Basic Course Information

Semester:	**Spring 2019**	Instructor Name:	**Dr. Cynthia J. Spence**
Course Title & #:	**English 55**	Email:	cynthia.spence@imperial.edu
CRN #:	**21336**	Webpage (optional):	**None**
Classroom:	**313B**	Office #:	**2799**
Class Dates:	**February 11- June 3**	Office Hours:	Mon 4:00-5:00, Tues 4:00-4:30, Wed 4:00-5:00, Thurs 4:00-5:30
Class Days:	**Monday/Wednesday**	Office Phone #:	**760-355-5702**
Class Times:	**1:00 p.m. -2:25 p.m.**	Emergency Contact:	**Email is best.**
Units:	1		

Course Description

This lab class offers intensive instruction in writing, research, reading, and critical thinking skills to promote success in a concurrent English 110 course. This course allows a qualified student to bypass English 009. This course follows the freshman composition co-requisite model of acceleration.

English 55 is paired with English 110, a lab support course. English 55 is designed to assist students in completing their homework assignments and essay assignments for English 110. Enrolling in English 110 with the support course English 55 allows students to bypass English 009. However, students who have qualified for English 110, but feel they could use more support in English composition, will also benefit from taking the paired courses. Both courses are graded separately. English 110 follows the traditional grading scale and English 55 is pass/no-pass.

Course Objectives

Upon satisfactory completion of the course, students will be able to:
1. Critically read, analyze, and evaluate a variety of primarily non-fiction texts for content and context.
2. Utilize appropriate pre- and post-reading strategies to analyze patterns of organization within a variety of texts.
3. Write grammatically correct sentences that adhere to conventions of written English.
4. Integrate the ideas of others through paraphrasing, summarizing, and quoting utilizing appropriate MLA format and guidelines.
5. Compose an essay with an introduction, body, and conclusion, which includes organizing an essay around a controlling idea and developing main idea paragraphs with effective use of supporting details.

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. Students will be able to write an expository essay that demonstrates beginning competence in both form and content. The essay will 1) address the writing task 2) be organized 3) use details and examples to support the thesis and 4) demonstrate facility with grammar and syntax. The essay will be supported by the lab work and written according to the guidelines set in the co-requisite English 110 course.

Textbooks & Other Resources or Links

No additional books are required for the lab section of English 110

Course Requirements and Instructional Methods

Lab Activity- The course is a lab component for some English 110 classes. As such, the primary instructional activities in the class will be geared toward improving and enhancing the students' understanding of the course material and assisting in the essay development process. Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

Course Grading Based on Course Objectives

Grading Scale This course uses the Pass/Not Pass scale. Students must pass 70% of the lab assignments to pass the course. 0-69 % = Did not pass 70% or higher = pass. A lab assignment will completed and uploaded to Canvas at each class meeting. The assignment will be graded pass/not pass. These assignments must be completed during lab. If a student is absent the day of the lab the assignment will be graded as not passing. Additionally, students will create a writing portfolio that will be graded pass/not pass

Lab Assignments Uploaded to Canvas During Lab	28 X 25	700
Student Portfolio		300
Total Points		1000

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, no one who is not enrolled in the class may attend, including children.

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. Also remember, that any paper you have written and submitted to another teacher for a grade no longer belongs to you, it belongs to the instructor and can't be submitted in this class for a grade. There is an entire plagiarism module available to you in our course Canvas shell if you need more information but you can always feel free to discuss any questions before you submit your assignment.

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.

Student Rights and Responsibilities

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

Date	Activity, Assignment, and/or Topic
Class 1 Monday February 11	Lab Assignment One
Class 2 Wednesday February 13	Lab Assignment Two
Monday February 18 No Class – Presidents' Day	***********************
Class 3 Wednesday February 20	Lab Assignment Three
Class 4 Monday February 25	Lab Assignment Four
Class 5 Wednesday February 27	Lab Assignment Five
Class 6 Monday March 4	Lab Assignment Six
Class 7 Wednesday March 6	Lab Assignment Seven
Class 8 Monday March 11	Lab Assignment Eight
Class 9 Wednesday March 13	Lab Assignment Nine
Class 10 Monday March 18	Lab Assignment Ten
Class 11 Wednesday March 20	Lab Assignment Eleven
Class 12 Monday March 25	Lab Assignment Twelve
Class 13 Wednesday March 27	Lab Assignment Thirteen
Class 14 Monday April 1	Lab Assignment Fourteen
Class 15 Wednesday April 3	Lab Assignment Fifteen
Class 16 Monday April 8	Lab Assignment Sixteen
Class 17 Wednesday April 10	Lab Assignment Seventeen
Class 18 Monday April 15	Lab Assignment Eighteen
Class 19 Wednesday April 17	Lab Assignment Nineteen
Mon April 22- Wed April 24 No Class Spring Break	****************************
Class 20 Monday April 29	Lab Assignment Twenty
Class 21 Wednesday May 1	Lab Assignment Twenty-One
Class 22 Monday May 6	Lab Assignment Twenty-Two
Class 23 Wednesday May 8	Lab Assignment Twenty-Three
Class 24 Monday May 13	Lab Assignment Twenty-Four
Class 25 Wednesday May 15	Lab Assignment Twenty-five
Class 26 Monday May 20	Lab Assignment Twenty-Six
Class 27 Wednesday May 22	Lab Assignment Twenty-Seven
Monday May 27 No Class Memorial Day	****************************
Class 28 Wednesday May 29	Lab Assignment Twenty-Eight Portfolio Check
Class 29 Monday June 3	Last Chance for Portfolio Check

The Assignment Calendar is Subject to Change, Changes Will Be Announced in Class