IMPERIAL VALLEY COLLEGE

INSTRUCTIONAL FACULTY HANDBOOK

2012-2013

PART-TIME FACULTY HANDBOOK

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INTRODUCTION

PRESIDENT'S MESSAGE

Welcome back to our classrooms and I wish you a very successful and fulfilling 2012-13 Academic Year.

As a part-time instructor, you are among an extremely important part of our staff. If it were not for you, IVC would be unable to serve as many students as we do. As an extension of our faculty, your willingness to work here part-time enables us to offer many additional class sections.

I also appreciate the fact that many of you teach here at the end of a long work day in your "day job." On behalf of all of our full timers here at IVC, please accept our thanks for your dedication to our students.

You are teaching at IVC during a very exciting, but challenging time.

We continue to work through one of the most serious budget crises that have ever impacted our state and unfortunately student access has been hurt. We have eased some of the impact of the first day of classes by implementing the automated waitlist. I have no doubt some of you will be faced with crowded classrooms on that first day as well as disappointment from students unable to crash. This is an unavoidable impact of reduced sections due to the state budget cuts.

As you look around campus, you will notice we now have the newly remodeled 400 building in operation. Over the next several months, work on campus will be continuing, including the eventual removal of the historic 500 buildings: those are the original IVC classrooms that housed our students when we were located on the Imperial High School campus in 1960-1962. After their relocation here, they served as the home of San Diego State University.

You also will be seeing stepped up construction for our new Career Technical Education building on the northwest side of the campus.

Students may ask you why this work is continuing during a budget crisis. The answer: the bond funds that paid for these projects can only be used for construction and they are helping us prepare for the future. Our college is in the midst of one of the most historic transformations in its history, perhaps second only to the actual construction of this beautiful campus on Aten Road 50 years ago.

Again, I want to thank you for your service to IVC and to our students. As you proceed through the coming semester and you have any questions or comments about how we can make things better, please let me know.

Thank you for your contributions and have a great year!

Victor M. Jaime, Ed.D.
Superintendent/President

2012

August	16	Thursday	Orientation (Faculty/Staff Service Day)
	17	Friday	Flex Day
	20	Monday	Fall 2012 Classes Begins
	25	Saturday	First Day of Saturday Classes, Fall 2012
September	3	Monday	Holiday (Labor Day), Campus Closed
November	12	Monday	Holiday (Veterans Day), Campus Closed
	22–24	Thursday–Saturday	Holiday (Thanksgiving), Campus Closed
December	1–7	Monday–Saturday	Final Exams, Fall 2012 Semester
	17–31	Monday–Friday	Winter Recess, Campus Closed

2013

January	1	Tuesday	New Year's Day Observed, Campus Closed
	2	Wednesday	No Classes, Campus Ou01B53019000030012016F10017D.50190

CLASSROOM PROCEDURES

IVC uses WebSTAR for registration and schedule management. You may access WebSTAR from any computer with internet access. You will need to print your roster and authorization codes from WebSTAR before your class begins (See WebSTAR Faculty Handbook). Due to constant student registrations and drops, it is recommended that you print your roster as close to your first class as possible and monitor enrollment daily until census day. Rosters must be reviewed continuously to ensure that students attending your class have enrolled or students not attending have been dropped by the appropriate deadlines. Continue to review the online roster to confirm active attendance.

The course outline is an essential component of your class and provides key course information, including course description, prerequisites, grading criteria, and "measurable course objectives and minimum standards for grade of 'C'." A core content breakdown will help you develop a course syllabus and course plan.

Amendments to course outlines are approved by the district's Curriculum and Instruction Committee.

You are required to submit your course syllabus electronically to your Department Chair, Department Secretary and the office of Academic Services within 14 days of the first class meeting. Course content shall be in accordance with the approved course outline and content published in the IVC catalog. The course syllabus shall at minimum include:

- Course description and objectives, either verbatim from the course outline or an abridged version that references the course outline.

- Student Learning Outcomes

- Detailed course schedule of activities by week such as exams, field trips, projects, oral presentation, and other items as applicable.

- Required and supplementary textbooks and necessary course materials.

