Writing Fundamentals, First and Second Semesters
Imperial Valley College

Course: ENG 96/7
Instructor: John McClain
Semester: Fall, 2008
Room: 500-505
Days and Time: Tu 6:30am – 9:40pm
Instructor Contact: Office Phone 355-6518 / E-mail: john.mcclain@imperial.edu
Office: IVC Main Campus, Building 10, #44
Office Hours: Tu 5 – 6:30pm (IVC), Th 1:15 – 3:45pm (CLX), 5 – 6:30pm (IVC) and ABA.

Course Description

Intensive instruction in grammar and punctuation and the writing of short paragraphs. Designed for the student needing to acquire basic writing skills and to overcome language transfer interference.

Course Objectives

The primary objective of this course will be to help you to write a well-structured English paragraph preparatory to essay writing. We will review proper sentence grammar, punctuation, spelling, and certain writing formats. Essentially, you will be trained to identify paragraph topics and how to write a thesis statement. To help you with ideas and perspectives, the course will feature short readings and common techniques such as freewriting and clustering that promote creative thinking. Critical thinking skills such as the identification (and use) of appropriate detail and support will likewise be emphasized. By the end of the semester you should to be able produce different kinds of paragraphs with a minimum of first language interference. These will include definitional, process analysis, descriptive, personal, and narrative paragraphs. In sum, you will be ready for basic composition.

Required Texts

*Animal Farm* George Orwell (Signet Classics) 2004.
*NTC’s Super-Mini American Idioms Dictionary* Spears (NTC) 1996.

Required Materials

A three-ring binder
A college blue book
A pen and a pencil
An eraser
Assignments

Between 10 and 20 pages of combined reading and writing per week (about 3 hours).
A written reading diary.
Five 1-page paragraph assignments.
A final exam: 12/4.

Grading Policy

At the beginning of the semester every student begins with 400 grade points. You maintain these points by doing excellent work. Throughout the course you will be expected to contribute to discussion and group assignments will be graded. Your final course grade will be determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Diary</td>
<td>5%</td>
<td>20</td>
</tr>
<tr>
<td>Assigned Homework</td>
<td>25%</td>
<td>100</td>
</tr>
<tr>
<td>Written Assignments</td>
<td>25%</td>
<td>100</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>20%</td>
<td>80</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
<td>100</td>
</tr>
</tbody>
</table>

A = 400 – 360 grade points
B = 359 – 320 grade points
C = 319 – 280 grade points
D = 279 – 240 grade points
F = 239 – 0 grade points

Due to the nature of this course, you must obtain the textbooks by the second class meeting on September 1. Any student unable to display their copies at that time will lose five grade points per class.

Classroom Policies

All cell phones, pagers and other noise making devices MUST be turned off or made to vibrate during class. I will give you one warning. After that, you will have to choose either to complete an extra assignment.

Regular attendance is an absolute requirement. According to college policy, if you miss three classes you may be dropped. All written assignments have to be turned in to pass the class. Remember, the instructor is NOT an ogre. Talk to me about any problems you might be having. Communication is one reason why we're here.

NOTE: Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Students Programs and Services (DSP & S) office as soon as possible. DSP&S – Room 2117 Health Sciences Building (760) 355-6312

Important Dates

December 4: Final Exam