

# VALENCIA COLLEGE

## EAP 1560C Syllabus – High Intermediate Grammar for English Language Learners Spring 2024 – Mixed-Mode Class

*This syllabus and any materials associated with it (dates, course outline, and any other relevant documents) are subject to change at my discretion.*

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|---|---|
| <b>CRN:</b> 23566   | <b>Professor:</b> Aurimar Lugo-Negron   |
| <b>Mixed-Mode Class</b>   | <b>Email:</b> <a href="mailto:alugonegron@valenciacollege.edu">alugonegron@valenciacollege.edu</a>  |
| <b>Credits/Hours:</b> 6   | <b>Face-to-Face (F2F) meetings:</b> every Tuesday 11:30 am-12:45 am, Build. 5, Rm. 251<br><b>Online engagement hours:</b> to get full credit for participation, you will have to complete all of your online modules on a timely basis. |
| <b>“Office” hours:</b><br>Throughout the course, I will be available for help by email, in Canvas Discussions, or by Zoom conference. Please feel comfortable speaking with me, asking questions, and clarifying information or concepts. ☺ I check email and questions Mon.-Fri. until 5 p.m. and reply within 1 business day. Emails or Discussion questions received after 5 p.m. on Fri. will be answered on Mon. (unless it is a holiday). |   |

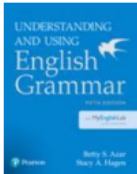
**\*This syllabus is a contract between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract in its entirety and to adhere to all policies and procedures within the syllabus.**

### REQUIRED TEXTS, MATERIALS, AND RESOURCES:

Valencia College home • Spring 2024 Credit Courses • West Campus • English for Academic Purposes

#### EAP1560C 23566 - HIGH INTERM GRAMMAR FOR ELL

Aurimar Lugo Negron



**Understanding and Using English Grammar, SB with MyEnglishLab (Ed. 5)**  
by Azar, Betty S., Hagen, Stacy A.

**New** **\$87.63**

Ready to ship!  
Free Shipping

**ADD TO CART**

Students must purchase this item in new condition.

- Understanding and Using English Grammar with access code for [My English Lab](#)
- **This book MUST BE NEW. You cannot have a used book for this course.**
- Computer/internet access - This is a mixed-mode course that requires you to have a computer, reliable Internet, and Word processing capabilities. There is a **required online lab**

**component.** You are responsible for completing the lab assignments by the deadlines assigned. There are labs and computers on campus if you do not have a computer or the internet at home. **Lab Course ID: F4AK-AKAE**

- You are responsible for completing all online assignments by the deadlines assigned and, in the format, assigned (ex., submitted through Canvas Assignments, Quizzes, or Discussions).
- Sufficient time to study/review and to complete assignments: You need to spend approximately 9-12 hours per week to succeed in this course (and in every course you are taking) by doing all assigned readings, video viewings, note-taking, exercises, assignments, and online labs. Please note that having a full-time job and/or family responsibilities does not change the expectations for college-level studying.

**PREREQUISITE/COREQUISITE:** Demonstration of the required level of English proficiency OR a minimum grade of a C in EAP 0460.

**COURSE DESCRIPTION/OBJECTIVE:** Students develop the ability to use high-intermediate grammatical structures, verb tenses, and parts of speech appropriate to writing and speaking. Required lab work is a component of this course. A departmental final exam is required. A minimum grade of C is required for successful completion. College credit may apply.

**COMPETENCIES:**

- correctly identify, use, and edit simple tenses: simple present, simple past, simple future ("will" and "going to")
- correctly identify, use, and edit perfect tenses: Present perfect (unspecific time in the past with ever/never/yet/already and action beginning in the past and continuing to the present with for/since), past perfect, future perfect
- correctly identify, use, and edit progressive and perfect progressive tenses: present progressive, past progressive, future progressive, present perfect progressive, past perfect progressive
- correctly identify, use, and edit in all tenses: non-action verbs, irregular verbs, time clauses, passive voice, question formations, negative formations, modals, comparative use of tenses
- correctly identify, use, and edit: parts of speech, comparatives vs. superlatives, participial adjectives, real and unreal conditionals, gerunds vs. infinitives

**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.

**CLASSROOM POLICIES:**

**ATTENDANCE AND PARTICIPATION:** Attendance in the course is shown through your active participation in class activities online. Each weekly module begins on Monday and ends on Sunday. You should work on the weekly assigned activities throughout the week. Do not wait until the weekend to begin working on your assignments. Students can expect to spend 9-12 hours each week on this course. If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

### **NO-SHOW POLICY | REQUIRED ATTENDANCE ACTIVITY**

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. In an online course, attendance is shown through participation in course activities and submission of required course assignments. If you do not login to the course during the first week and complete the Week 1 Required Submissions, you will be withdrawn from the class as a "no show" during the No-Show Reporting Period. Just logging into the course does NOT count as active participation and does not fulfill the required attendance activity. 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.

