



Basic Course Information

Semester:	Fall 2025	Instructor Name:	Judy Cormier
Course Title & #:	C1000-Academic Reading and Writing	Email:	judy.cormier@imperial.edu
CRN #:	11275, 11277, 11278, 11269	Webpage (optional):	
Classroom:	N/A	Office #:	via Zoom
Class Dates:	August 11 – Dec. 6, 2025	Office Hours:	M-Th 7pm to 8pm online
Class Days:	N/A	Office Phone #:	use email
Class Times:	N/A	Emergency Contact:	
Units:	4	Class Format/Modality:	Asynchronous online

Course Description

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. (Formerly ENGL 110)

Limitation on Enrollment: Course not open to students with a C or higher in English 105 or ESL 108. (C-ID: ENGL 100) (CSU/UC)

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

Placement as determined by the college's multiple measures assessment process.

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 college-level essays that contain clear thesis statements, effective support, and unified organization.
2. Synthesize information from multiple sources to produce a research paper that is formatted and documented according to MLA guidelines.
3. Demonstrate an ability to comprehend and interpret a variety of college-level texts, including complex arguments without relying on outside sources for assistance

Course Objectives

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

PART 1

1. Read analytically to understand and respond to diverse academic texts.
2. Compose thesis-driven academic writing that demonstrates analysis and synthesis of sources as appropriate to the rhetorical situation.



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3. Demonstrate strategies for planning, outlining, drafting, revising, editing, and proofreading written work.

PART 2

1 (4). Compose unified essays that include support for the thesis statement, clear development, and effective transitions

2 (5). Demonstrate a thorough understanding of research strategies and library skills (including electronic databases) to identify and evaluate resources for a research paper

3 (6). Synthesize information from multiple sources to produce a research paper that is formatted and documented according to MLA guidelines

4 (7). Demonstrate a command of rules regarding plagiarism and academic ethics

Textbooks & Other Resources or Links

- Ackley, Katherine. *Perspectives on Contemporary Issues*. 9th ed. Cengage, 2025. E-book. ISBN: 9780357946237
- Check your e-book the first week of the semester to make sure it is opening. It is your responsibility to make sure your book is working and available when it is needed. Unfortunately, I have no access to your e-book, so I can't help you with textbook problems. If you encounter problems, contact the place you purchased it from.
- I strongly encourage you to purchase your e-book access code from the IVC Follett bookstore or directly from Cengage publishing so as to avoid bootleg e-book scams.
- You will need to be able to access MS WORD in order to open some of our document links. If you do not already have MS Office Suite or WORD on your device, you can download it for free. Go to your IVC Office 365 email and click on the box of dots in the left corner. In there you will find different apps, including this one. You can also download it into your device (which I recommend). You will also need to be able to open PDF documents, if you want a printable version of our instruction sheets.

Course Requirements and Instructional Methods

- Since this is an asynchronous online class, lectures that would ordinarily be covered by the professor in a physical classroom have been added to the modules. You need to be organized and study all of the required material independently.
- As mentioned above, you will need to be able to open WORD documents and PDFs in order to get printable versions of our documents.
- Readings from the textbook are needed in order to be able to complete the discussion boards and essays.



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- For this class we have essays, quizzes, a research paper, review materials, surveys, discussion boards, metacognition activities and audio-video lectures.
- Weekly participation is the same thing as attendance and is required. Participation includes student-to-student interaction. This is done primarily through the discussion boards and successful completion of the quizzes and assignments.
- **It is VERY important that you monitor email and Canvas announcements daily.** This is the primary way I communicate with the class. Through the announcements students receive important information, updates, reminders, and changes.
- Because this is an online writing class, you need to be familiar with how to format essays using a word processing program. This includes doing such things as setting headers, double-spacing text, saving and downloading documents, and so on.
- NOTE: Canvas does not work well with cell phones and tablets. You need an actual computer or laptop. If you need a loaner laptop, one can be requested through student services.
<http://www.imperial.edu/studentresources>

Course Grading Based on Course Objectives

All assignments support the course objectives

Homework and Late Work

Due Dates vs "Until" Times

Be aware that assignment due dates sometimes also have link closing times (“Until”). The link closing time has nothing to do with whether an assignment is late or not. It is simply the time that the submission link shuts down. The due date indicates when an assignment is due. Anything submitted after that is late.

