English Hybrid 110: Composition and Reading Spring 2014
CRN 10072 (4 credits)
Tuesday 9:45-11:50am, Room 2751 / Thursday Online

Basic Course Information:

Semester	**Fall 2014**	Instructor Name	**D. Rowley**
Course Title & #	**Composition and Reading 110**	Email	**deirdre.rowley@imperial.edu**
CRN #	**10072**	Webpage (optional)	
Room	**ONLINE / Rm. 2751**	Office	**Science Building: 2792**
Class Dates	**August 18 – December 9, 2014**	Office Hours	**M/W 8:30-9:30am; Tue 1-2pm; Thurs 12-1pm**
Class Days	**ONLINE / Tuesdays Classroom**	Class Times	**ONLINE/ 9:45-11:50am**
Units	**4 credits**		
Office Phone #	**760-355-6484**		
Office contact if student will be out or if an emergency		**Blackboard Messaging**	

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. (CSU, UC)

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)

Measurable Course Objectives and Minimum Standards for a Grade of "C":

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 and Other Resources:

- *Ideas & Details* by M.Garrett Bauman, 8th ed., Cengage Learning, ISBN: 978-0-8400-2884-6, paperback or ebook, required
- *Old Man's War* by John Scalzi, published by TOR (Tom Doherty Associated LLC) ISBN: 978-0-7653-4827-2, paperback or ebook, required
- *Using Sources Effectively* by Robert A. Harris, Pyrczak Publishing, 3rd edition, 2011, ISBN: 1-884585-93-0, paperback, required
- Any hardcopy English only dictionary. No electronic dictionaries or translators.
- A three ring binder with a supply of lined paper. Assignments handed in must be on lined binder paper, not torn out of a spiral notebook.

Course Requirements and Instructional Methods:

- This class uses the Writing Workshop Method, which provides time and help to improve your writing.
  - Peer conferences.
  - Essays going through several drafts.
  - All drafts are turned in with the completed hard copy essay.
  - Essays submitted through Blackboard and hard copy submitted in class.
    - Essays must be submitted electronically and hardy copy to be eligible for grading.
- All essays use MLA format. This will be gone over in class.
- Online: written discussions, journals, quizzes
- Face-to-Face: oral discussions, journals, quizzes, essay structure and practice.
- Online journals are in the class Blackboard site. Each journal assignment is related to an assigned reading. Students have one week to complete an assigned journal. Minimum length is two paragraphs, with each paragraph having a minimum of seven sentences.
- Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.
  - English 110 is a 4 credit class.
  - 4 hours spent in class.
  - 8 hours spent out-of-class reading, studying, and doing assignments.

Course Grading Based on Course Objectives:

- Grades are weighted as follows:
  - Essays – 15%
  - Quick Writes – 20%
  - Quizzes – 10%
  - Homework (covers out-of-class assignments plans, drafts, research, and journals) – 5%
  - Mid-Term – 10%
  - Final – 40%
- Assignments are due when collected, usually at the beginning of class.
- Late work is not accepted. If you arrive late to class and the assignment has already been collected, your work is considered late and will not be accepted.
- Online work must be completed when due or student is considered absent for Tuesday.
- Students who arrive after an activity has begun will not be individually accommodated.
- Essays are only accepted for grading the day they are due.
- Essays must be submitted electronically and in hard copy to be eligible for grading.
- There is no extra credit.
- Quizzes:
  - Not all quizzes are announced.
  - Missed quizzes cannot be made up. (No exceptions)
  - Late arrivals are not eligible to take quizzes already in progress.
- Quick Writes:
  - Quick Writes – practice for the mid-term and the final, are not always announced.

- - One missed Quick Write may be made up within five school days of the day it was originally given. A second or third missed Quick Write may not be made up.
  - It is the student's responsibility to make arrangements to make up a missed Quick Write.
  - Missed Quick Writes are made up in the English Department in the Science Building.
- Grades will be available in Blackboard 24/7

Attendance:

- A student who fails to attend the first meeting of a 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 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 Catalogue for details.
- A student who fails to complete the first week's online assignments, is considered as having missed the first day of class, and will be dropped. Should readmission be desired, the student's status will be the same 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 Catalogue 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. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Regular attendance in a hybrid class includes the activities and assignments online. If a student fails to complete required activities for any online Tuesday, it is counts as an absence.
- Students are expected to arrive on time and to stay in class for the entire class period.
- If you miss class, do not depend on an email to me to find out what you missed. Two hours of class instruction cannot be reduced to an email.
- Liaison with your classmates. Exchange phone numbers. Organize a study group. Find a study buddy. Then, if absent, you have the resources to find out what class instruction you missed as well as the assignments.
- Do not schedule counseling, doctor, dentist, or mechanical appointments during class time. Missing class will count as an absence.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as "excused" absences.
- Homework must be turned in previous to any "excused" absence.
- Quick Writes missed due to an "excused" absence, may be made up within the required five days.

