

Imperial Valley College, Summer 2014

English 110—Composition and Reading

Instructor Information

Kathleen Dorantes

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Course Information

Composition and Reading—English 110—4 units

CRN # 30013 Mon.-Thurs. 2-4:50 p.m., Room 2751

CRN # 30019 Mon.-Thurs. 6-8:50 p.m., Room 2727

Course Description

The standard course in freshman English. The course seeks to improve the student's ability to understand serious and complex prose and to improve the student's ability to write an exposition that is thoughtful and clear, including the production of a well-documented research paper.

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. Demonstrate mastery of research strategies, including appropriate use and correct documentation of research materials (ILO1, ILO4, ILO5)
2. Demonstrate mastery of pre-writing strategies, including brainstorming and outlining (ILO1, ILO2)
3. Develop an essay of multiple pages that effectively presents and strongly supports a thesis statement. (ILO1, ILO2)
4. Demonstrate command of rules regarding plagiarism and academic ethics. (ILO3)

Course Objectives

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

1. Read, analyze, and interpret a variety of written texts, including one single-author text.
2. Identify evidence, tone, purpose, and audience, and fallacies in a variety of written works.
3. Demonstrate a thorough understanding of the writing process, from development and drafting to revising and editing.
4. Demonstrate a command of varying writing patterns, such as comparison and contrast, definition, and argumentation.
5. Demonstrate an understanding of connotative and figurative language while writing for an academic audience.

6. Adapt writing strategies to the requirements of the writing situation (e.g., to essay exam or other timed writing, research writing, reflective writing)
7. Examine and analyze their own writing and that of other students with a view towards improving the effectiveness of the written work.
8. Develop text analysis and interpretation supported by citations, synthesized with the study and application of documentation styles and library skills (including electronic databases) to produce a research paper.
9. Demonstrate an understanding of the writing process by writing at least four essays using a variety of rhetorical modes, along with one research paper, composing a total of 8,000-10,000 words. Expository and argumentative papers constitute the bulk of student writing. However, revisions, summaries, journals, or other assigned writing may be used to meet the requirement.
10. Participate in a number of activities and areas of study as deemed appropriate by the instructor.

Textbooks

- The Arlington Reader: Themes for Writers, 4th edition, by Lynn Z. Bloom and Louise Z. Smith
ISBN: 978-1-4576-4045-2
Bedford St. Martins 2014
- The Money Book for the Young, Fabulous & Broke, by Suze Orman
ISBN: 978-1-59448-224-3
Wadsworth Cengage 2014
- Much Ado About Nothing, by William Shakespeare
ISBN: 978-0-486-28272-5
Dover Thrift edition (Any other edition will be fine, but this one is very inexpensive.)

Course Requirements and Instructional Methods

In the course of the semester, students will read, examine, analyze, and evaluate many short essays and one play. Students will write 8,000-10,000 words, including three out-of-class essays, two in-class essays, and a research paper. Students will further their analytical and compositional skills.

Course Grading

Narrative Essay	80 points
Literary Analysis	100 points
Compare/Contrast Essay	100 points
15 Discussions	150 points (10 points each)
Reading Quizzes	70 points (10 points each)
First Drafts	80 points (20 points each—Hard copy must be brought in on due date)
Business Letter	30 points
Works Cited Page	20 points
Outline	20 points
Notecards	10 points
Research Paper	100 points
Midterm	120 points
Final	120 points

Grading Scale

900-1000 points—A

800-899 points—B

700-799 points—C

600-699 points—D

0-599 points--F

Grading Notes:

Sometimes a student misses very easy points such as first drafts or discussions. Sometimes a student misses a major assignment such as an essay. Toward the end of the semester when the student finally realizes he or she is failing, the student asks me to consider late work for a deadline that has passed long ago. I will not open up files and read papers for which deadlines have long since expired. The time to accumulate good scores to pass the class is when the task or assignment is due. This is how college classes operate. **Stay on top of your work.**

Attendance, Enrollment, and Student Expectations

- 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. Should readmission 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 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.
- It is the responsibility of the student to drop a class before the drop date.
- Quizzes will be given sometimes at the beginning of class and/or just before leaving at the end of class. If a student misses a quiz because he/she is late, left early, or absent, the quiz cannot be made up.
- Preparation, participation, and deadlines: Students are expected to arrive in class with the day's reading already completed or with required drafts ready to be turned in. Late work, unless previously excused by the instructor, will not be accepted.
- Students will be expected to actively participate in class activities that involve reading, discussion, peer response, and group work.
- **Materials:** Students are expected to arrive in class with the assigned texts and loose-leaf paper.
- **Saving work:** Essays written in this class will be based on a series of pre-writing activities and drafts. Please save all work and staple new work atop old work when turning in any draft. Purchase a folder devoted to saving all the work from this class.
- **Proper format:** For essays, turn in typed, double-spaced, and stapled drafts. In the top left corner of page 1, please use the following heading style:

Name

Essay Name (Descriptive Narrative, etc.)

