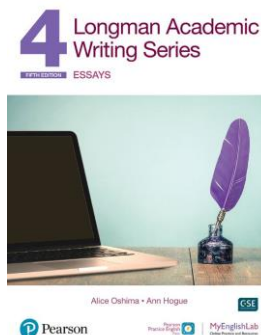


SYLLABUS
High Intermediate Composition for English Language Learners
EAP 1540C (CRN 27050)



Course Information

Session: Spring 2022

Meeting times/location: ONLINE

Professor: Anne Kennedy

E-mail address: akennedy30@valenciacollege.edu

Office Hours (Zoom): I would be happy to meet with you to discuss any questions or concerns you may have. Please contact me if you would like to arrange a meeting on Zoom.

Textbook and Student Access Code

Longman Academic Writing Series 4: Essays Sb W/App Level 4 (Price \$57.30)

You can purchase the textbook and MyEnglishLab access code through the [Valencia College Campus Store](#). The cost is \$57.30.

You will also need this instructor code to join my course in [MyEnglishLab](#): **7VYF-NATA**

Course description

Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the high-intermediate level. A departmental final exam is required. A minimum grade of C is required for successful completion. College credit may apply. Required lab work is a homework component of this course.

Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0440C.

Student core competencies

In addition to specific EAP objectives, the activities in this course will further develop your mastery of the four Valencia student core competencies that prepare students to succeed in the world community: (1) think, (2) value, (3) act, and (4) communicate. The college catalog outlines these [student core competencies](#).

- Think: Think clearly, critically, and creatively by being able to analyze, synthesize, integrate, and evaluate in many domains of human inquiry.
- Value: Make reasoned judgments and responsible commitments with empathy and fair-mindedness.
- Act: In personal, professional, and community settings, act purposefully, effectively, and responsibly with courage and perseverance.
- Communicate: Effectively communicate verbally, non-verbally, and visually with honesty and civility in different disciplines and settings with different audiences using varied means.

Course Policies

Faculty & Student Communication

Valencia College is committed to providing you with a quality educational experience. Faculty members have set high standards of instruction for themselves and for you.

Our communication during this semester is an important part of your educational experience and will help you to be successful in this course. If you are having any difficulties in the course or have any questions, please contact me as soon as possible so that I can assist you. You may contact me via Canvas Inbox or Atlas email. I frequently check my messages and during the week you can expect a reply from me within 24 hours. On the weekend and holidays, you can expect a reply within 48 hours.

Inclusivity

My goal is to ensure that students from all diverse backgrounds and perspectives are treated with respect in this course. It is important to me that your learning needs are addressed both in and out of class, and that the diversity you bring to this class is viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

Netiquette

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers.

For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](#), from Valencia's Peace & Justice Institute. Some highlights from these principles are:

- Create a hospitable and accountable community
- Suspend judgment
- Listen deeply
- All voices have value

Participation and Classroom Behavior

Your active participation in this online course is necessary in order to learn and successfully complete this course. This means that you need to login to Canvas frequently to check course announcements, due dates and to complete module activities and assignments.

- Attendance: Establish a schedule to work on this online course several times per week. Don't wait until the last minute to complete all the work in a module!
- Time Management: You should expect to devote 6-9 hours each week to this course. Keep in mind that this course was originally scheduled to meet in class for 3 hours per week. In addition, you should plan on spending another 3-6 hours to study and complete assignments.
- Preparation and Participation: Have your texts and materials ready when you login to the course. Pay attention to the instructions and complete all the practice activities before starting a graded assignment.
- Be polite and considerate of other students and the instructor during Zoom Q & A sessions; don't interrupt when others are speaking and avoid personal conversations.
- Cell Phones/Devices: Silence or put away your cell phone and other devices that might distract you from learning while you are logged in to your online course.
- Stay Informed: Check Canvas frequently for important announcements and updates on assignments.

Course Assignments

- **Academic Honesty:** Honesty and integrity reward you in many ways, including the successful completion of this course by using your own ideas and words on tests and assignments. Cheating is copying information from another source or person or allowing someone to copy your assignments. Plagiarism is the act of taking and copying someone else's ideas or words, such as information from a magazine, book, or a website on the Internet, and submitting it as work that you created.

If any work, information, assignments, tests, or quizzes are copied from another student or other source, all students involved will receive a zero on that assignment in this course. If this happens a second time, all students involved will receive an F in this course.

To help you understand how assignments will be graded, you will be provided with grading details or a rubric when the assignment is given. You will also receive my feedback with your grade for assignments.