- Statement of grading procedures and other policies

- Out-of-class assignment policy

- Faculty contact information: IVC email, telephone, or other methods of contact.

- Disruptive Students: Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus

Disciplinary officer, before returning to continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

- Cheating and Plagiarism. IVC expects honesty and integrity from all students. A student found to have cheated on any assignment or plagiarized will receive a zero for the assignment and sent to Disciplinary Officer Sergio Lopez. A second occurrence of cheating or plagiarism may result in dismissal from class and expulsion from IVC as outlined in the General Catalog.

- Attendance: Students are expected to attend every class session. Any student who misses the first class will be dropped. Students may be dropped at instructor discretion if they miss more than a week of class hours continuously. Please make arrangements with the instructor or a fellow student to keep up with all assignments in case you cannot attend a class session for any reason.

- Disabled Student Programs and Services:

Students may also buy and/or rent their books directly from the bookstore website at www.efollett.com.

All students attending your class must be enrolled and listed on your roster. Students adding your class must receive an authorization code from you. A list of these four digit codes will print along with your roster. Assign each student wanting to add your class one of these codes. Write the student's name and ID number on your authorization code sheet for your own records.

Remind students that it is THEIR responsibility to access their WebSTAR account and add the class using their authorization code as soon as possible. These authorization codes are specific to your class and students will not be able to use your code to illegitimately add other courses. If you teach more than one class, make sure that the authorization code you give a student is the appropriate code for that specific section.

Students should be dropped from your class if they fail to attend the first class meeting (see first day of class). After the initial class meeting,
        . Drops are also processed through WebSTAR. Remind students of key deadlines to drop without a "W" for the course appearing on the transcript and the deadline to drop full term classes with a "W". Faculty may also drop students by submitting a drop card to the Admissions and Instructions office.

(AP 5075)

Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

> (1)   Been identified as a no show, defined as a student who fails to attend the first class

Students who no longer wish to participate in class are responsible for dropping themselves using the online registration system. Specific instructions and deadlines are listed each term in the Class Schedule.

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Adopted by Board of Trustees action, 8/4/71; amended 9/10/75, 8/1/77, 8/9/78, 8/8/79, 11/14/84, 10/09/91

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgment and to exercise their rights to free inquiry and free speech in a responsible non-violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus or at a College-sponsored function for which students and student organizations are subject to disciplinary action.

_____ - An instructor may remove a student for the day of removal and the next class meeting. Such action must be immediately reported to the Dean of Student Affairs. During the period of removal the student may not be returned without the consent of the instructor. (
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_____

Dishonesty in the classroom is considered a very serious offense. Any form of cheating, turning in work which is not one's own (plagiarism), is grounds for disciplinary action. The consequences of these actions are severe and may include the possibility of receiving a zero on the assignment or being expelled.

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Effective Fall 2011, all IVC students will have an IVC Student Email Account. The login URL is http://outlook.com. The new email address was sent to the previously registered email. The password will be the same login used for the Student Portal (their campus password will be kept in sync with Live@Edu)

IMPORTANT! This address will be the primary email address used to contact students studying at Imperial Valley College (this includes all financial contacts)! Students will be required to use this account for a number of new services we will be launching in the near future. IVC has automatically setup their new email account and sent a courtesy copy of any official IVC correspondence to the address previously in the system.

IMPORTANT! From now on, IVC students will be expected to check their email on a frequent and consistent basis in order to stay current with college-related communications.

- Easily store files and documents online in a password protected environment
- Access, view and edit your online documents from home, the classroom, the library, or virtually any PC or Mac that is connected to the Internet
- View and perform basic editing functions on your online documents even from a computer that doesn't have Microsoft Office installed
- Be able to control who has permission to view or edit any one of your documents
- Simultaneously edit documents (Excel spreadsheets and OneNote notebooks) with others in real-time and see exactly who is editing and viewing your documents
- Get the benefits of working with online documents using the familiar Microsoft Office experience
- When you need to access the additional rich features, it takes just one click from any Office Web App to open the file in the corresponding Microsoft Office program on your desktop
- Access and view your files from your mobile device.
- Available for free through Windows Live SkyDrive

IVC has a mobile phone alert system in place to inform all staff about emergencies. If you haven't already signed up for this service, here is the information for you to do so.

