

Basic Course Information

Semester:	<i>Fall 2015</i>	Instructor Name:	Caroline Krejci
Course Title & #:	English 9 – Basic English Composition	Email:	caroline.krejci@imperial.edu
CRN #:	10228	Webpage (optional):	Imperial.blackboard.com
Classroom:	315	Office #:	None
Class Dates:	Aug. 17 – Dec. 11, 2015	Office Hours:	None—see me before or after class
Class Days:	Monday/Wednesday	Office Phone #:	None
Class Times:	8 AM-10:05 AM	Emergency Contact:	760-355-6224 (English Dept.)
Units:	4 credits		

Course Description

[Required language: Use from [CurricUNET](#) course outline of record.]

Preparation for ENGL 110. The course seeks to facilitate the student's mastery of the short essay at the college level. The course follows in sequence from ENGL 008 (ENGL 098). (Nontransferable, nondegree applicable)

Student Learning Outcomes

[Required language: Use from [CurricUNET](#) course outline of record.]

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

1. Compose a multi-paragraph essay that responds to an essay prompt with a clear controlling idea or thesis statement. (ILO1, ILO2, ILO4)
2. Compose a multi-paragraph essay with a clear organizational structure and adequate support. (ILO1, ILO2, ILO3, ILO4)
3. Compose a multi-paragraph essay that uses correctly formed sentences with virtually no sentence-level or grammar errors. (ILO1, ILO2, ILO4)
4. Develop a research paper that effectively synthesizes ideas and information from multiple sources and utilizes correct MLA formatting of citations. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

[Required language: Use from [CurricUNET](#) course outline of record.]

Upon satisfactory completion of the course, 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, including correct use of the comma, semicolon, quotation mark, apostrophe, and parentheses.
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.

Textbooks & Other Resources or Links

- Langan, John and Zoe Albright. English Skills with Readings 9th edition. McGraw-Hill, 2014. ISBN# 978-0073513560
- Hersey, John. Hiroshima. (Mass Market Paperback) Vintage; Reprint edition (March 4, 1989) ISBN# 978-0679721031
- The American Heritage Dictionary 5 edition. Dell, 2012. ISBN# 978-0553583229
- **Also Required:** A folder in which you must file all of your work for the semester, white notebook and typing paper, blue or black pens, a stapler, and a computer or typewriter (all paragraphs and essays must be typed). Also don't forget to "back up" your assignments in case of computer or disk problems.

Course Requirements and Instructional Methods

Essays and their Drafts; In-class Work; Reading Assignments; Homework; and a Common Final Exam.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of 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.

Course Grading Based on Course Objectives

Assessment Criteria: When your work is returned to you it will have the points you have earned over the number of possible points or a letter grade, so you can keep track of your grade in the class. The essays will also have comments that will be important suggestions about how to improve your writing.

(A = 95/100, A- = 92/100, B+ = 88/100, B = 85/100, B- = 82/100, C+ = 78/100, C = 75/100, C- = 72/100, D+ = 68/100, D = 65/100, D- = 62/100, F = below 60/100)

Extra Credit: There will be **no extra credit**.

Grading Criteria:	In-class writing assignments & Homework	10%
	Essay #1 (in class)	10%

Essay #2 (with draft)	20%
Essay #3 (with draft)	20%
Essay #4 (in class)	20%
Final Exam	20%

TOTAL	100%

Late or Missing Essays: For each class session an essay is late, the essay's grade will drop one letter (ex: a B- essay would become a C- essay). Please, contact me BEFORE the essay is due if you are having difficulty making the deadline because of illness or emergency. Please, be prepared to document your disaster. Essays are due, typed and stapled, at the beginning of class.

Late or Missing Drafts: For each draft you fail to turn in or turn in late (either drafts for peer reviews or drafts for me) your final essay grade will drop one letter. For example, if you don't turn in a first draft and your second draft is late, your B essay will go down to a D.

Attendance

Keep in mind that you should not be absent. In-class writing assignments, homework, and quizzes cannot be made up if you are late or absent, and essay assignments will accrue late penalties unless I excuse your absence. Please, be prepared to document your emergency or illness when asking for an excused absence. I will accept doctor's notes, towing slips, auto repair bills, court papers etc. Schedule conflicts (with work or appointments on campus, etc.) are not excused. Please, give this documentation to me within a week of the absence.

Tardies, Leaving Early, and Cell Phones: You are expected not to disrupt the class, so **arrive on time, stay for the entire class, and turn your cell phone ringer off! Talk to your friends outside of class.** Show some respect for your instructor and fellow students by maintaining an environment without distractions. Also, if you do arrive after roll, check (after class) to see that I have not marked you absent in the roll book. Essays are due at the beginning of class.

[Required Information: *The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]*

- 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. 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.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

[Required Information: Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- 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 by the instructor.
- 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.

Academic Honesty

[Required Language]

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 “cite a source” correctly, you must ask for help.
- 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

Additional Student Services

[Suggested Language.]

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **[Blackboard Support Site](#)**. The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **[Learning Services](#)**. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **[Library Services](#)**. There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

[Required language.]

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 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

[Required language.]

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **[Student Health Center](#)**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- **[Mental Health Counseling Services](#)**. Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

[Required language.]

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

[Required language.]

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

The following is the tentative calendar for the semester. Not all the assignments are listed on this calendar. Please, be aware of this and write in your assignments for the following class before leaving class. Also, get a classmate's phone number in case you miss class, so you will be able to do the homework for the following class. It is your responsibly to contact a classmate to find out what you missed and be prepared for the next class meeting. I do not accept late homework or late in class work.

Final Exam: Please note the English 9 includes a common, department-wide final exam. Your exam will be read by other instructors teaching English 9. This exam will take place week 15, a week before final exams' week.

Week One: Aug. 17 --Welcome to English 9 – Do not forget to write down the homework assignment before you leave class.

Aug. 19 -- -- **Write Essay #1 in class**

Week Two:

Aug. 24 –

Aug. 26 –

Week Three:

Aug. 31 --

Sept. 2 – Write Essay #2 in class

Week Four:

Sept. 7 -- **No Class – Labor Day**

Sept. 9 – (Essay #2 returned)

Week Five:

Sept. 14 –

Sept. 16 -- **Final Draft of Essay #2 is Due**

Week Six:

Sept. 21 –

Sept. 23 --

Week Seven:

Sept. 28 --

Sept. 30 – **Write Essay #3 in class**

Week Eight:

Oct. 5 –

Oct. 7 -- **Essay #3 Final Draft Due**

Week Nine:

Oct. 12 --

Oct. 14 --

Week Ten:

Oct. 19 --

Oct. 21 –

Week Eleven:

Oct. 26 –

Oct. 28 –

Week Twelve:

(Daylight Savings Time Ends)

Nov. 2–

Nov. 4– **Write Essay #4 in class**

Week Thirteen:

Nov. 9--

Nov. 11 – No Class -- Veterans' Day

Week Fourteen:

Nov. 16 --

Nov. 18 –

Thanksgiving Break – No Class Nov. 23 and Nov. 25

Week Fifteen:

Nov. 30 --

Dec. 2 -- FINAL EXAM

**There is no “make up” for the final exam, and
no work will be accepted after the final exam.**

Week Sixteen:

Dec. 7 -- Last Class Meeting

*****Tentative, subject to change without prior notice*****