Basic Course Information

Semester:	**FA 2025**	Instructor Name:	**Ingrid Bairstow**
Course Title & #:	**C-1000 Academic Reading & Writing**	Email:	**Ingrid.bairstow@imperial.edu**
CRN #:	**11489**	Webpage (optional):	**n/a**
Classroom:	**online**	Office #:	**2799**
Class Dates:	**online**	Office Hours:	**M-Th 11-12**
Class Days:	**online**	Office Phone #:	**760-355-5750 (office)**
Class Times:	**online**	Emergency Contact:	**760-355-6337**
Units:	**4**	Class Format/Modality:	**asynchronous**

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)(C-ID: ENGL 100)(CSU/UC)

Additional Description Information:
Limitation on Enrollment: Course not open to students with a C or higher in ENGL105 or ESL 108.

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

PREREQUISITES: - 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.
3. Demonstrate strategies for planning, outlining, drafting, revising, editing, and proofreading written work.
Part 2:
1. Compose unified essays that include support for the thesis statement, clear development, and effective transitions
2. Demonstrate a thorough understanding of research strategies and library skills (including electronic databases) to identify and evaluate resources for a research paper
3. Synthesize information from multiple sources to produce a research paper that is formatted and documented according to MLA guidelines

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

Textbooks & Other Resources or Links

You will **NOT** need to buy books for this class. Everything will be available to you **FREE on CANVAS.**

1. *Frankenstein: The Original 1818 Edition* **by Mary Wollstonecraft Shelley** (you can buy the book or use the free online version on CANVAS. If you buy the book, make sure it is the 1818 edition)
2. *How Arguments Work: A Guide to Writing & Analyzing Texts in College* by Anna Mills(Open Educational Resources)

Course Requirements and Instructional Methods

This course is about learning how to express yourself critically. We will read academic and literary texts in the class and analyze together. In addition, you will respond in the form of discussion and reflective journals, to the texts. At the same time, you will learn how to organize and write college-level essays and write one research paper.

It is extremely important to do each of the assignments on time because they build upon each other.

Each week, I will open up the module Sunday night at 11:59 pm. Modules include reading, discussions, lessons, and assignments. Assignments will be due by end of the week, Sunday 11:59 pm. Quizzes and discussions cannot be made up and will be closed at the end of the week. All other homework will lose 1% per day. If you have an emergency, please let me know so I can hep you.

Course Grading Based on Course Objectives

1. **Reading: From Page to Ideas** – *24%*
   a. Reading Check-Ins – 8%
   b. Reading Notes & Reflections – 16%
2. **Discussions: Scholarly Voices** – *12%*
   a. Thoughtful, academically-focused discussions where you share ideas, respond to classmates, and practice expressing yourself clearly and persuasively.
3. **Writing in Progress** – *44%*
   a. Writer's Workshop – 18% (writing lessons, drafts, outlines, peer feedback, and essay-building activities)
   b. Skills Practice – 8% (grammar, MLA, mechanics, sentence clarity)
   c. Final Essays (including Research Paper) – 18%
4. **Tests** – *20%*
   a. Midterm – 10%
   b. Final – 10%

Academic Honesty (Artificial Intelligence -AI)

IVC POLICY

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 unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

C-1000 ACADEMIC READING AND WRITING AI POLICY

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"It is better to know how to learn than to know." - Dr. Seuss

Artificial Intelligence (AI) is a tool taking the world by storm. It was first created to speed up business processes, but now it influences how we think, write, and create. While AI is powerful, the way humans truly learn has not changed: **learning requires effortful work**.

As your teacher, my goal is to help you grow into a strong, independent thinker who can express yourself clearly in this new world. AI can do the *work for you, but it cannot do the learning for you*. Real learning only happens when you practice thinking, analyzing, and creating for yourself.

I am not against AI — I use AI, but I also know how to read, write, and think critically. I believe before you can use artificial tools well, you need a strong foundation in your own skills. My responsibility as your teacher is to help you build that foundation.

This is my policy:

1) **I appeal first to your integrity** — if you want to learn, do the work yourself.
2) **Unless otherwise stated, all assignments in this class are to be completed <mark>without</mark> the use of AI tools.** This includes ChatGPT, Grammarly (beyond basic spell check), and any other AI-assisted writing tools. Spell check is fine. We will have specific moments in the semester to explore AI together in a guided way, so you can learn how to use it responsibly and with purpose.

Consequence for AI use:

3) I love my job because I get to help students grow, not because I want to spend my time acting like a "police officer" checking for cheating. This is what is happening in schools now. If I must put on my "police hat" instead of my "professor hat,":
   a. I will always talk to you first. You will have the opportunity to redo the assignment within a specific amount of time (with penalty of being late).
   b. If cheating or plagiarism continues, I will report you to my department chair, who will have the same discussion with you. We cannot give a college degree to a person who does not know how to think.

