Basic Course Information

Semester:	**Fall 22**	Instructor Name:	**Kevin Howell**
Course Title & #:	English 008- Basic English Composition I	Email:	Kevin.howell@imperial.edu
CRN #:	10676	Webpage (optional):	
Classroom:	Online	Office #:	2781
Class Dates:	8/15/22- 12/10/22	Office Hours:	Monday-Thursday 1-2 via Zoom
Class Days:	Online	Office Phone #:	760-355-5712
Class Times:	Online	Emergency Contact:	760-355-6224 (Department Secretary
Units:	4		

Course Description

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

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. Develop an essay that contains a clear thesis statement, provides adequate support, and employs a solid organizational structure.

2. Develop an essay that minimizes sentence-level and grammatical errors.
3. Demonstrate an ability to comprehend a variety of different texts, including simple arguments, without relying on outside sources for assistance.

Course Objectives

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

1. Write multiple paragraphs and essays—including the common final—that, together, add up to 3,000 words of formal writing.
2. Acquire a basic understanding of the writing process, with special attention given to editing and proofreading
3. Develop paragraphs and essays that utilize clear thesis statements or topic sentences
4. Develop paragraphs and essays that minimize sentence-level errors such as fragments, run-ons, and subject-verb agreement
5. Develop paragraphs and essays that are organized and contain some support for the thesis or topic sentence
6. Develop paragraphs and essays that minimize grammatical or usage errors in verbs, word choice, word order, punctuation, and ESL interference

7. Write paragraphs and essays utilizing a variety of different rhetorical modes, such as description, narration, and exemplification
8. Acquire a basic understanding of an academic audience and adapt writing strategies for the requirements of different writing situations (such as in-class writing)
9. Demonstrate an understanding of the basic rules regarding plagiarism and academic ethics
10. Read actively, using metacognitive strategies to monitor comprehension and build vocabulary
11. Analyze the rhetorical context when reading by identifying purpose, audience and tone
12. Analyze the organization and other strategies an author uses to make and support a claim
13. Synthesize knowledge by relating texts to personal experience and to past and present events
14. **Writing Development**.
    a. Write multiple paragraphs and essays—including the common final—that, together, add up to 3,000 words of formal writing
    b. Write paragraphs and essays utilizing a variety of different rhetorical modes, such as description, narration, and exemplification.
    c. Acquire a basic understanding of an academic audience and adapt writing strategies for the requirements of different writing situations (such as in-class writing)
    d. Demonstrate an understanding of the basic rules regarding plagiarism and academic ethics.
    e. Pre-writing techniques such as brainstorming and clustering
    f. Develop thesis statements and topic sentences
    g. Provide relevant and sufficient support
    h. Organize essays coherently
    i. Drafting, revising, editing, and proofreading
15. **Writing Process.**
    a. Avoiding sentence-level errors such as fragments, run-ons, and subject-verb agreement
    b. Minimizing grammatical or usage errors in verbs, word choice, word order, punctuation, and ESL interference
16. **Reading and Critical Thinking.**
    a. Read actively, using metacognitive strategies to monitor comprehension and build vocabulary
    b. Analyze the rhetorical context when reading by identifying purpose, audience and tone
    c. Analyze the organization and other strategies an author uses to make and support a claim
    d. Synthesize knowledge by relating texts to personal experience and to past and present events

Textbooks & Other Resources or Links

1. Townsend Press Online Code- 30.00 dollars
    a. Includes two eBooks (Advanced Reading-Writing Connection Plus and English Essentials Plus) and two online questions banks.
    b. Instructions for signing up for Townsend Press on given in the Week 2 Module of the Course.
    c. You will have two weeks free before you have to buy the code.
2. Access to Purdue Online Writing Lab (OWL) @ Link to Purdue OWL
3. Highly recommend that you buy Reference Guide for Research with MLA formatting

Course Requirements and Instructional Methods

1. **Townsend Press Online Assignments**.
   a. These will include the mastery tests and the reading quizzes. The practice and exercises are optional.
2. **All Formal Paragraph Writings**
3. **Essay #1- From paragraph to Essay**
4. **Final Essay**

1. **Note-** There is a -10-point deduction for each day for late essay submittals. However, no papers accepted after three days late.

5. **Final Exam**
   a. This will cover all grammar, readings, and writing strategies.
6. **Discussion Boards/Journals:** There will be weekly Discussion Board (DB)/Journal assignments. They are important because they will help you with a better comprehension of the readings and material covered in this class and will help you improve your writing. Each week you will receive a DB/Journal prompt. Make sure that you answer all questions that are in the prompt. Your answers/replies should be written in a formal manner- grammar, usage, and mechanics will be graded and should contain at least 250 words. Also, if the prompt requires the use of MLA format, it must be used as you cite resources to support your initial DB/Journal postings. Read the DB/Journal Rubric for a better understanding of the requirements. The DB/Journal posting due dates include the following:

o Make your initial post on Wednesday by midnight (Pacific Time).
o Reply to two other posts on Friday by midnight (Pacific Time).
o Respond to two others who responded to your post on Sunday by midnight (Pacific Time).
   I will also check in to add comments and to answer questions.

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

Assignment Descriptors	Percentage
1. Townsend Press Online Activities (Mastery Tests and Reading Quizzes)	10
2. All Paragraph Writings	20
3. Essay #1- Paragraph to Essay	20

Assignment Descriptors	Percentage
4. Essay #2- Final Essay	25
5. Final Exam	10
6. Discussion Boards	15

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 at 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.

Online Netiquette

[Required Information for web-enhanced, hybrid and online courses:

- 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 importance 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.

- <u>Cheating</u> 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.

- **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 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

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

Tentative, subject to change without prior notice, use Weekly Modules in Canvas for more accuracy

Refer to the Weekly Canvas Modules. Follow those because they are the most accurate.