**SYLLABUS**

**EAP1640C**

**Advanced Composition for Non-native Speakers of English**

**CRN 20643 Fall 2015**

**Valencia West Campus**

**Professor Aurora Ascension, M.Ed.**

**Cell phone: 407-222-1638**

**Email: aascension@valenciacollege.edu**

**Office Hours:** Please send a text message with a specific request and I will either arrange a meeting or advise you by text or call. If you do not receive a response within 6 hours, please call me. You may also contact me via email. Please check your email every other day and use only your Valencia email.

**Course Information:**

* **Tuesday and Thursday**
* **Time: 4:00 PM to 5:15 PM**
* **Class meeting location: Room 1-147**

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| **Contact Hour Breakdown:** | **CR** 3 **CLASS** 3 **LAB** 1 |

**Pre-requisite:**

Demonstration of required level of English proficiency or minimum grades of C in EAP 1540C **Co-requisite(s):** or Pre-requisite: EAP 1560C

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| **Textbook:** Grammar and Beyond 4 with Grammar and Beyond 4 Online Workbook  9781107655911 Cambridge University Press  **Course Description:** English for Academic Purposes |
| Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the advanced level. A departmental final exam is required. Minimum grade of C required for successful completion.  **Other Objectives:**  In addition to specific EAP objectives, the course will reinforce the following competencies wholly or partially.  **Valencia Competencies:**  Valencia has defined four interrelated competencies that prepare students to succeed in the world community: (1) think, (2) value, (3) act, and (4) communicate. The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.  **CLAS (College Level Academic Skills) Competencies:**  These competencies are a graduation requirement. To the extent possible, you will be encouraged to develop reading skills, essay skills, and English language skills as part of your work in this course. Additional information is available in the current Valencia College catalog. |
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**Drop/Refund of Fees Deadline**

Tuesday, September 8, before 11:59 P.M.

**Grades**

**Evaluation and Grading Scale: EAP courses use a ten-point scale, with a C as the minimum passing and advancement grade for each course.**

**Grades that satisfy the EAP course requirement:**

**Grading scale** (points/letter grades)

**A = 100 - 90 B = 89 - 80 C = 79 – 70 D = 69 - 60 F = 59 or less**

Grades that do NOT satisfy the EAP course requirement: D = 60-69% F= 0-59%

**Determination of final course grade:**

Attendance/Lab Work 10%

Quizzes: 5%

Essays Written At Home: 20%

Essays Written In Class: 20%

Midterm Exam: 20%

Final Exam: 25%

* **Attendance/Labs and Class Participation:** Attendance to every class is mandatory to pass the class, and absences will affect the final grade. The following criteria will also be evaluated: mastery of the material discussed in class, completion of assigned work, demonstration of adequate communication and professional skills, effective participation in collaborative tasks, and submission of all work on time. If absent or 10 minutes late, it is a zero grade for that class. 10% of grade
* **Quizzes:** 5 spot quizzes 5% of grade
* **In Class Written Paragraphs/Essays:** class read-to-write papers. 20% of grade
* **Written Paragraphs/Essays Assignments:** out-of-class multi-paragraph essays and practice with the read-to-write assignments in the form of a short response paragraph 20% of grade
* **\*Midterm:** Youwill complete a timed 1-2 page, multi-paragraph essay based on a reading selection (called read-to-write). Read the short selection and then write the response in one sitting during class. 20% of grade Date: Oct 22
* **\*Final exams:** Youwill complete a timed 1-2 page, multi-paragraph essay based on a reading selection (called read-to-write). The essay is a pass/fail exam, so you must pass the final in order to pass the course. Read the short selection and then write the response in one sitting during class. Missing the final exam will result in a grade of F. 25% of grade Date: Last day of class- Round One, Dec 10, 2015; Dec 15, 5:00-7:30 PM Final

**\*College-wide Midterm/Final Examinations:** Both the midterm and final are college-wide departmental exams. The midterm exam will be given in the eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during final exam week. **A minimum grade of 70% on the final exam is required in order to pass the course.**

**Disclaimer**

*“The course outline and syllabus are subject to change as needed; changes will be announced in class (or state how you will contact students with this information, such as by using ATLAS email, BlackBoard, etc.) in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.”*

**Classroom Policies**

* **Attendance**

At three absences, you will receive an excessive absence warning, stating that you are subject to being withdrawn from the course. This message will be sent to your Atlas email account. At four absences, you will be withdrawn from the course.

* **Homework**

Your assignments must be handed in or submitted online by the deadline. Failure to do so will result in lost points for attendance and participation since you will not prepared for that particular class.

* **Make-up Policies and Procedures**

Please submit your assignments by due date. Students may make up assignments only within 1 week after due date only with my authorization. Failure to turn in assignments will result in a zero grade for that task.

* **Extra Credit Policy**

Extra 5 points for In Class Written Work can be earned by showing evidence of a 1 hour contact with Writing Lab once a semester. The Communications Center/Writing Center is located at 5-155, and the Tutoring Center Tutoring services are available in Bldg. 7-240 (extension 1633); both are excellent resources to improve your writing skills.

**EAP instructors in the Communications Center 5-155 open lab floor:**

Melissa Derr- Tue, 8 a.m. to  2 p.m.

