:

In the course of the semester, students will read, examine, analyze, and evaluate many short essays and a book. They will learn basic composition skills, focusing on the essay, leading to a short research paper. Some research skills and grammar review will also be included.

According to the Course Outline, successful students will be able to:

1. Develop and apply discovery techniques for expository writing with five or more multi-paragraph essays, including a mini research paper.
2. Design an essay plan based on concrete data in pre-writing exercises that produces a controlling idea or thesis statement.
3. Organize content to support a thesis statement and subsequent supporting paragraphs while studying and applying various rhetorical modes with emphasis on comparison/contrast, definition, cause/effect, and argumentation.
4. Demonstrate the ability to recognize and identify various audiences, both general and academic, focusing on academic audiences.
5. Synthesize ideas and information from multiple sources in the development of a writing assignment that is supported by citations from the reading.
6. Practice a variety of sentence types and demonstrate principles of effective sentence construction and punctuation.
7. Demonstrate an understanding of connotative meaning and figurative language in his/her own writing after recognizing this technique in the writing of others.
8. Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.

Required Texts:

- Blueprints for Writing: Building Essays, by Pam Mathis

ISBN 978-0-495-80246-4
Wadsworth Cengage 2014

- Battle Hymn of the Tiger Mother, by Amy Chua (any edition)

Student Responsibilities:

1. Participation: Students are expected to log in several times each week. Please plan on spending ten to 12 hours per week to complete the reading, writing, viewing, and other work associated with this class. This is a four-unit class. Remember that with a face-to-face class, you would need to come to class for four hours and then complete assignments out of class. The same time commitment is needed for an online class.
2. Deadlines and late work: Check UPCOMING DEADLINES regularly. All deadlines are posted there. A grace period is given for all essays and the research paper, quizzes, and some assignments. There is no grace period for journals/blogs/discussions.
3. Materials: Students are expected to purchase the assigned texts. Not having a book is not an adequate excuse for not finishing an assignment, so without a book, a student is at a huge disadvantage and is in jeopardy of not passing the class. I have made efforts so that your books are affordable. If you cannot afford the texts, you may wish to drop the class, save your money, and enroll when you can afford to buy the books.
4. Saving work: Essays written in this class will be based on a series of pre-writing activities and drafts. Please save all work on your hard drive and print out a copy in case your hard drive crashes.
5. Proper format: In the top left corner of page 1, please type and double-space the following heading style:

Name

Essay Name (Descriptive Narrative, etc.)

English 009—Instructor Kathleen Dorantes

Date

Any paper not having a heading will receive a 10-point deduction.

6. Academic honesty: Plagiarism is unacceptable. Any work turned in must be yours or must be adequately cited. All of the final essays and papers for this class will be submitted to SafeAssign, the anti-plagiarism program used by Blackboard. Students who plagiarize will receive a failing grade on the assignment. All dishonest behavior will be reported to the administration. Also, please don't copy another student's work.
7. 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: DSP&S, Room 2117, Health Sciences Bldg., (760) 355-6312.
8. Reading: The student is responsible for reading the texts as assigned. There is a relationship between reading and writing. Reading helps students to build vocabulary and to synthesize more complexities into writing. The midterm will be based on "Tiger Mom." Students who do not complete the reading are unlikely to pass English 009.
9. "Trying Your Best": This expression, "I tried my best," is often misused. One student misused this expression on a midterm. She wrote, "I am sorry, Mrs. Dorantes. I did not do the reading for this midterm, but I tried my best."

If a student does not complete the reading or adequately prepare for assignments, classes, and tests, obviously, she did not "try her best." In fact, she "tried her worst!" There's no way to do worse on an essay than not do the reading. Please do "try your best," but make that expression mean something. Devote the hours required to this class for the reading, assignments, and study for this class. In fact, better than "try your best" would be to "DO your best."

Grades

I don't give out grades. Students earn them. I merely record what the student has earned. Here is the breakdown and the grading scale:

900-1030 points = A
800-899 points = B
700-799 points = C
600-699 points = D
Below 599 points = F

GRADING TABLE

12 Quizzes	60 points (5 each)
3 Essays	240 points (80 each)
2 Précis	40 points (20 each)
10 Discussions/Journals/Blogs	100 points (10 each)
Business Letter	30 points
Works Cited Page	30 points
Notecards	10 points
Outline	20 points
1 Research Paper	100 points
Midterm	100 points
15 Grammar Units on My Skills Tutor	120 points (8 each)
FINAL	150 points
<i>Extra Credit</i>	<i>30 points</i>

Extra Credit

There are a total of 30 possible extra credit points.

There are three extra credit assignments on My Skills Tutor, each worth 8 points. As always, you need to score 80 percent or better on every task, including quizzes and post-tests.

There are 6 extra credit points available from attending workshops at the writing center. You will receive 2 points for every workshop attended. You may attend more than three workshops, but there is no extra credit beyond the 6 points.

Essay Response Policy

Students should expect a response to essays in approximately one week from the time of submission. Students can view their essays with comments by viewing the attachment on the grade record for the essay. I read, comment upon, and return essays in order of the time/date of submission. Early submissions are appreciated and are read first.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, the student will be able to:

1. Compose a multi-paragraph essay that responds to an essay prompt with a clear controlling idea or thesis statement
2. Compose a multi-paragraph essay with a clear organizational structure and adequate support.
3. Compose a multi-paragraph essay that uses correctly formed sentences with virtually no sentence-level or grammar errors.
4. Develop a research paper that effectively synthesizes ideas and information from multiple sources and utilizes correct MLA formatting of citations.