- **Required Course Materials:** To successfully complete this online course, you will need to have the textbook, *Longman Academic Writing Series 4: Essays Sb W/App Level 4*, and a student access code for MyEnglishLab. This online course includes learning activities, chapter assignments, writing assignments, and quizzes that require both the textbook and MYEnglishLab. The graded lab assignments in MyEnglishLab are worth 100 points or 10% of your overall grade in this course. There are also graded chapter assignments and quizzes in MyEnglishLab. In addition, you will need a word processing app and a computer or mobile device with reliable Internet access.
- **Submit Assignments on Time:** To be successful in this course, it is important that you submit your assignments on time. If you do not submit a graded assignment by the due date, that assignment will earn a grade of zero. There is no make-up work in this course. If you miss a deadline due to an emergency or illness, contact me via Canvas message or Atlas email to request a Zoom meeting. During our Zoom meeting, we will review your progress in this course and discuss the possibility of a make-up test or late assignment.

Course 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% |

Note: An overall course grade of 89.6%, 79.6%, 69.6%, or 59.6% is the minimum requirement to round up to the next higher grade at the discretion of the instructor who will review your overall performance in the course before determining if it is appropriate to round a grade up to the next higher level.

Determination of final course grade:

In order to pass the course, students must earn an overall course grade of a "C" or better in the course.

Grading Criteria

| Graded Assignments | Total Points for Graded Assignment |
|---|------------------------------------|
| Chapter Quizzes & Assignments Canvas and MyEnglishLab | 205 points |
| Lab Assignments MyEnglishLab | 100 points (10%) |
| Paragraph Writing | 45 points |
| Essay Writing | 200 points |
| Timed Writing | 200 points |
| Final Exam - Canvas | 250 points (25%) |
| Total | 1,000 points |

Important Notes:

1. Assignments must be submitted via Canvas by the submission deadline. Late work is not accepted.
2. To successfully complete this course, you will need the textbook, *Longman Academic Writing Series 4: Essays Sb W/App Level 4*, and student access code for MyEnglishLab. You will also need to have a word processing app and a computer or mobile device with reliable Internet access.
3. Essay writing assignments include six steps. Each step in the writing process must be completed before a student submits the final draft. Students who do not complete all the writing steps before submitting the final draft will receive a score of 0 on the final draft.
4. The final exam is a department-wide exam which is worth 250 points (25% of your overall grade) in this course. You will complete the final exam via Canvas. The final exam will be available during final exam week. You will receive a Canvas announcement with specific details and dates near the end of the term.

College Policies

Academic Integrity

Each student is required to follow Valencia's policy regarding academic integrity as set forth in the Student Handbook and Catalog. All work submitted by you is expected to be the result of your individual thoughts, research, and self-expression unless the assignment specifically states a group project.

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

The consequences for academic dishonesty are listed below.

1st offense:

- Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved

2nd offense:

- Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved
- Student meets with the dean of students and/or the dean of communications

3rd offense:

- Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Student receives an 'F' in the course.
- Student meets with the dean of students and/or the dean of communications.

Attendance

For online courses, attendance is determined by consistently logging in, accessing the course content, and completing course assignments on time in accordance with the syllabus.

If you are unable to participate in the course due to an emergency or illness, please communicate with me as soon as possible via Canvas message or Atlas email to request a Zoom meeting. During our Zoom meeting, we will review your progress in this course and discuss the possibility of completing any missed assignments so that your learning can progress in your course.

Initial Attendance Activity | “No Show” Policy

Class attendance and participation are required during the first week of the term. A student who does not complete the online assignments and does not participate in the course during the first week will be marked “No-Show” and will be officially withdrawn from the class during the No-Show Reporting Period. A student marked “No-Show” will be financially responsible for the course and a final grade of “WN” will appear on his/her transcript for the course.

You will need to complete and submit the first online assignment in this course in order to fulfill the initial attendance policy. Just logging into the course does NOT count as active participation and does not fulfill the initial attendance policy. The online assignment required to fulfill the initial attendance policy is an Orientation Quiz which must be submitted by **Sunday, January 16th at 11:59pm**.

For additional information, see [Valencia’s attendance policy](#).

Drop and Refund of Fees

The drop deadline is January 18th. It is your responsibility to ensure all your courses are dropped by the Drop/Refund Deadline listed in the [Important Dates and Deadlines](#) calendar. If you drop a course by the Drop/Refund Deadline, all tuition and refundable fees will be refunded. Please note that the application fee and certain other fees are not refundable. Refunds are processed by the Business Office approximately 15 business days after the Drop/Refund Deadline and weekly thereafter.

Course Withdrawal

The withdrawal deadline is March 25th. A student who withdraws from class before the withdrawal deadline will 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. It is the responsibility of the student to withdraw before the 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.