Policies

- **If a paper does not follow the directions for the assignment, it will not be considered complete, even if it is turned in on time and finished.** Read and follow directions carefully. Final drafts need to be completed.
- GoogleDocs is not supported by Canvas. Documents will not process, and even if the documents are turned into PDFs, they will likely be loaded down with AI content and get flagged for this. I strongly suggest switching over to MS Word instead. You can get the app free from IVC.
- I may refuse to accept late work. Homework due dates are listed in the class outline.
- All work goes into Canvas. Please do not email work to me. All assignments need to attach to the grading program, the gradebook, the plagiarism scanner, the AI scanner and the paper cache. Emailed materials will do none of those things, and that is why I can't take emailed assignments.



- If I do accept your late work, it could lose up to 5% of the grade at my discretion. Make-up work needs to be done in a timely manner. Make-up work is still considered late.
- I may add, change or eliminate assignments in order to better serve the needs of the class. Be careful not to miss any assignments. Monitor Canvas Announcements daily and watch for changes.
- **Successful weekly participation in discussion boards is the same as attendance and active engagement with the class. It is required.** In order to successfully complete these assignments, you need to show critical thinking through metacognition, fully developing your points, and responding to other students' posts in a thoughtful manner. Do not do research for these. Stay out of the Internet. **There is no credit for incomplete boards.**
- NOTE: I encourage people to get assignments in as soon as possible and not wait until the last day (or last minute). If Canvas goes down or the Internet goes out, you may be out of luck. Plan wisely for eventualities like these and submit assignments in a timely manner.

Assessment and Delivery

I do not use a formulated box rubric for papers. I will be marking comments, corrections and suggestions directly on to your papers as well as giving individualized information in the comments.

Your grade will show up in the gradebook, which you can access by clicking on GRADES on the homepage. Be sure to click on **view instructor feedback** to see what I have written on your papers.

Scoring Marked as "Complete" ✓ or "Incomplete" X

"Complete" means the assignment is acceptable. "Incomplete" means it is not acceptable.

An assignment might be marked as "incomplete" if it has been AI flagged, or if what is presented has minimal information. It could also mean that parts of the assignment are missing or that the instructions were not followed.

If you receive an "Incomplete," you get 0 points. Unfortunately, Canvas does not give me the option for "not satisfactory" for these kinds of assignments, so I have to use "incomplete" instead. **I do not give partial credit for partial assignments.**

General Essay Criteria

Papers are scored according to overall quality based on the criteria below. Excessive problems in any one of these areas or in any combination of them could result in a low score.

The following is meant to help clarify what the paper scores mean. However, papers are evaluated on overall quality, including:

- Development of points
- Focus and coherency
- Understanding of rhetorical devices
- Effective use of examples
- MLA formatting
- Understanding of and appropriate use of assigned reading materials or research sources

- Presentation of appropriate thesis and internal points
- Critical thinking
- Avoidance of plagiarism and AI content
- Demonstration of college-level grammar, punctuation and language usage. (Any paper that shows shaky basic writing skills will receive a low score, so edit grammar and punctuation carefully).
- Following instructions

Scoring in %

100%-98% ("A+") Excellent

This paper demonstrates advanced skills. You rock!

97%-90% ("A") Very good

This paper demonstrates solid writing skills. The above criteria have been clearly met or exceeded. Very good.

89%-80% ("B") Commendable

This paper successfully meets the above criteria but may have a few mechanical errors or minor problems. It might be a little weak in critical thinking. Use of college-level vocabulary may need improving. This paper is pretty good, overall.

79%-70% ("C") Acceptable

This paper shows general competency in the above criteria but still has some noticeable problems. Basic grammar and punctuation skills are okay but still show occasional errors. The paper might be a little short or the points may be slightly underdeveloped. The thesis statement or conclusion might be a little weak. Examples or evidence may be minimal or superficial. The paper is unimpressive but functional. It shows general competency in the above criteria.

69%-60% ("D") Not acceptable: Below minimum standards

This paper does not show competence in some or most of the above criteria. There are far too many errors or problems. The paper may lack development of the points. Command of mechanics may be very shaky. Editing may be minimal or non-existent. The student may not understand the subject, the assignment, or the readings very well. The paper might not follow proper MLA formatting protocol. There may be some effort shown, but the paper does not meet minimum college standards.