To receive the AlertU alerts, all you (or anyone else) would need to do is:
1. Go to the IVC website (http://www.imperial.edu)
2. Scroll down the page
3. There is a box on the right side that says Emergency Alerts…here you would need to enter your cell phone number and hit subscribe

Under the new 16 week compressed semester, IVC has built in student break times for classes exceeding 2 hours per session. Use the following matrix as your guide:

Class Time per Session	Break
120 minutes	10 minutes
150 minutes	10 minutes
185 minutes	20 minutes
195 minutes	20 minutes
250 minutes	30 minutes

Do not use break time to start later or to finish ahead of time. Classes are to meet the full time listed in the class schedule.

- The teacher shall respect the professional standing and opinions of his colleagues and shall maintain in his relations with them the highest standards of professional courtesy.

If you are teaching on-line education you are expected to log on to the computer and monitor and interact with the students in the course each week of the semester or session when classes are scheduled to be taught. An instructor who has a serious illness that prevents him/her from attending to his/her duties teaching an online class shall account for sick leave.

STUDENT RIGHTS AND RESPONSIBILITIES

It is assumed that all students at Imperial Valley College adhere to the accepted Standards of Student Conduct and the regulations as adopted by the college. These standards describe the type of misconduct behavior that is subject to disciplinary action.

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and in the IVC catalog at www.imperial.edu.

Federal law   posting examination scores or course grades using:

- The student name

- Four or more consecutive numbers of a Social Security number;

- Or any personally identifiable means.

This prohibition also applies to any internet site maintained by the community college or other publicly accessible document for any purpose. The following are a few tips on managing student records.

TRY TO:

- Keep only those records pertaining to students which are necessary for the fulfillment of your teaching or advising responsibilities.

- Write letters of recommendation as requested by the student; however, if the student requests

- Send notification of grades via e-mail or post card.

- Give grades over the phone unless you can verify through a series of questions that you are actually talking to the student.

- Place transcripts or degree audits distributed for purposes of advisement in plain view in open mail boxes located in public places.

- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.

- Release directory information on a student without checking to see whether the information has been flagged for non-release

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Academic misconduct includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.

Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acq

- Deadline to drop classes with "W"

You may consider including this information on your class syllabus.

IVC has a policy that provides a prompt and equitable means(p)QJETBT58342 Tm TmYoving t cogmpn

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FACULTY PROCEDURES

To report any unusual or suspicious activity, please contact:

- Campus Security (760) 483-7411

- Campus Safety & Parking Control Office (760) 355-6306 or (760) 355-6308

- Emergencies 9-1-1

Tim T. Nakamura is the Director of Campus Safety & Security. His office is located in the Parking Control Office, Room 517B. Hours of operation are Monday – Thursday, 1:00 p.m. to 10:00 p.m. If you need immediate assistance

POWER OUTAGE

If lights and power in your classroom cease, calmly move your class to a safe location and wait until the Vice President of Academic Services or designee notifies you if classes should be cancelled.

IMPORTANT INFORMATION

At the beginning of each semester, students must receive a syllabus that explains the course's grading system- standard (A, B, C, D, F, or credit/no credit where applicable). Faculty input grades into IVC WebSTAR. The following are basic instructions:

- Instructors must input grades for each of their classes directly into the computer using WebSTAR.

- Supporting documentation must be submitted to the Office of the Vice President for Academic Services (Instruction Office): attendance records, grade records, and incomplete forms.

- Check with Academic Services for the deadline to submit both the grades online and the supporting documentation for that academic term. PLEASE do not wait until the last day to submit grades. Faculty should input the grades into IVC WebSTAR as soon as appropriate so students have access to grade information students, can enroll in the appropriate next level class, official transcripts can be processed, and IVC can run state reports.