English 110—Mrs. Dorantes

Date draft is due

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. Although office hours are not required in the summer, I will probably be in my office every Monday through Thursday, 5-5:45 p.m.

Research Paper

A 5-7 page research paper will be due towards the end of the semester. It will require at least six sources from the IVC databases that must be documented according to the Modern Language Association (MLA) guidelines.

Blackboard

This class will use Blackboard for Announcements, Gradebook, and Discussions. Students will be expected to check Blackboard regularly. If I need to contact a student, I will use the message function on Blackboard.

If you have never logged into Blackboard before, here are instructions:

Blackboard website: Login Instructions for Students

Student can login by visiting: <http://imperial.blackboard.com>

For their username, they 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> (This 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 Blackboard support center:
<http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- 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**
- Learning Labs: Feel free to use the Writing Lab in building 2600 any time during the semester. The lab usually has lots of available computers for you to use, and there are also tutors to contact for help. A tutorial visit will be required when we write Essay #1.
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Writing Lab

You will be required to visit the Writing Lab once for each paper at some point before you submit it. The papers you need to see a tutor for are the narrative, literary analysis, compare/contrast, and the research paper. 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.**

Classroom Etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away. These are the numbers for campus security: (760) 483-7411, (760) 355-6306, or (760) 355-6308. Please give these numbers and your room number to your family in case they need to reach you in an emergency.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

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.

Academic Honesty

- Plagiarism is to take and present 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 correctly 'cite a source,' you must ask for help. The following acts are considered plagiarism:
 - copying or attempting to copy from others during an examination or on an assignment;
 - communicating test information with another person during an examination;
 - allowing others to do an assignment or portion of an assignment
 - use of a commercial term paper service

- SafeAssign: All final papers will be submitted via SafeAssign, which is an anti-plagiarism software detector on Blackboard. **The point of this class is to improve your writing. You cannot improve your writing if you merely copy other people's writing.**
- 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. **Anyone caught cheating 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 School Catalog for more information on academic dishonesty or other misconduct.

Disabled Student Programs and Services (DSP&S)

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. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Course Map

Course Map for English 110: Reading and Composition

Section 1: Descriptive Narrative and Foundational Writing Skills

- Lesson 1: Introduction to the Course; Understanding and Reading Narratives, Figurative Language, Clauses and Types of Sentences
- Lesson 2: Developing Description and Detail, Writing the Introduction, Recognizing Sentence Structure Errors
- Lesson 3: Writing with Transitions, Editing and Revising, Correcting Sentence Structure Errors

Section 2: Literary Analysis, Writing Mechanics, and Essay Structure

- Lesson 4: Much Ado About Nothing; Developing a Thesis Statement and Support; Using Quotations
- Lesson 5: Revision, Commonly Confused Words, Comma Usage

Section 3: Timed Writing, Argumentation, and Responding to the Work of Others

- Lesson 6: Strategies for Reading Critically, Introduction to Argumentation, Responding to a Prompt, Subject-Verb Agreement
- Lesson 7: Strategies for Mining an Article, Using Specific Language, and Midterm

Section 4: Compare/Contrast, Primary Sources, Using Quotations

- Lesson 8: Introduction to Compare/Contrast, Implementing Interviewing Techniques, Using Quotations, Parallel Structure
- Lesson 9: Introduction to logical fallacies, Writing Coherence

Section 5: Research, Documentation, Citation, and Formatting

- Lesson 10: Using IVC Database Files, Creating a Business Letter using Block Format, Working Works Cited Page, Avoiding Plagiarism,
- Lesson 11: Understanding Writing Process of a Research Paper, Understanding Note Cards as an Organizational Technique, Sentence Structure Review
- Lesson 12: Writing an MLA Outline, MLA Citations, Denotative and Connotative Language
- Lesson 13: Writing the Research Paper, More on MLA Citations, Appositives
- Lesson 14: Final Research Paper
- Lesson 15: Review for final