

Basic Course Information

Semester:	Spring 2018	Instructor Name:	Tracy Brooks Hardin
Course Title & #:	ENG 08: Basic English Composition	Email:	tracy.hardin@imperial.edu
CRN #:	20213	Webpage (optional):	
Classroom:	1308	Office #:	
Class Dates:	FEB. 12 - JUN 08, 2018	Office Hours:	
Class Days:	TUES/THUR	Office Phone #:	
Class Times:	8:00-10:05	Emergency Contact:	English Department Secretary
Units:	4.00		

Course Description

Preparation for ENGL 009. Provides developmental instruction approaching the college level in paragraph and short essay writing. (Nontransferable, non-degree applicable)

Course Prerequisite(s) and/or Corequisite(s)

ESL 005 or Score of 5008 on the English Composition placement test

Student Learning Outcomes

1. Generate essays with a clear thesis statement or controlling idea. (ILO1, ILO2, ILO4)
2. Write essays showing support for a thesis statement or controlling idea. (ILO1, ILO2, ILO4)
3. Construct complete sentences with few errors in sentence structure such as fragments, comma splices, run-on sentences. (ILO1, ILO2, ILO3, ILO4)
4. Compose a multi-paragraph essay response to a reading. (ILO1, ILO2, ILO4, ILO5)

Course Objectives

1. Develop and use discovery techniques such as free-writing and clustering and apply these techniques to expository writing of paragraphs and essays.
2. Generate ideas based upon knowledge of concrete data and be able to express ideas effectively using a controlling idea or thesis statement.
3. Organize data necessary to support a thesis statement or controlling idea while studying and applying various rhetorical modes with emphasis on description, narration, and exemplification.

4. Demonstrate the use of critical thinking by identifying the main ideas and developing written responses to a variety of written texts.
5. Demonstrate clean and correct sentence patterns and work to eliminate sentence errors such as fragments, comma splices, and run-ons.
6. Produce writing in which meaning is unobscured by grammar or usage errors in punctuation, spelling, subject-verb agreement, verb tense, word choice, and word order.
7. Demonstrate an understanding of the writing process with special attention given to editing and proofreading.
8. Participate in a number of activities and areas of study as deemed appropriate by the instructor.

Textbooks & Other Resources or Links

- 1) Composition Book
- 2) In-class Blue Book (1)
- 3) A small stapler
- 4) Colored Pencils/Markers/Highlighters
- 5) A standard college notebook and binder
- 6) 3-prong folder 1” , Tabs to separate each section
- 7) Other instructional materials may possibly be released over the course of the semester via Canvas at no charge to students. It is the students’ responsibility to access these materials, print them out, and bring them to class. Prior notification in class or via email will be given.
*Canvas Support Site: <https://community.canvaslms.com/community/meta/getting-started>
- 8) *Steps To Writing Well* by Jean Wyrick, 12th Edition
- 9) *On Writing* by Stephen King, 10th Edition

Course Requirements and Instructional Methods

Students responsibilities include the following: engaging in individual, pair, and small group work activities; writing phrases, writing sentences, writing paragraphs and writing essays and portions of paragraphs and essays (thesis statements, introductions, conclusions, topic sentences); and engaging in pre-writing activities including writing outlines. Most or all major assignments (paragraphs and essays) will be written in the classroom. There will be lectures.

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

- Class Participation = 100 points
- 4 In-class paragraphs = 200 points (50 points each)

4 Paragraphs written at home = 200 points (50 points each)

Comic Essay # 1 = 100 points

Comic Essay # 2 = 100 points

In-class timed essay = 100 points

Final reflection essay = 100 points

Final portfolio = 100 points

Total points = 1000 points

Assignments:

In regards to homework assignments, I do not accept late work. Homework must be completed before the class period for which they are due. Advice: If you should have to miss a class, check for any homework assignments you may have missed with a classmate before asking the instructor.

Imperial Valley College Grading System

90 - 100% = A

80 - 89 % = B

70 - 79 % = C

(70 - 100 % are passing grades)

60 - 69 % = D

Below 60 = F

Grades below 70% are non passing grades

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.
- 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, only students enrolled in the class may attend; children are not allowed.

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

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

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. Please contact them 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.
- 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

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

*ENGL 08 Activity Schedule

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 Feb.12 - 15 Week 2 Feb. 20 - 23 Week 3 Feb. 26 - Mar. 2 Week 4 Mar. 5 - 9	Syllabus & Introduction In-class paragraph # 1, Lecture, In-class activities/ assignments, assessments In-class paragraph # 2, Lecture, In-class activities/ assignments, assessments In-class paragraph # 3, Lecture, In-class activities/ assignments, assessments In-class paragraph # 4, Lecture, In-class activities/ assignments, assessments	
Week 5 Mar. 12 - 16 Week 6 Mar. 19 - 23 Week 7 Mar. 26 - 30 Week 8 Apr. 9 - 13	Take-home paragraph # 1, Lecture, In-class activities/ assignments, assessments Take-home paragraph # 2, Lecture, In-class activities/ assignments, assessments Take-home paragraph # 3, Lecture, In-class activities/ assignments, assessments Take-home paragraph # 4, Lecture, In-class activities/ assignments, assessments, In-class Timed Essay (Midterm)	

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 9 Apr. 16 - 20 Week 10 Apr. 23 - 27 Week 11 Apr. 30 - May 4 Week 12 May 7 - 11	Comic Essay # 1, Lecture, In-class activities/assignments, assessments Comic Essay # 1, Lecture, In-class activities/assignments, assessments Comic Essay # 1, Lecture, In-class activities/assignments, assessments Comic Essay # 1, Lecture, In-class activities/assignments, assessments	
Week 13 May 14 - 18 Week 14 May 21 - 25 Week 15 May 29 - 1 Week 16 June 4 - 8	Comic Essay # 2, Lecture, In-class activities/assignments, assessments Comic Essay # 2, Lecture, In-class activities/assignments, assessments Final Portfolio Workshop Final Portfolio Presentations	

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