- You cannot drop students after the drop date. It is not possible to assign grades of W. If you are aware of catastrophic circumstances beyond the control of students which prevented them from dropping by the drop deadline or from completing the assignments, consult with the student about the appropriateness of an Incomplete grade. You must obtain an incomplete grade form from the student and provide Academic Services with verification of the last date the student attended. Contact David Poor in Admissions and Records to facilitate the process.

You may use any computer with Internet access to enter your grades. If you do not have an office computer at IVC, computers are available in the Casbah Room of the College Center, Library and in some computer labs.

> Compute your grades before you go online. You will be timed-out every 30 minutes and have to sign back on to continue. If you are prepared, it should only take a few minutes to input each class.

INPUT GRADES ON WebSTAR

1. Go to www.imperial.edu

2. Click on WebSTAR

3. Type in your User ID   and PIN

4. Click on   .

5. Click on

6. Click on

7. Select the Term: click on   .

8. A drop-down box will appear with a listing of all of your spring classes. Highlight the class you wish to grade, and click on   .

9. The   for the selected class will appear. Scroll down to see the first 25 students.

10. Use the drop-down menu in the grade column following each student's name, to select the grade to be assigned to that student.

   The drop-down menu will include only those grades possible for that student/course. For instance, if the course is a CR/NC course, only those grades will appear for your selection. If the course may be taken as CR/NC or for a letter grade at the choice of the student, the menu will provide the options selected by the student at the time of registration. If the deadline for a student to act on the CR/NCR option has passed, an instructor cannot assign an NC grade at the end of the semester. By state law, students must adhere to a deadline earlier in the semester to change their option. The menu you are given will be the one legally acceptable for that course/student.

11. It is not possible to assign a W; students who were dropped during the time to receive a W will appear on the roster with a W already assigned.

12. If you are assigning a grade of F, NC, or I, you also need to input the last date of attendance in MM/DD/YYYY format.

13. If the course is a positive attendance course (usually TBA), you also must input the number of hours attended by that student.

14. After all data is input for the first 25 students, click on   at the bottom of the page.

   NOTE: You may click on   before completing input for all 25 students. To avoid being timed out, submit at least once in each 30-minute period.

15. Students are listed in record sets of 1-25, 26-50, etc. If you have more than 25 students in your class, after entering the grades for the first 25, click on   and then on the next record set. The record sets are listed on the top and the bottom of the screen. Continue until grades for all students have been entered. Click on   after entering the last set.

VERIFY GRADES

16. Click on   on the menu bar close to the top of the page.

17. Click on   .

18.   Scroll down to verify all grades have been submitted.

19.   Proof grades against your records for accuracy. The grades will remain as you input them; they will not be checked for accuracy after printed documents have been submitted.

PRINT ROSTERS TO SIGN, DATE AND SUBMIT

B.   Attendance records.

C.   Title V form for grades of NC, INC, and Fs.

D.

Part-time faculty members are asked to notify Academic Services of their current email address or to request an IVC account. Please see your department secretary to request an account. It is strongly recommended that you check your email account frequently. College email and college access to the internet should only be used for college business.

Instructions on how to access your Outlook Web Access (OWA) E-Mail account:

1. Go to http://webmail.imperial.edu

2. Log into your account using your IVC domain account.
    Username: imperialedu\firstname.lastname (e.g. imperialedu\joe.smith)

3. Enter your same password that you use on campus (Domain Password). For first-time users, your init

wl(Ubsiteu)3(sin)5(ess,)] TJET221 403.51 72.024siness( )] TJET EMC   /P ACID 7 BDC BT1 389 1 108.02 530.47 Tm[( )] TJET EMC 8 /P AMC

If the Department Chair determines that you need to be granted college keys, the request for issuance must approved by the Vice President for Academic Services. Keys must be returned at the end of the school year or teaching appointment as appropriate.

Within five working days from the end of the semester, part-time faculty must submit final grade information which includes:

- Final grade sheet from Banner (signed)

- Grade record (signed)

- Attendance record (signed)

- Title IV form for Noncredit, Incompletes, or "F"s.

- Copy of final exam.

Do not wait until the last day to submit your documentation. Please submit it as early as possible.

Food and drinks (except water) are prohibited in all IVC classrooms.