**FOR MORE INFORMATION REGARDING VALENCIA'S ATTENDANCE POLICY, CLICK ON THE LINK BELOW.**

<https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>

### **REQUIRED SUBMISSIONS / LATE WORK**

**Assignments** - Assignments (including discussion boards, writing assignments, and My English Lab assignments) can be submitted up to one week after the posted due date. 25% will be deducted from the grade for any assignment turned in late. No late assignments will be accepted more than one week after the assignment's due date.

**Quizzes and Tests** - Quizzes and tests must be submitted by the posted due date. No late submissions will be accepted for quizzes and tests.

### **IMPORTANT DATES:**

Please check the [Academic Calendar](#) and plan your appointments and travels accordingly.

Here are some of the key dates you should be aware of:

- ❖ Day and evening classes begin: Jan. 8
- ❖ Drop/Refund Deadline (11:59 p.m.): Jan. 16
- ❖ Withdrawal Deadline "W" Grade (11:59 p.m.): Mar. 15
- ❖ Final Exam: Week of April 22-28
- ❖ Classes end: April 28
- ❖ Grades are viewable in Atlas: April 30
- ❖ No Classes: MLK – Jan. 15; Spring Break – March 18-24

**EXTRA CREDIT** There is no extra credit on this course. EAP course outcomes are designed to ensure students develop skills needed for success in future courses. Students show mastery of course outcomes through the completion of required assignments.

**ACADEMIC HONESTY:** Cheating and Plagiarism - This course is designed to develop YOUR college-level skills in writing and using grammar. Therefore, you must complete assignments individually with your ideas and in your own words. Do NOT use any outside sources for any of your assignments in this course. Any submitted work that is not created and written by you and is not given proper citation means that it has been copied or plagiarized. Cheating is copying information from another source or allowing someone to copy your assignments. (Just say NO!) Plagiarism is the act of copying someone else's ideas, words, or information from a magazine, book, article, or website, for example, and submitting it as your work. Cheating and plagiarism, whether intentional or unintentional, are unacceptable, are detrimental to your learning, will not be tolerated, and will result in severe consequences. You must complete assignments individually. If you copy any information, assignments, tests or quizzes from another student or source (such as from a book or magazine or the Internet) or share information with another student, the consequences will range from receiving a zero on the assignment to receiving an F in the course. Work individually on your assignments! Please be advised, as per standards of academic integrity and honesty, that ALL of your assignments must be completed individually and must be your original thoughts and answers without the use of outside resources unless your instructor states otherwise.

**GENERATIVE ARTIFICIAL INTELLIGENCE (AI) (E.G., CHATGPT AND TRANSLATION TOOLS)**

Because of the importance of each student being fully engaged in the learning process, the use of generative AI is prohibited in this course. The aim in this course is to ensure that you write, read, and think in your own fresh ideas in your own words to communicate in your voice; develop your critical thinking and problem-solving skills; formulate, organize, and express your own creativity, opinions, and ideas; and develop in your use of and proficiency in the English language without the use of automated tools. Students engaging in the learning process without relying on AI-generated content allows them to own their learning journey from start to finish. As a result, you will individually engage with the course material by formulating and presenting your original ideas and insights. If a student is suspected of using AI inappropriately in this course, any assignment in question will be investigated and evaluated per the guidelines of academic dishonesty (as outlined in the presentation below). I may also request an in-person meeting to discuss the assignment and the evaluation of the assignment with the student. If the suspicion is confirmed, appropriate disciplinary actions will be taken. Per the presentation below, the consequences will range from a zero on the assignment in question at the first violation to an F in the course at the third violation. As the use of AI is prohibited, students need to adhere to the course policies to ensure a fair and equitable learning environment for all.

**EAP West Academic Dishonesty Levels 5-6** Students are expected to do work that is completely a result of their own efforts - **NO EXCEPTIONS.**

**CONDUCT FOR A POSITIVE ONLINE LEARNING ENVIRONMENT:**

To maintain a positive online learning environment, please follow these guidelines for civil conduct. Failure to follow these guidelines demonstrates that you are not engaged in learning, and you may be asked to leave class and/or meet with the Dean:

- ✓ Participate actively, ask questions, and take a proactive role in learning.
- ✓ Practice academic honesty always and do your own work (no cheating, copying, plagiarism, or other forms of academic dishonesty).