59%-1% ("F") Very Poor

This paper has significant or pervasive problems and is clearly not acceptable

- The writing skills demonstrated, including grammar, punctuation and language usage, may not be sufficient for this level class
- The student might not have understood the assignment or the material
- Instructions for the paper might not have been followed
- Research may be minimal, missing or lazy. The paper may be using unacceptable sources, such as Googling information
- The paper may be flagged for some plagiarism or AI content
- In some cases, I may assign a token score of 10% just as a placeholder to indicate that *something* was submitted. This differentiates it from being entirely missing

0% (“F”) Missing or not accepted

- The paper may have been submitted too late or not at all
- The paper may not have processed in Canvas
- The paper may be clearly not following the directions for the assignment, such as writing on the wrong subject or the wrong reading
- The assignment may have been scored as "Incomplete"
- Not completing the sources validation quiz could also result in the research paper not being accepted
- The paper may be heavily plagiarized or flagged as substantially AI, including “AI paraphrased”

Our lecture on plagiarism, AI use traps and how to avoid them is in Module 0 and links are embedded frequently throughout the course. An assignment to read about this in the textbook has also been assigned

Assignment Portfolio

- 20% Essay 1
- 20% Essay 2
- 20% Quizzes (averaged)
- 25% Research paper (I will not read the research paper until the sources validation quiz is completed with a passing score)
- 10% Discussion boards (These must include peer-editing replies to other students’ posts and metacognition)
- 5% Required paper drafts and research parts

Academic Honesty (Artificial Intelligence -AI)

- IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism,
- When submitting an assignment in Canvas, a **plagiarism and AI report** viewable by me will be generated. **Papers that show signs of plagiarism, are flagged for AI use or are missing citations or works cited pages when required will probably receive a 0 with no further comment.**
- **Discussion boards need to be your original work.** Stay out of the Internet and avoid AI “help.”
- **Programs and tools designed to “help” such as Grammarly, ChatGPT, GoogleDocs, Google Translate, and Word autocorrect can load down a paper with AI content, whether intended or not. Avoid using them.**
- Our lecture on plagiarism, AI use traps and how to avoid them is in Module 0 and links are embedded frequently throughout the course. An assignment to read about this in the textbook has also been assigned

Accessibility Statement

- Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal



accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations.

- However, if you encounter any content that is not accessible, please contact me or the area dean for assistance. If you have specific accommodations through DSPP, contact them for additional assistance.
- We are here to support you and ensure that you have equal access to all course materials.
- If you require disability accommodations, register for the Disabled Student Services Center and that information will be sent to me. This should be done *before* the semester starts.
- Our Canvas class is fully ADA accessible. If you need text read aloud, Canvas has a ReadSpeaker that will do so.

Course Policies

Attendance

- Initial attendance for this class is taken from the first day assignment submission, which needs to be turned in within 12 hours of the start of the semester. If it is not submitted, you will be dropped as a “no show” and your place given to a crasher. This is how I take first day attendance, and it establishes your active participation in the class. (It also indicates that you are real and not a bot.)
- **Participation and attendance are considered the same thing** for this class. Typically, students put in about 10-12 hours per week in study and engagement with the class.
- **If you do little or nothing for more than two weeks, you could be considered “inactive” and dropped or flagged and reported as a possible “fraudulent” student. Consistently having very low scores or missing assignments could also signal a lack of engagement and study.**
- A "fraudulent student" is one who deliberately signs up for a class with no intentions of actually studying or doing anything in it.
- I sometimes drop inactive or minimally active students; however, if you choose to stop participating in the class, it is your responsibility to drop yourself officially before the final drop date of the semester. If you stop participating in class and do not drop, you may receive an “F” in the class.
- **Simply logging into the computer is not sufficient to qualify as "attendance" or "participation" for this class.**

Active participation / attendance includes:

- Posting and responding to weekly discussion board questions
- Engaging in meaningful weekly peer editing of discussion board posts
- Submitting homework assignments that follow the directions for the assignment, indicating some effort at study and engagement with the materials
- Completing quizzes with passing scores, indicating more than random guessing
- Attending optional Zoom conferences
- Listening to and taking effective notes on the lectures
- Submitting parts of the research project for preview, feedback and grading



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Student-to-student contact is also required, and this is done primarily through peer editing of the discussion boards, although we do have a chat room and Pronto for informal communication with each other and for establishing student study groups (optional)

Netiquette

Basically, netiquette is how we behave properly online. We can disagree with someone in the discussion board or chat room, but we do so politely and respectfully. We do not use vulgar language or other inappropriate terms.