Auditing is defined as an individual participating in your class without official class enrollment. Auditing is prohibited by state law.

The most common violation of copyright is the use of video material copied off the air. The rule of thumb is that anything copied off the air can be used <u>three</u> times: once for preview, once to show to the class, and once to review. After that, it needs to be erased unless the copyright holder is asked for permission to keep it. All videos must now be accessible to all students which often require material to be closed captioned. Companies performing captioning services will confirm when tapes are illegal. For long term use, the best rule is to purchase a copy of the video material you want to use.

Music publishers are becoming very aggressive in prosecuting individuals for illegal downloading of music. You must protect yourself and IVC.

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

The Imperial Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some student discomfort. It is further recognized that academic freedom insures the

IMPORTANT

IMPORTANT INSTITUTIONAL POLICIES

The following are examples and excerpts of IVC board policies that address general institutional policies. These examples are not intended to be inclusive of all institutional policies. You may reference the IVC Board Policy handbook for a complete listing and description of all board policies

All forms of harassment are contrary

nonsmokers to environmental tobacco smoke, nor does the EPA recognize a safe level of exposure to environmental tobacco smoke.

Effective the FIRST DAY OF THE FALL SEMESTER 2009, Imperial Valley College became a tobacco-free campus. The use of any tobacco products prohibited on any district properties. The sale of tobacco products on campus is prohibited.

Smoking is prohibited at all times in all vehicles on campus. The smoking prohibition applies to passenger vehicles and all other state-owned mobile equipment to include light and heavy trucks, cargo, and passenger vans, buses, and any other mobile equipment with an enclose or enclosable driver/passenger compartment.

Any student or visitor found in violation of the Policy Statement will be forwarded to the Associate Dean of Student Affairs as per the Standards of Student Conduct (4)
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1. Outside of on-duty hours, employees have the same right as all other persons to participate in political activities. However, no employee shall engage in political activities upon property under the jurisdiction of the Imperial Community College District Governing Board.

2. On-duty employees operating under the jurisdiction of the Imperial Community College District Governing Board are specifically prohibited from the following activities:

    a. use of bulletin boards, school bulletins or classroom time for political activities;

    b.

Tutoring is available to all IVC students on a walk-in basis in the Spencer Library Media Center. Tutors in various subjects are available during many hours of the day. Tutoring may include one-on-one tutoring, or group tutoring if the students are in the Disabled Students Programs and Services (DSPS), Early Alert Program (EAP), Extended Opportunity Programs and Services (EOPS) or if they are Student Support Services (SSS) qualified students. The Study Skills Center can also conduct test proctoring for faculty and study skills workshops.

CHARTERED CAMPUS CLUBS

Students are free to organize and join campus clubs, organizations, or associations for educational, political, social, religious, or cultural purposes. Groups of students may, upon meeting the conditions contained herein, be recognized as "chartered" organizations. Amended by Board of Trustees action, 8/4/73, 8/15/73, 9/10/75, 8/8/79, 9/10/80, 12/11/85, 10/14/87,10/09/91

Adventure Club: Advisors, Kevin Marty, (760) 355-5761

Purpose: To encourage social, recreational, and educational activities among the Adventure Club members. To provide a forum to which IVC students may elaborate and communicate any outdoor events or comments/concerns in regards to the Adventure Club.

Club President: Claudia Lopez   Vice President: Mayra Flores Secretary: Jose Hernandez

Agriculture Club: Advisor, Dr. Patrick Pauley, (760) 355-6363

Purpose: To help young men and women get established in farming and related occupations. To cooperate with Future Farmers of America and 4-H Clubs in their activities. To increase the knowledge of members of agricultural subjects through systemic education. To encourage social, recreational and educational activities. To assist and cooperate with other agricultural and campus organizations.

Club President: Zachary Wingate   Vice President: Allison Willette   Secretary: Karina Galindo

Business Club:

Provide community outreach to personas at risk or dealing with substance abuse issues. (3) Provide referral information for prevention, abuse and services. (4) Promote healthy substance free activities. (5) Provide students activities to raise funds for studnets to supplement their educational opportunities at workshops and substance abuse conferences.