Classroom Etiquette:

- Students are expected to have their own educational materials, books, paper, pens, pencils, scantrons, blue/green books. Any student choosing to attempt the course without his or her own educational materials may not expect other students to provide or share educational materials.
- Electronic Devices: Cell phone and electronic devices must be turned off and put away during class. The exception is using an ebook.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception.
- 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 Catalogue.
- Children in the Classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
- Work done online is expected to conform to accepted netiquette practices.

Online Classroom "Netiquette"

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word.
- Netiquette rules to remember: (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 (!!!!)].
- Netiquette is explained in detail on your Blackboard class site.

Academic Honesty:

- <u>Plagiarism</u> 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 should ask for help.
- <u>Cheating</u> 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 or 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 IVC 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) use of a commercial term paper service.

Additional Help:

- Problems with Blackboard? Use the Blackboard Support Center. Information is located under Blackboard login.
- Learning Labs: The Writing Lab has computers, printing services, and trained writing tutors.
- Use the writing lab. The senior tutors will help with keyboarding, mechanical problems in your paper, or briefly discuss your paper with you.
- Library Services:
  - Need to improve your keyboarding? Check out the library Tutoring Center.
  - Need information on a specific topic? Talk to a reference librarian.
  - Need to improve your study skills? Check out the library Tutoring Center.
  - Need a place for your study group to meet?? Reserve a study room at the library Tutoring Center.

Disabled Student Programs and Services (DSPS):

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 DSPS&S office is located in Building 2100, telephone 760-355-6310.

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/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 students' rights and responsibilities please refer to the IVC General Catalogue available online at
http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

- **Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access helpful "How-To" Library tutorials by accessing the Information Literacy Tutorials online.**

Anticipated Class Schedule/Calendar:

These assignments and due dates are tentative and may change during the semester.
College classes require assignments be read prior to the class in which the information will be utilized.

Module or Week	Activity, Assignment, and/or Topic
Week 1	Syllabus, Introduction & Quiz Ideas & Details Ch. 1
Week 2	Ideas & Details Ch. 2; Sources Ch. 6 (Plagiarism, Discussion, Essay #1 Topic)
Week 3	Ideas & Details Ch. 3; Sources Ch. 5; Old Man's War Ch. 1 (Development Essay #1, Science Fiction, Discussion, Summarizing)
Week 4	Ideas & Details Ch. 4; Sources Ch. 1; Old Man's War Ch. 2 (Conference Essay #1, Critical Analysis, Discussion)
Week 5	Ideas & Details Ch. 5; Sources Ch. 2; Old Man's War Ch. 3 & 4 (Essay #1 Due, Old Man's War Quiz, Quick Write)
Week 6	Ideas & Details Ch. 6, Sources Ch. 6 & 7; Old Man's War Ch. 5 & 6 (Essay #2 Topic, Essay #2 development)
Week 7	Ideas and Details Ch. 8; Sources Ch. 4; Old Man's War Ch. 7 (Essay Development, Conferences, Discussion)
Week 8	Ideas & Details Ch. 9; Old Man's War Ch. 8 (Essay #2 Final Development, Discussion; Quiz Old Man's War Ch. 8)
Week 9	Mid-Term; Ideas & Details Ch. 15, Sources Ch. 7; Old Man's War Ch. 9 & 10 (Essay #2 Due)
Week 10	Ideas & Details Ch. 13; Sources Ch. 8; Old Man's War Ch. 11 & 12 (Begin Research Paper; Quiz Old Man's War Ch. 1-10)
Week 11	Sources Ch. 9, Old Man's War 13 & 14 (Research, Quiz Old Man's War Part 2 through Ch. 14)
Week 12	Old Man's War Ch. 15; Review Summarizing & Paraphrasing, Critical Analysis; Research
Week 13	Ideas & Details Ch. 14 (Research Paper Due; Essay #3 Topic, Quick Write; Discussion)
Week 14	Old Man's War Ch. 17 & 18 (Development Essay #3; Discussion)
Week 15	Return Research Papers (Final Quiz Old Man's War; Essay #3 Due; Review for Final Exam)
Week 16	Exam

Tentative, subject to change without prior notice