Other Course Information

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

IVC Student Resources

IVC wants students to be successful in all aspects of their education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

English C1000 Class Outline Fall 2025

6-8-25

I may add, change or eliminate topics or assignments in order to serve the needs of the class. Changes may be made without advance notice. Monitor Canvas Announcements daily. Assignments are due by Saturday night, unless noted otherwise.

SUBMIT YOUR INITIAL BOARD POSTS BY THURSDAY in order to allow other students time to read your post and respond to it. Completed posts (all 3 parts) are due by Saturday night. The link will close at that time.

Week 1 Modules 0-1 August 11-16

- Class orientation video August 11
- **Submit first day assignment to establish your attendance in the class. This is due August 11**
- Go through Module 0. This contains general information about our class policies, grading and objectives
- Student resources and learning support
- Technology information and support
- **Discussion Board Instructions**
- How to do peer editing
- Reading and language

Updated 6/2023

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- Sentence skills and punctuation
 - Study for quiz on Modules 0-1
 - **Discussion board 1 is due this week**
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Week 2 Module 2 August 17-23

- Writing traps
 - Thinking about writing
 - **Quiz on Modules 0-1 is due**
 - **Discussion board 2 is due**
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Week 3 Module 3 August 24-30

- Study for quiz on Modules 2-4
 - Focusing and developing points
 - **Discussion board 3 is due**
-

Week 4 Module 4 August 31- September 6

- **Labor Day Sept. 1**
 - Constructing essays
 - **Instructions for essay 1**
 - Working with Word and formatting video
 - Study for quiz on Modules 2-4
 - Work on essay 1
 - **Discussion board 4 is due**
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Week 5 Module 5 September 7-13

- Editing essay 1
 - **Quiz on Modules 2-4 is due**
 - **Essay 1 rough draft is due Sept. 9**
 - **Discussion board 5 is due**
-

Week 6 Module 6 September 14-20

- **Essay 1 is due**
 - **Discussion board 6 is due**
-

Week 7 Module 7 September 21-27

- Constructing source-based academic papers
 - Embedding quotations
 - MLA formatting
 - **Discussion board 7 is due**
-

Week 8 Module 8 September 28- October 4

- **Instructions for essay 2** (argument)
 - Work on essay 2. *There is no collected rough draft for this paper so do your best work*
 - How to do peer review
 - **Discussion board 8 is due**
-

Week 9 Module 9 October 5-11

- Essay 2 (completed 3-4 pages) is due Oct. 7
- Sign up topic for research paper (See list of authorized subjects)
- Research paper instructions
- Beginning research
- There will be a research quiz on the lecture materials in Modules 10-11
- There will be a validation quiz on the sources you are using for your paper
- Both quizzes will be due in week 13
- Discussion board 9 is due

Week 10 Module 10 October 12-18

Spent this week finding and validating the sources for your paper.

- Researching, Composing and Formatting MLA Research Papers and Avoiding Plagiarism
- Finding sources and using research cards
- How to Work with Sources Validation video
- Discussion board 10 is due

Week 11 Module 11 October 19-25

Spent this week outlining the paper and putting the works cited together. Continue validating your sources.

- Outlining, formatting and constructing the research paper
- Working with outlines video
- Works cited pages videos
- Construct a formal outline
- Discussion board 11 is due

Week 12 Module 12 October 26-November 1

Spent this week drafting and editing your paper.

- Research outline is due Oct. 30
- Study for research quiz and get your research cards completed. They can be used for the validation quiz.
- Discussion board 12 is due

Week 13 Module 13 November 2-8

Spent this week carefully editing the paper and complete the quizzes

- Research Review
- Research quiz is due Nov. 5 (This quiz is on the research lectures in modules 10-11)
- Sources validation quiz is due (This quiz is on the sources you are using for your paper.)

I will not read your final paper until you have successfully completed this validation quiz

- Discussion board 13 is due

Week 14 Module 14 November 9-15

- Veterans Day Nov. 10
- Research paper rough draft and works cited page is due Nov. 12
- Discussion board 14 is due



Week 15 Module 15 November 16-22

Polish the research paper. Do you have all six pages including the works cited? Is the validation quiz completed? Double-check your formatting of the signal phrases, parenthetical citations, works cited page, headers, etc. Review the instruction sheet. Is this paper doing what it is supposed to be doing?

November 23-29 Thanksgiving break

Week 16 Module 16 (Finals week.) November 30- December 4

- **Research paper (Completed 5 pages +WC) is due Dec. 1**