

Basic Course Information

Semester:	Fall 2021	Instructor Name:	Ms. Caroline Krejci
Course Title & #:	Basic Composition 1 – Engl. 8	Email:	caroline.krejci@imperial.edu
CRN #:	10103	Webpage (optional):	imperial.instructure.com
Classroom:	Online	Office #:	None
Class Dates:	Aug. 16 – Dec. 11	Office Hours:	Email me. Office Hour Friday 7 to 8 P.M.
Class Days:	Due dates: Tuesday / Thursday	Office Phone #:	None
Class Times:	None online	Emergency Contact:	760-355-6224 Eng. Dept.
Units:	4 credits		

Course Description

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

Preparation for ENGL 009. Provides developmental instruction approaching the college level in paragraph and short essay writing. (Nontransferable, 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. Generate essays with a clear thesis statement or controlling idea. (ILO1, ILO2, ILO4) ^[1]_[SEP]
2. Write essays showing support for a thesis statement or controlling idea. (ILO1, ILO2, ILO4) ^[1]_[SEP]
3. Construct complete sentences with few errors in sentence structure such as fragments, comma splices, run-on ^[1]_[SEP]sentences. (ILO1, ILO2, ILO3, ILO4) ^[1]_[SEP]
4. Compose a multi-paragraph essay that uses standard verb form and tense in response to a reading. (ILO1, ILO2, ^[1]_[SEP]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]_[SEP]

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 un-observed 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

- Exploring Writing: Paragraphs and Essays (paperback). John Langan and Zoe Albright.

McGraw-Hill Education 4th Edition January 7, 2019 (ISBN Number: 978-1260547740)

Fights for Rights by Ronald W. Eades The University Press of Kentucky August 3, 2000 (ISBN# 978-0813109121)

- Choices by George Ella Lyon The University Press of Kentucky September 19, 1989 (ISBN# 978-0813109008)
- The American Heritage Dictionary Houghton Mifflin Company (ISBN# 9780440237013)
- **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

Paragraphs, 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

GRADE INFORMATION

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 writing assignments 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:

Homework/In-class work	20%
Paragraphs	20%
Essay 1	20%
Essay 2	20%
Final Exam	20%

TOTAL	100%

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

- **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 and other assignments are due at the beginning of class.

- 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' [sic] 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

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.

Week One:

Aug. 17 --Welcome to English 8 –.

Aug. 19 -- -- Your first homework assignment is due – see Canvas

Week Two:

Aug. 24 –

Aug. 26 -- Paragraph #1 is Due

Week Three:

Aug. 31 --

Sept. 2 --

Week Four:

Sept. 7 –

Sept. 9 – Paragraph #1 Rewrite is Due

Week Five:

Sept. 14 –

Sept- 16 –

Week Six:

Sept. 21 –

Sept. 23 – Paragraph #2 is Due

Week Seven:

Sept. 28 --

Sept 30 –

Week Eight:

Oct. 5 –

Oct. 7 -- Paragraph #2 Rewrite is Due

Week Nine:

Oct. 12 --

Oct. 14 –

Week Ten:

Oct. 19 --

Oct 21 – Essay #1 draft

Week Eleven:

Oct. 26 --

Oct. 28 --

Week Twelve:

Nov. 2 –

Nov. 4 –**Essay #1 Rewrite is Due**

Week Thirteen:

Nov. 9 --

Nov. 11 – (Veterans Day -- No Class)

Week Fourteen:

Nov. 16 –

Nov. 18 –**Essay #2 is Due**

(Nov. 22 – Nov.26 Thanksgiving Break -- No Classes)

Week Fifteen:

Nov. 30 –

Dec. 2 --

Week Sixteen:

Dec. 7 Start Final Exam

Dec. 9. FINAL EXAM Due

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

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