Michelle Snider- Tue, noon to 3 p.m., and Thu, noon to 3 p.m.

Pat Purcell- Wed, 9 a.m. to noon

**Other instructors in the Communications Center 5-155 open lab floor (with EAP student experience):**

Denise McKnight- Sat, 9 a.m. to 2 p.m.

Amy Downs, Michael Winters, Ellen Hart, Josh Fullwood, Yolanda Williams- for writing and sentence structure, Karen Rivera- tech person (PowerPoint, Prezi, Microsoft programs, etc.), Awet, current UCF student and former Bridges student

* **Technology** 
  + Please turn off cell phones during class and keep it in your bag. **Using your cell phone will result in zero points for attendance and participation for that day and you will be asked to leave**.
  + Laptops may only be used in class with prior authorization from your professor.
  + Please do not use recording devices in your classes.

**Support Services**

* Smarthinking (smarthinking.com), an online on-demand student support site
* Valencia College offers a variety of SkillShops which are short seminars covering a variety of topics which deal with student success, goals and purpose.
  + To check out Valencia’s Skillshop offerings, go to: <http://valenciacollege.edu/studentservices/skillshops.cfm>
* **Quizzes and Tests**

It is mandatory to be on class for test or quizzes. If you miss a quiz or test and have a proper written excuse, you may make up the quiz or test only before the next class. Failure to contact the instructor and make the arrangements before the next class will result in an F.

* **Required Lab:** Lab homework is required in all EAP courses. You will receive assignment details each week.
* **Academic Honesty:**

Plagiarism and cheating will not be tolerated. This consists of using another author’s words or having someone write your essays. You may not use internet sources, books, magazines unless directed to do so by your instructor. Copying from another student or letting a student copy your work will result in a failing grade on that assignment. If a student cheats or plagiarizes twice during the semester, that student will receive an ‘F’ in the course. If the student persists in this conduct, it will be addressed directly with the Dean of Students and be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. <http://valenciacollege.edu/generalcounsel/policies.cfm>, Volume 8: Students.

*“Each student is required to follow Valencia policy regarding academic honesty.*

*All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states ‘group project.’”*

* **Classroom Rules of Student Behavior**

You will find the Student Code of Conduct in the current Valencia Student Handbook:

<http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>.

Any prohibited or unlawful acts that result in the disruption of a class will result in having the student leave the class and zero points for attendance for that day. Violations of any classroom or Valencia rules may lead to disciplinary actions up to and including expulsion from Valencia.

* **No Food or Drink in the Lecture or Lab Rooms**

**Withdrawal Policy:** The last day for a student to withdraw from a class is Friday, November 13, at 11:59 p.m. If you withdraw or are withdrawn before the withdrawal deadline, you will receive a ‘W’ as your final grade in the course. After the deadline, the professor may withdraw a student for excessive absences. If you receive a ‘W,’ you do not receive credit for the course and the ‘W’ is not calculated in your grade point average. A student is not permitted to withdraw after the withdrawal deadline; if a student remains in the class after the deadline, (s) he can only receive a grade of A, B, C, D, F or I.

**No-Show Policy:**  Because of Valencia College’s Start Right policy, students must attend the first week of classes or be counted as a ‘No Show.’ A student cannot start class the second week. A student who does not attend the first two class meetings will be marked “No-Show” and will be officially withdrawn from the class during the No-Show Reporting Period from Wednesday, September 9, to Friday, September 18. There will be no exceptions (unless due to emergency with official written documentation). If you are withdrawn as a “no show,” you will be financially responsible for the class and a ‘W’ will appear on your transcript for the course. In order to get a refund for the course, students must withdraw from the class in Atlas by the **Drop/Refund Deadline on Tuesday, September 8, at 11:59 pm**. After that date, refunds will not be issued.

**Important Note for International Students (F-1 or J-1 Visa):**

Please be advised that withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements, 407-582-5400.

* **Baycare Behavioral Health’s Student Assistance Program**

“*Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24 hour unlimited access to the* ***Baycare Behavioral Health’s confidential student assistance program*** *phone counseling services by calling* ***(800) 878-5470****. Three free confidential face-to-face counseling sessions are also available to students.”*

* **Students with Disabilities Information:**

Valencia is sensitive to and concerned about meeting the needs of all students.

If you require special accommodation, please let me know.

*"Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities."*

*West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326*

* **Security Statement**

This statement comes from our chief of security:

*We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It’s important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.  
Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.*

**Important Dates (Fall 2015):**

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| * Labor Day– college closed | Mon, Sep 7 |
| * Drop/Refund Deadline | Tue, Sep 8, at 11:59 P.M. |
| * College Nights, East Campus- no classes | Thu, Oct 8 |
| * Midterm exams | Thu, Oct 22 |
| * Withdrawal Deadline for ‘W’ grade | Fri, Nov 13, at 11:59 P.M. |
| * Thanksgiving holiday – college closed | Wed, Nov 25-Sun, Nov 29 |
| * EAP 1640 Final Exam (round one) * EAP 1640 Final Exam | **Last day of class- Round One**  **Tuesday, December 15, 2015**  5:00-7:30 PM |
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