Student Code of Conduct

Students are expected to follow standards of classroom conduct outlined in the Valencia College [Student Code of Conduct](#). Any behavior that impedes or interrupts instruction, creates a negative classroom environment, and/or interferes with the teacher's management of the classroom will not be tolerated. In the case of the violation of the Student Code of 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. Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28:10-04

Valencia College Student Support Resources

Academic Advising

- Website: [Advising and Counseling](#)
- Email: advising@valenciacollege.edu

What to Expect:

- After clicking on the "Visit the Virtual Advising Center" button under Academic Advising, you will be placed in a virtual waiting room.
- From the waiting room, you will be admitted into the virtual Advising Center and greeted by the Advising Center support team. The support team will ask for your name, a copy of your photo ID, and the reason for your visit. Please note: If you are going to use a webcam to interact with an advisor, it's important that you dress appropriately, just like you would in a traditional, face-to-face meeting.
- You will then move into an advisor's virtual office or an empty breakout room until the next advisor is available. You will meet one-on-one with an advisor for individual assistance.
- At the conclusion of the meeting, you will select "Leave Meeting" to exit.

Answer Center

Have questions about college operations, financial aid, registration, admission, graduation, and other important topics? You can now connect with an [Answer Center](#) advisor virtually through Zoom. In the virtual answer center, student advisors can assist you with questions about admissions, financial aid, assessment, transcripts, residency, and more. Visit the [Answer Center](#) to get started.

You can also visit the virtual Answer Center through Zoom. You will be placed in a virtual waiting room and will then be admitted into the virtual Answer Center, where you'll be greeted by Answer Center team members. They'll then connect you with an advisor for one-on-one assistance.

BayCare Behavioral Health Assistance Program

Valencia College is interested in making sure that all its students have a rewarding and successful college experience. For that purpose, Valencia students can get immediate assistance with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as problems dealing with school, home, or work. Students have 24-hour unlimited access to the [Bay Care Services](#) confidential student assistance program phone counseling services by calling 1-800-878-5470. Three free confidential face-to-face counseling sessions are also available to students.

Career Center

Remote learning is an adjustment for everyone, but the college-wide Career Centers are here to help! Please visit the [Career Center](#) website to view its services and explore resources such as Candid Career and Big Interview.

[Big Interview](#) is a wonderful online resource that you can use to learn and practice your interviewing skills as well as explore a step-by-step guide on how to build a resume. Create your FREE Big Interview account using your Valencia email address by clicking here: [Big Interview](#)

Counseling Services

Valencia Counselors are here to provide you with guidance and support. Please visit [Counseling Support Form College-Wide](#) () to set up a non-emergency appointment. Please note that it may take up to 24 hours for a counselor to contact you. If you are experiencing a mental health emergency, please contact [Bay Care Services](#) at 1-800-878-5470 or call 9-1-1.

Enrollment Services

- Call: 407-582-1507
- Email: enrollment@valenciacollege.edu

Financial Aid

Contact FinAidOffice@valenciacollege.edu for financial aid questions, as well as for potential assistance with financial support.

Keep Learning

Visit Valencia College's [Keep Learning](#) webpage to get information on a wide range of resources and online learning tips.

Laptop Request

Valencia College has a limited number of laptops available on a first come, first serve basis for student use during this time. For questions, please email laptops@valenciacollege.edu or call Enrollment Services at 407-582-1507.

Library Guide (Quick Start)

Use this handy guide to learn about and gain access to all the library resources from home or on-the-go. Visit the [Quick Start Library Guide](#) to get started.

Monitoring COVID-19

Find information and a list of resources on what you need to know about the coronavirus at [Monitoring the Coronavirus \(COVID-19\)](#).

Office for Students with Disabilities

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.

Online Tutoring - EAP Distance Tutoring

Learning Support is available via Distance Tutoring. If you need help with Canvas, registering your MyEnglishLab student access code, or tutoring in any of your EAP courses, [EAP Distance Tutoring](#) services are available to assist you.

Online Tutoring - Brainfuse

As a Valencia student you have access to free, on-demand instruction and support from expert tutors across a wide variety of subjects with Brainfuse's online tutoring. From beginner to advanced, help is available in math, reading, writing, science, business, computers and technology, nursing, allied health, and career coaching. Log into any of your [Canvas](#) courses to access [Brainfuse](#). The link will appear in your course menu.

Wellness

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, substance abuse, and time management can interfere with your ability to succeed and thrive at the Valencia College. If you need assistance with any personal concerns, you can get immediate help through [Bay Care Services](#)

Disclaimer

Revisions to this course syllabus may be made by the instructor at any time during the term. You will receive a Canvas announcement from the instructor if the syllabus is revised.