Learning Units

Because we don't meet in class, students need to read information rather than receive information through the traditional lecture. Every week at 11:59 p.m. Saturday evening, a Learning Unit will open up for you to work with. Please work through each Learning Unit.

Each Learning Unit begins with an Overview that lists the unit objectives, learning outcomes, and what students will do to successfully complete the Learning Unit. Print out these Overviews, and follow the activities under "What you will do."

Some activities in the Learning Unit may be informational, and others will require you to complete a task or assignment. Deadlines are listed on the Overview and on your Course Menu under UPCOMING DEADLINES,

Research Paper

A 3-4 page research paper will be due towards the end of the semester. It will require at least four sources from the IVC databases that must be documented according to the Modern Language Association (MLA) guidelines.

Final Exam

The final exam will consist of the Common Final, as administered by all of the English 9 sections at IVC. This will be an argumentative in-class essay that will demonstrate that the student is ready to enter English 110 as the next composition class. Therefore, the essay must show solid development of ideas with a strong thesis statement, topic sentences, and organized text. Details must be strong and specific. The text must be written in correctly formed sentences with virtually no sentence-level or grammar errors. Strong command of diction, verb usage, and standard English is required to pass.

If you pass the Final, you will receive 150 points.

If you do not pass the final, you will receive 0 points.*

*You should look upon the midterm as a practice final. You will learn from the midterm what you need to do to improve to be able to pass the English 9 final. The Common Final is read by two other English 9 instructors. I will review all of the exams as well.

My Skills Tutor

My Skills Tutor is a separate software program. In a separate tab or window, go directly to the site to work, www.myskillstutor.com. A My Skills Tutor assignment is due every week. You may also work ahead as far as you like. After the deadline, I will check to see that you have the completed assignments. Assignments need to be completed with an 80 percent or better to receive the full 8 points in the Gradebook. The only other grade alternative is 0. That means if you don't score 80 percent or better on everything, you will score a 0.

The site is www.myskillstutor.com

The **user name** is your G number. The **password** is also your G number. The site is imperial01. For instance:

User: G00123456

Password: G00123456

Site: imperial01

PROBLEMS WITH MY SKILLS TUTOR?

- Be sure to use a zero and not a capital O, both in your G# and imperial01.
- No space between imperial and 01.
- It's not 101. It's 01.
- Copy your G # into the password to be sure you're not making a mistake.
- Send me a message or email **immediately** if these measures do not solve your problem.

Writing Lab

You will be required to visit the Writing Lab once for each paper at some point before you submit it. Since I work in the lab, I will check the lab slip to see if you have gone. There is a **10-point penalty** for not completing a tutorial visit. You may go to the lab in person to meet with a tutor, or you may schedule an online appointment.

To make an appointment (either in person or online), you may go in person to the lab and sign in the appointment book, or you may call 355-6391 and ask for an appointment. If you meet face-to-face with a tutor, do not check the online box.

Tutors are trained to help you become a better writer. They will prioritize problems areas and focus on your writing skills rather than your paper. They are to guide you, not to proofread or edit your paper. That's your job.

Conference with a tutor once for the out-of-class papers, including the research paper. Please arrive on time and have your paper printed out before arriving at the lab. The lab charges 15 cents per page to print, and the extra time to print may cause you to lose your spot if there is a walk-in.

Online Tutoring:

- 1) Call 355-6391 as indicated above to set your appointment. Make it known that you want an online appointment.
- 2) At least one hour before your scheduled time, copy and paste your paper into an email and send to imperialwritingtutor@hotmail.com. If you do not send your work, the lab will not call you and you will be considered a no-show. Do NOT send an attachment.

3) Call the lab at your appointment time. Call the direct number at 355-6352. Have your paper opened up on your computer. All of the rules and methods for face-to-face tutoring will also apply in on-line tutoring. Your tutor will not edit your work but will try to help you become a better writer.

WARNING: Appointments will book up. Plan at least four days ahead of when the final is due. **The lack of tutoring appointments is not a valid excuse for not meeting this requirement. It just means you tried to get an appointment too late.**

Withdrawal from the class

It is the responsibility of the student to officially withdraw from the class through the student's Webstar account. If you stop actively participating in the class, it does not necessarily mean I will drop you from the class, but I can drop you at my discretion.

Netiquette

Netiquette is etiquette for the Internet. Basically, it describes things you should and shouldn't do while communicating with other people online. This is especially important in a classroom environment. Here are some examples:

- Don't capitalize all letters while posting a discussion, asking a question, or e-mailing someone. **THIS IS CONSIDERED SHOUTING, AND IT IMPLIES THAT YOU ARE ANGRY.** Capitalize words only to highlight an important point or to distinguish a title or heading.
- Never use profanity or make hurtful comments toward someone or when referring to someone's work. This is considered flaming.
- Be careful when using humor or sarcasm; you never know how someone else will interpret it.
- Be respectful of diverse opinions.

Overall, please be courteous to me and to your classmates. Working within a safe, friendly learning environment will be beneficial to everyone. If you see postings that are inappropriate, please bring them to my attention, and I will deal with the situation.

IVC Academic Misconduct Policy

Academic misconduct includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.

Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing

reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Plagiarism includes, but is not limited to, the use of paraphrased or directly quoted published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

Any student found by a faculty member to have committed academic misconduct may be subject to sanctions as determined by the faculty member. Sanctions MAY include a warning, grade adjustment, and course failure. Consequences for plagiarism include a zero on the assignment and a referral to Sergio Lopez, Dean of Student Development and Campus Events.