When can you use AI:

I have created assignments where we can practice using AI responsibly and ethically together. This will be very clear in the assignments.

If you don't know or are you confused about AI – always come to me FIRST before you use it.

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

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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 your instructor or the area dean for assistance. If you have specific accommodations through *DSPS*, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

Course Policies

Attendance & Participation

This is an online course, but your regular participation is essential. Participation includes submitting assignments on time, engaging in discussions, and keeping up with course readings and activities. Missing work or failing to engage regularly will affect your grade and your ability to succeed.

Academic Honesty

All work you submit must be your own, unless the assignment specifically allows collaboration or AI use (see AI Policy). Plagiarism, cheating, or submitting work generated by others (including AI tools, unless permitted) is a violation of college policy and will result in consequences as outlined in the syllabus and student handbook.

Netiquette & Classroom Behavior

- Treat classmates and your instructor with respect in all communications.
- Use professional language in Canvas posts, messages, and emails.
- Listen (or read) to understand, respond thoughtfully, and respect different perspectives.
- Avoid sarcasm, offensive comments, or personal attacks.

Student Expectations

To be successful in this course, you are expected to:

- Read the entire syllabus.
- Consistently check Announcements, your school email account, and the Canvas Inbox.
- Review the course calendar for due dates.
- Participate in discussions by posting weekly and responding to classmates.
- Turn in your own work that is thoughtfully completed and proofread for spelling and grammar errors.
- Communicate with your instructor about any problems or confusion well in advance of due dates.
- Complete all discussions, assignments, quizzes, and/or exams on time.

Instructor Expectations

As your instructor, I will:

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- Communicate with you via Canvas announcements and the Inbox.
- Respond to emails or phone messages within 24–48 hours.
- During office hours (Tuesday and Thursday 11-12) I will respond sooner.
- Monitor all discussions and provide feedback to the class weekly.
- Provide individual feedback on assignments, papers, and projects.
- Work with you to support a successful learning experience.
- Provide all course materials in an accessible format.

Late work policy

- **Discussions:** Discussions cannot be submitted late. If you miss the deadline, you will receive a zero.
- **Midterm Exams:** Midterms cannot be taken late. If you have an emergency that will prevent you from taking the exam on time, contact me immediately so we can find a solution.
- **All Other Work:** Late assignments will lose **1% per day** past the due date.

This is an online class, so I expect you to plan ahead and complete work on time. Falling behind will make it harder to catch up, and when you're stressed and behind, the temptation to use shortcuts (such as AI tools) or to copy someone else's work can increase. Let's work together to make sure that doesn't happen — communicate early if you need help or an extension due to an emergency.

Other Course Information

These are my recommendations for being successful in this course:

1. Have the right tools.
   a. A reliable computer (preferably a laptop)
   b. Consistent, dependable internet access

If you do not have access to a computer/Wi-Fi, please let me know as soon as possible.

2. We will read *Frankenstein* this semester. The book is available online on CANVAS so you do not have to buy it. However, if you are able, I recommend printing it yourself or purchasing a physical copy (make sure it is the **1818 version**).

Reading on paper has been shown to make increase reading comprehension A study from the University of Valencia found that reading print could boost skills six to eight times more than reading digitally. You can read the full article here: [Reading print improves comprehension far more than looking at digital text, say researchers – *The Guardian*](#)

Financial Aid
Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Makings 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 you to be successful in all aspects of your 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

Subject to change without prior notice

C-1000 Academic Reading & Writing
What is a Monster?

	Part 1 Monsters & Me	Part 2 Monsters & Society	Part 3 Unmasking the Monsters	Part 4 Monsters & Me, Part 2
	Week 1-4	**Week 5-10**	**Week 11-14**	**Week 15-16**
READING	*Frankenstein* Letters, Ch. 1-8 Introduction to Mary Shelley; Other readings	*Frankenstein* Ch. 9- 24 Other academic readings	Other academic readings	Other academic readings
WRITING PROCESS LESSONS	*How Arguments Work* (HAW) The writing process Essay organization	HAW Audience and claims	HAW The research process	HAW Writing Style
ACADEMIC WRITING SKILLS	Grammar review Sentence skills MLA format and citations	Grammar review Sentence skills MLA format and citations	Grammar review Sentence skills Library skills	
WRITING ASSIGNMENTS	Reading reflections Discussion *Narrative essay*	Reading reflections Discussion *Definition essay*	Reading reflections Discussion *Research argumentative paper*	Reading reflections Discussion *Persuasive essay*