**SYLLABUS EAP 1585**

 **HIGH INTERMEDIATE INTEGRATED WRITING AND GRAMMAR FOR ENGLISH LANGUAGE LEARNERS.**

 **Spring 2019 CRN: 25631 Mondays and Wednesdays 5:30-8:50pm Building 4 Room 203**

**Professor:** Anne Douglas

**Office:** 5-215 **Telephone:** 407-582-1485

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NO-SHOW STATUS:

Class attendance is required beginning with the first class meeting. If you do not attend the first week of classes, you will be withdrawn from the class as a “Noshow.” If you are withdrawn as a “Noshow” you will be financially responsible for the class and a final grade of “WN” for the course will appear on your transcript. To get a refund for the course, you must withdraw from the class in Atlas by the Drop/Refund Deadline on Monday January 14 at 11:59pm. After that date, refunds will not be issued.

**Required Texts/Materials:**

1. Longman Academic Writing Series Level 4, 5th edition
2. *Understanding and Using English Grammar, 5th edition*
3. Access code to my English lab Understanding and Using English Grammar, 5th edition
4. A dictionary
5. Three blue examination booklets

**Compositions/Writing, Assignments and Revisions:** Some writing assignments will be completed out of class and some will be timed writing assignments completed in class. Some writing assignments will undergo revision. The grade on revised papers will increase when you revise the paper with evident improvements and take it to the Writing Center for a consultation with an instructor. If you do not submit a composition at the first due date, you may turn in that assignment at the second submission, but the grade will be reduced by 20 percentage points prior to being graded.

It is strongly recommended that you get assistance with revisions in the Writing Center: 5-155, for ALL writing assignments to improve your writing and to receive individualized instruction for your writing.

All out-of-class writing assignments must be word-processed, contain accurate heading information, be correctly fomatted and be submitted by the due date given. Incorporate into your papers elements of grammar, writing , and sentence sructure that we study to demonstrate your learning and understanding.

**Prerequisite:** Demonstration of required level of English proficiency or minimum grade of C in EAP0440C or EAP 0460C.

**Objective:** Students develop the ability to use high-intermediate grammatical structures, verb tenses, and parts of speech appropriate to writing and speaking. Students develop the ability to use writing-related technologyand to plan, write, revise, and edit sentences, paragraphs, and essays at the high-intermediate level. Required lab is a component of this course. A departmental final exam is required. In this course, a minimum grade of C required for successful completion. (Special Fee: $37.00)

**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.

**Student Code of Conduct:** Student Code of Classroom Conduct Policy Number: 6Hx28:10-18
Activities which disrupt classroom setting and which are in violation of this Student Code of Classroom Conduct are those which, with or without intent to do so, are disruptive of the essence of the educational process. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. In the case of the violation of the Student Code of Classroom Conduct, the faculty member may initiate personal conferences, verbal and written warnings, referral to the director of student services for counseling, and removal from the classroom pending disciplinary action under policy 6Hx28:10-04. Examples of such disruptive or distracting activities include, but are not limited to, the following:

•  Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: tardiness, leaving and returning during class, and early departure when not previously authorized;

•  Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;

•  Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation; and,

•  Utterances of "fighting words" or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence.

Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28:10-04.

**Students with Special Needs:** Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, SSB-102, ext. 1523). Any student with special needs that may affect his/her progress in this course should notify the instructor as early as possible.

**BayCare Behavioral Health Assistance Program:** Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling sessions are also available to students.

**Policies:**

**Participation:** Lack of active participation will result in a grade reduction at the instructor’s discretion. Active participation = demonstrated thorough preparation outside of class, appropriate responses in class, following standards of classroom conduct, electronic devices silenced, English only.

**Attendance/tardiness: You are expected to attend class, arrive on time, and stay for the entire class period. Regularly entering and leaving the classroom is unacceptable, and you will be marked absent if you do so.** Attendance makes up of 5% of your course grade. When you are not in class when attendance is taken or arrive 15 minutes or more late, you will be marked absent. If you are absent, you are responsible for finding out what you missed in class. You must be prepared for the next class meeting. Absence is **NOT an excuse for not being prepared. Check Canvas and/or contact another student to find out what information or material was covered in class, to find out the assignments for the next class. Any graded assignments, tests, or quizzes missed during class due to a late arrivala, early departure, or absence may not be made up and will earned a grade of zero.** *While you will not be graded specifically on attendance,* ***late work is not accepted.*** *Therefore, your attendance has a significant effect on your grade.*

**Academic Honesty:** Copying someone else’s work is considered cheating and will result in a grade of ‘0’.

 **Course Assignments and Assignments Policies:**

 **Late work: No late work is accepted unless due to illness or emergency with official documentation. There is**

 **No make-up credit or extra credit work.**

 **Assignments: You are required to complete ALL assignments. Assignments that are collected and graded**

 **become part of your final course grade, any assignment that is not completed will receive a grade of zero. Any**

 **assignment that is not done legibly, neatly, and completely may not earn full credit or may not be graded.**

 **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:

A 90-100%

B 80-89%

C 70-79%

Grades that do NOT satisfy the EAP course requirement:

D 60-69%

F 0-59%

**Determination of final course grade:**

 **Course and** lab assignments --15%

Writing assignments -- 30%

Chapter tests -- 25%

Attendance: 5%

final exam -- 25%

Both the midterm and final are department-wide exams.

Important dates:

Learning Day-Credit classes do not meet college wide...........................................................Friday, February 15th

Spring Break-college closed....................................................................................................Mon, March 11th-Sun, March 17th

Withdrawal Deadline for W grade...........................................................................................Fri, March 22nd at 11:59pm

Midterm examination Writing……………………………………………………………………… .Mon, March18

Midterm examination Structure……………………………………………………………………..Wed, March 20

Final Examination.Writing........................................................................................................Mon, April 22

Final Examination Structure…………………………………………………………………………Wed, April 24

**Withdrawal policy:** A student who withdraws from class before the withdrawal deadlinewill receive a grade of W. A student is not permitted to withdraw after the 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. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester. The professor will not withdraw any student; it is the responsibility of the student to withdraw before deadline and to be aware of the date of the deadline. Withdrawal may affect financial aid.

*Important Note for International Students (F-1 or J-1 Visa):*Be advised that withdrawal may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements.

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

**Please make a note of the names and phone numbers of classmates you can call for help.**

\***Disclaimer**: Changes in the syllabus may be made at any time during the term by announcement by the instructor. A revised syllabus may be issued at the discretion of the instructor.