Club President: Rebel Ruhr   Vice President: Rodolfo Mercado

Purpose: It shall be the purpose of the Spirit Club to promote and uphold school spirit for those we encounter, to develop good sportsmanship by example, to support good relations in the community and between teams and squads during events. The organizational goal is to work in harmony with the team, management and administration, athletic teams and sporting organizations.

Surfriders Club: Advisor, Dr. Tom Morrell, (760) 355-5754

JULY 2012

SU	M	T	W	R	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Service Days: 17

Jul 4 - Independence Day (Campus Closed)

2012 FALL SEMESTER

AUGUST 2012

Su	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inst Days - MF: 10   Sat: 1
Service Days: 21

Aug 2 - Summer Term II/Classes End

SEPTEMBER 2012

Su	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Inst Days - MF: 19   Sat: 5
Service Days: 19

Sept 3 - Labor Day (Campus Closed)

OCTOBER 2012

Su	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Inst Days - MF: 23   Sat: 4
Service Days: 23

NOVEMBER 2012

Su	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Inst Days - MF: 19   Sat: 3
Service Days: 19

Nov 12 - Veterans Day (Obsrvd/Campus Closed)

DECEMBER 2012

Su	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inst Days - MF: 5   Sat: 1
Service Days: 10

Dec 7 - FalB
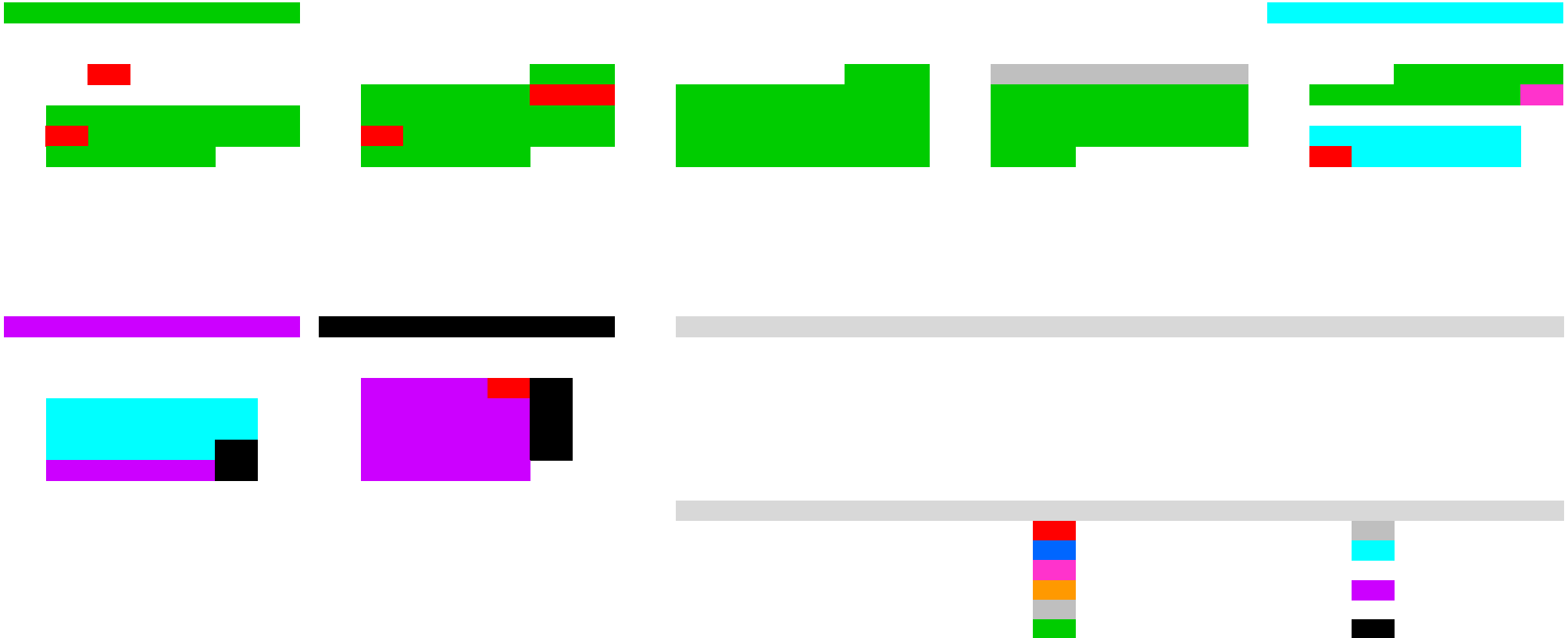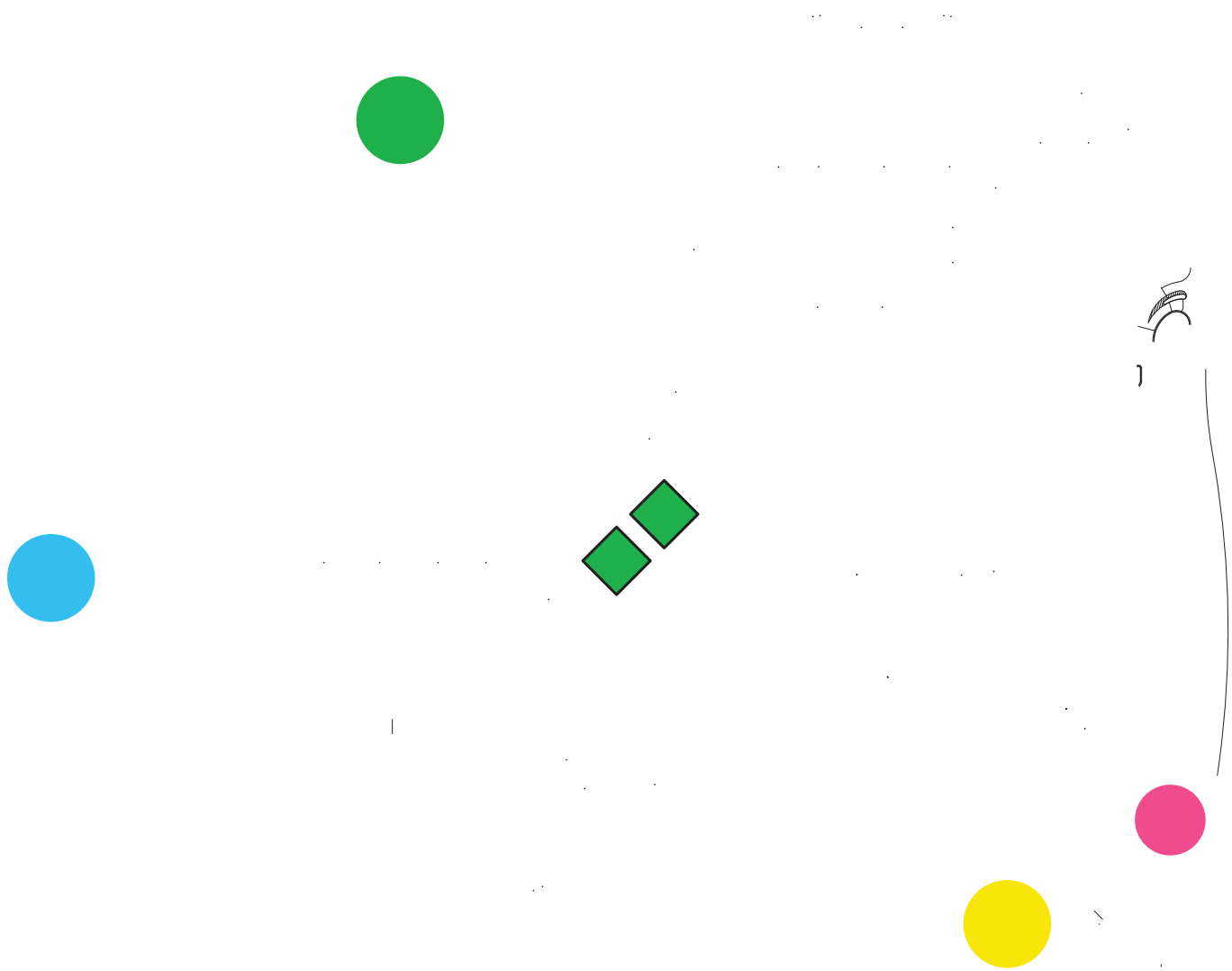
IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD

DIVISION: Arts and Letters

DATE: October 20, 2011

COURSE TITLE: Basic English Composition II   **COURSE NO.:** ENGL 009   **UNITS:** 4

LEC HRS. 72.00   **LAB HRS.** 0

If cross-referenced, please complete the following

COURSE NO.(s)   **COURSE TITLE**

I. **COURSE/CATALOG DESCRIPTION:**

Preparation for ENGL 101 (ENGL 1A). The course seeks to facilitate the student's mastery of the short essay at the college level. The course follows in sequence from ENGL 008(ENGL 098).

II. **A. PREREQUISITES, if any:**
ENGL 008 with a minimum grade of C or better or
Score of 5009 on the English Composition placement test.

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:
Concurrent enrollment in an appropriate reading class is strongly recommended.

III. **GRADING CRITERIA:**

Letter Grade or Pass/No Pass

IV. **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 a multi-paragraph essay that responds to an essay prompt with a clear controlling idea or thesis statement. (ILO1, ILO2, ILO4)
2. Compose a multi-paragraph essay with a clear organizational structure and adequate support. (ILO1, ILO2, ILO3, ILO4)
3. Compose a multi-paragraph essay that uses correctly formed sentences with virtually no sentence-level or grammar errors. (ILO1, ILO2, ILO4)
4. Develop a research paper that effectively synthesizes ideas and information from multiple sources and utilizes correct MLA formatting of citations. (ILO1, ILO2, ILO3, ILO4, ILO5)

V. **MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":**

academic audiences.

    5. Synthesize ideas and information from multiple sources in the development of a writing assignment that is supported by citations from the reading.

    6. Practice a variety of sentence types and demonstrate principles of effective sentence construction and punctuation, including correct use of the comma, semicolon, quotation mark, apostrophe, and parentheses.

    7. Demonstrate an understanding of connotative meaning and figurative language in his/her own writing after recognizing this technique in the writing of others.

    8. Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.

VI.   CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Develop and apply discovery techniques for expository writing with five or more multi-paragraph essays, including a mini research paper.	11.00%
Design an essay plan based on concrete data in pre-writing exercises that produces a controlling idea or thesis statement.	18.00%
Organize data to support a thesis statement and subsequent supporting paragraphs while studying and applying various rhetorical modes with emphasis on comparison/contrast, definition, cause/effect, and argumentation.	20.00%
Demonstrate the ability to recognize and identify various audiences, both general and academic, focusing on academic audiences.	11.00%
Synthesize ideas and information from multiple sources in the development of a writing assignment that is supported by citations from the reading.	11.00%
Practice a variety of sentence types and demonstrate principles of effective sentence construction and punctuation, including correct use of the comma, semicolon, quotation mark, and parentheses.	11.00%
Demonstrate an understanding of connotative meaning and figurative language in his/her own writing after recognizing this technique in the writing of others.	11.00%
Practice and successfully demonstrate the skills in areas designated by the instructor to be appropriate supplemental activities of improved writing technique.	7.00%
TOTAL	100%

VII.

[Enter Course Name – Syllabus]
"[Enter Session - Semester]"

Instructor	[Type your name here]	Phone	[Type your phone number here]
Office	[Type your office location here]	E-mail	[Type your e-mail address here]
Office Hours	[Type your office hours here]	Class Hours	"[Type the class hours here]"

C

IDENTIFYING YOUR PROGRESS TOWARD THE LEARNING GOALS AND OPPORTUNITIES FOR THIS COURSE

6. If you get the   box at this point click on the   button.
7. Now the New Rule wizard should popup. In the   section, located

We suggest that you   your emails. If you create a rule in Outlook Web Access to forward your e-mails to another account, all e-mails will appear to be from your e-mail account once they reach the final destination rather than from the original sender. By using Microsoft ur e