

Basic Course Information

Semester	Fall 2017	Instructor Name	D. Rowley
Course Title & #	Basic English Composition II Eng. 009	Email	deirdre.rowley@imperial.edu
CRN #	10228	Webpage (optional)	
Room	2751	Office	Science Building: 2792
Class Dates	August 14, 2017 – October 4, 2017	Office Hours	M 4-5 pm; W 2-3 pm T/Th 8:30-9:30am;
Class Days	Monday / Wednesday	Office Phone #	760-355-6484
Class Times	8:00am – 12:30pm	Emergency Contact	Canvas Messaging
Units	4 Credits		

Course Description

Preparation for ENGL 110. This short term course seeks to facilitate the student's mastery of the short essay at the college level. The student completes the entire course in half a semester. The course follows in sequence from ENGL 008 (ENGL 098). (Nontransferable, non-degree applicable)

Course Prerequisite(s)

ENGL 008 or ENGL 097 or ENGL 098 with a grade of "C" or better or appropriate placement.

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. 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

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

1. Develop and write expository essays totaling at least 4,000 words, 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 write a paper for an academic audience.
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. Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.
8. Understand academic ethics, and avoid plagiarism.

Textbooks & Other Resources or Links

- *Writing Matters 2nd* ed. by Peter G. Beidler, Coffeetown Press, ISBN: 978-1-60381-174-3, paperback, required
- *A Dog's Purpose* by W. Bruce Cameron, published by Tom Doherty Associates, ISBN: 978-0-7653-3034-5, paperback, required
- Any English only dictionary. No electronic dictionaries or translators may be used on tests.
- ebooks may be used on e-readers (kindle, nook, iPad mini) or computers

Course Requirements and Instructional Methods

- Study skill techniques that enable anyone to pass the course are taught in class.
- This class uses the Writing Workshop Method, which provides time and help in class to improve your writing.
 - Peer conferences.
 - Essays go through several drafts.
 - All drafts are turned in and earn points.
 - Essays may be required to be submitted through Canvas.
- Individual teacher/student writing conferences available in class and in my office.
- All essays use MLA format. This will be explained in class.
- Late essays lose 5 points for each day past the due date.
- Classroom: oral discussions, journals, quizzes, essay structure and practice.
- Journals: Minimum length is two paragraphs, with each paragraph having a minimum of seven sentences.

Writing Games: The class will go to the lab each week to work on the current writing game.

- A game may be played multiple times within the week the game is assigned.
- Once a student achieves a desired score in that week's game, the pdf score sheet is printed out, turned in, and entered into the gradebook as a quiz grade.
- Only the one score sheet per game is accepted.
- Game scores are only accepted from students who were in class on lab day, went to the lab with the class, and stayed for the entire lab period. Students not meeting this criterion will not have their score sheets accepted and earn a zero for that week's game. (Specific and rare exceptions may be made at the instructor's discretion.)

Breaks: There are 10 minute breaks during which students may wish to check cell phones, visit the restroom, or walk around outside the classroom.

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.

- English 009 is a 4 credit class.
- 4 hours spent in class.
- 8 hours spent out-of-class reading, studying, and doing assignments.
- This is a total of 12 hours per week spent on English 009.

Course Grading Based on Course Objectives

- Grades are weighted as follows:
 - Essays – 15%
 - Writing Tests – 25%
 - Quizzes – 10% (Includes Writing Games scores)
 - Homework – 5%
 - Mid-Term – 15%
 - Final Exam – 30%
- Assignments are due when collected, usually at the beginning of class.
 - Missing assignments result in zeros.
 - Zeros can lower grades to the point the student fails the class.
 - It is strongly suggested students complete and turn in all assignments in a timely manner.
- 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.

- Students who arrive after an activity has begun are not individually accommodated.
- Essays that are submitted after the due date lose 5 points for each day late..
- There is no extra credit.
- The course grade in Canvas is what it is and will not be rounded up or rounded down.
- Quizzes:
 - Not all quizzes are announced.
 - Missed quizzes cannot be made up. (No exceptions)
 - **The lowest quiz grade is dropped.**
 - Late arrivals are not eligible to take quizzes already in progress.
- Writing Tests:
 - Writing Tests – **practice for the mid-term and the final**, are announced. (See class schedule.)
 - One missed Writing Test may be made up within five school days of the day it was originally given. A second or third missed Writing Test may not be made up.
 - It is the student's responsibility to make arrangements to make up a missed Writing Test.
 - Missed Writing Tests are made up in the English Department in the Science Building.
- Final Exam
 - A common final exam is given to all English 009 students.in the regular classroom,
 - It is unusual for a student to fail the common final and pass the class.
 - It is possible for a student to pass the common final and fail the class due to zeros for missing work.
- Grades are available through Canvas 24/7

Attendance

- 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

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. Cell phones may not be used during class. ebooks may be used on e-readers such as the Nook, Kindle, iPad, iPad mini, or laptops.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps in regular classroom are the only exception. Additional restrictions apply in labs. Please comply as directed. (This is a college rule.)
- 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.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (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 (!!!!)].

Academic Honesty

- **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 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. 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

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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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)

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, 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.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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&qid=4516&Itemid=762

Information Literacy

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

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.

Week	Activity/Assignment	Writing Matters	A Dog's Purpose	Due
1 – Mon.	Syllabus and Introduction Mindset Intro/ WM To The Student	To the student, Ch 1 & 2	Ch. 1,2	
1 – Weds.	Intro. MLA Format/ Essay Requirements / Thesis Statement	Ch 3 ,4, 5	Ch. 3,4, 5 Quiz	
2 -M	Planning/Details/ Essay #1	Ch 6 & 8	Ch. 6,7	Journal #1
2 -W	Peer Conferencing	Ch 9, 10	Ch. 8,9,10	
3 - M	Introductions & conclusions/ Essay #1 individual conferences	Ch 12 & 13	Ch. 11, 12	
3 -W	Organization – different forms <i>Writing Test #1</i>	Ch 7 & 22	Ch. 13,14,15	Essay #1 due Friday, Sept. 1st
4 - M	No classes – Campus Closed			
4 - W	Essay #2/ Planning/Drafting	Ch 19	Ch. 16,17 Quiz	Journal #2
5 - M	Transitions/Conferences	Ch 11 & 16	Ch. 18, 19	
5 - W	Research techniques/Choose Topic/ Library Tour	Ch 18 & 20	Ch. 20,21,22	Essay #2 due Friday, Sept. 15th
A calendar	will be provided with specific due dates	dates for various parts	of the	process.
6 - M	<i>Writing Test #2 /</i> Research	Ch. 21, 23	Ch. 23, 24,25 Quiz	Journal #3
6 - W	Editing/Revising/Being Objective	Ch 24	Ch. 26,27, 28/ Quiz	
7 - M	Revising for Strong Arguments	Ch 14 & 15	Ch. 29, 30	Research Paper due Tues. Oct. 26th
7 - W	<i>Writing Test #3/</i> Review		Ch. 31, 32	
8 - M	Final discussion	Ch 25 & 26	Quiz	Journal #4
8 - W	Review of required writing skills. Final Exam (75 minutes)			

Tentative: subject to change without prior notice