

Basic Course Information

Semester:	Fall 2016	Instructor Name:	Caroline Krejci
Course Title & #:	English 059	Email:	Caroline.krejci@imperial.edu
CRN #:	10204	Webpage (optional):	Blackboard
Classroom:	2751	Office #:	none
Class Dates:	Aug. 16 – Dec. 8	Office Hours:	none (see me before or after class)
Class Days:	Tuesdays and Thursdays	Office Phone #:	none
Class Times:	8:00 – 9:25 a.m.	Emergency Contact:	Dept. Secretary: 760 355-6224
Units:	3.0		

Course Description

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

Review of traditional/structural grammar; review of usage rules regarding punctuation, mechanics, capitalization; review of spelling rules; practice with summary/report writing done by the student. (Non-transferable, non-degree 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. Demonstrate up to four techniques for repairing a comma splice error. (ILO1)
2. Demonstrate ability to use present-tense verbs correctly. (ILO1)
3. Demonstrate ability to use past participle verb forms correctly. (ILO1)

Course Objectives

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

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

1. Identify parts of speech and their grammatical functions.
2. Identify and differentiate grammar components at the phrase, clause, and discourse level.
3. Identify and write the four basic sentence types.
4. Demonstrate the ability to use various punctuation marks and sentence mechanics.

5. Demonstrate a mastery of basic spelling rules.
6. Demonstrate an ability to write and edit summaries, reports, letters, and other assignments, applying principles of #1-5.

Textbooks & Other Resources or Links

Required books:

English Brushup 6th Edition

by [John Langan](#) and [Janet M. Goldstein](#)

Publisher: McGraw-Hill Education; 6 edition (January 24, 2014)

ISBN-10: 0073513601

ISBN-13: 978-0073513607

CliffsNotes Writing: Grammar, Usage, and Style Quick Review, 3rd Edition

by [Claudia L Reinhardt](#) and [Jean Eggenschwiler](#)

Publisher: Cliffs Notes; 3 edition (February 11, 2011)

ISBN-10: 0470880783

ISBN-13: 978-0470880784

Choices (New Books for New Readers)

by [George Ella Lyon](#) (Author)

Publisher: University Press of Kentucky (September 19, 1989)

ISBN-10: 0813109000

ISBN-13: 978-0813109008

The American Heritage Dictionary 5 edition. Dell, 2012. ISBN# 978-0553583229

Course Requirements and Instructional Methods

Course Requirements: Writing assignments and their Drafts; In-class Work; Reading Assignments; Homework; Quizzes; a midterm; and a Final Exam. Spoken and written work should be in English. Assignments should be written in ink or typed if required. Assignments should not be written in pencil.

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. As our dean notes, “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.” Also, if you do arrive after roll, check (after class) to see that I have not marked you absent. Assignments are due at the beginning of class.

[Required Information:]

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, quizzes, & homework	20%
Writing Assignments	60%
Midterm	10%
Final Exam	10%
TOTAL	100%

If you miss an assignment because you are not in class (late or absent), you cannot make it up. I do not accept late homework or late in-class work.

Late or Missing Paragraphs, Essays, or Other Major Writing assignments: 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. Writing assignments are due, typed and stapled, at the beginning of class. Writing assignments must also be submitted through Blackboard.

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 Assignment 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

[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.

- 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

Week One: Aug. 16 --Welcome to English 201 – Do not forget to write down the homework assignment before you leave class. Buy the textbooks.

Aug. 18 -- -- **Writing Assignment #1 in class**

Week Two:

Aug. 23 –

Aug. 25 –

Week Three:

Aug. 30 –

Sept. 1 –

Week Four:

Sept. 6 -- Draft of Writing Assignment #2 is Due

Sept. 8 – Writing Assignment #2 is Due

Week Five:

Sept. 13 –

Sept. 15 --

Week Six:

Sept. 20 –

Sept. 22 --

Week Seven:

Sept. 27 -- Draft of Writing Assignment #3 is Due

Sept. 29 – Writing Assignment #3 is Due

Week Eight:

Oct. 4 –

Oct. 6 – **Midterm Exam**

Week Nine:

Oct. 11 --

Oct. 13 --

Week Ten:

Oct. 18 -- Draft of Writing Assignment #4 is Due

Oct. 20 – Writing Assignment #4 is Due

Week Eleven:

Oct. 25 –

Oct. 27 –

Week Twelve:

Nov. 1 –

Nov. 3 –

Week Thirteen:

(Daylight Savings Time Ends)

Nov. 8 -- Draft of Writing Assignment #5 is Due

Nov. 10 – Draft of Writing Assignment #5 is Due

Week Fourteen:

Nov. 15 --

Nov. 17 –

Thanksgiving Break – No Class Nov. 22 and Nov. 24

Week Fifteen:

Nov. 29 -- Writing Assignment #6 is Due

Dec. 1 --

Week Sixteen:

Dec. 8 -- FINAL EXAM

There is no “make up” for the final exam, and

no work will be accepted after the final exam.