- ✓ Always show respect for classmates and the instructor.
- ✓ Practice professional interpersonal communication skills and use polite “netiquette” when posting ANYTHING:
  - Use academic English for all activities and discussions (no profanity, respectful tone, complete sentences).
  - Identify yourself by your real name. Be mindful of your personal safety, and avoid including personal information, such as phone numbers or addresses, in discussion forums.
  - Write in the first person (this is your opinion).
  - Use humor, joking, or sarcasm with caution. We often rely on non-verbal cues such as facial expressions to communicate joking or sarcasm, but these cues are not always clear in an online environment. These cues can be simulated with emoticons to reduce misunderstandings.
  - What you write is public—respect your audience, use appropriate language, and show courtesy and respect for others' opinions.
- ✓ Not following these rules is considered “disruptive behavior” that violates the Student Code of Conduct.

**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.

### **CONTACT YOUR INSTRUCTOR**

The best way to contact me is through Canvas Inbox. I check Inbox messages regularly throughout the week. If you email me outside of Canvas at [alugonegron@valenciacollege.edu](mailto:alugonegron@valenciacollege.edu), you must use your Valencia email to contact me. I will not respond to any emails sent from an address that is not a Valencia email address. In the subject line, put the course number and your name. I will respond to you within 24 hours Monday through Friday. If you email on Friday, I will respond to you on Monday. You can also schedule a one-on-one appointment with me. Send me an Inbox message stating which day and what time you'd like to meet and your preferred method of contact—email or Zoom--and I will schedule this with you.

### **EMAIL ETIQUETTE**

When writing a message, it is important to use appropriate email etiquette and state your question clearly. If I cannot understand your question, I will not be able to respond appropriately.

- ✓ Begin with a greeting: Hello, Professor Lugo.
- ✓ Write a concise message.
- ✓ Conclude with your name, course name (EAP 1560), and course CRN.

Example Email:

Hello Professor Lugo,

I hope you are having a nice day. I am working on my paragraph for Writing Assignment #2, and I want to make sure I am responding appropriately to the writing prompt. I have attached the first two sentences of my paragraph here. Could you check my ideas and let me know if they are OK?

Thanks, and have a nice day.  
Student Name Here  
EAP 1560 (CRN)

### **CANVAS NOTIFICATIONS**

If you do not currently receive notification of Canvas announcements on your phone, email or other accounts, I suggest revising your settings to receive these notifications. I will use the announcements to communicate with you regularly. For instructions on how to revise your settings to receive notifications, go to <https://community.canvaslms.com/videos/1072-notification-preferences-all-users> .

### **NETIQUETTE**

When engaged in online interaction, it is important that we all follow netiquette. Some netiquette guidelines to follow are:

- ✓ Treat your instructor and classmates with respect in email or any other communication.
- ✓ Use clear and concise language.
- ✓ When you contact your instructor with a question, be specific. The instructor cannot help you if she does not know what you are asking.
- ✓ Don't type in ALL CAPS! If you do it will look like you are screaming.
- ✓ Remember that all college-level communication should have correct spelling and grammar (this includes discussion boards).
- ✓ Don't write anything that sounds angry or sarcastic even as a joke because without hearing your tone of voice, your peers might not realize you're joking.
- ✓ Always remember to say "please" and "thank you" when asking for help from your instructor or classmates.
- ✓ Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
- ✓ Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- ✓ Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
- ✓ Be forgiving. If your classmate makes a mistake, just let it go.
- ✓ Be thoughtful about sharing personal or sensitive information and do not share information posted by your classmates with others to protect their privacy.

### **TECHNOLOGY REQUIREMENTS**

For this course, you will need:

- Active Valencia Atlas email account
- Internet access
- Microsoft Word software - It is free for you to download Microsoft Office through ATLAS. (Instructions. ) Students should verify computer software and hardware requirements to ensure coursework can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer or tablet is required for this course. Students are encouraged to download the Student Canvas app to their mobile device. However, this is not required.
- Internet Browser - The latest versions of Firefox, Chrome, and Safari are all good choices for working in Canvas.
  - ✓ Download Google Chrome.
  - ✓ Download Mozilla Firefox.
  - ✓ Download Safari. (Mac OS only.)



- Valencia College also provides student support and resources for general technical issues or frequently asked questions.
- Technical Skills - Students should consider the basic computer skills needed to be successful in this course, which include:
  - ✓ Reading and responding to emails
  - ✓ Software application skills (PowerPoint, Word, Office365, etc.)
  - ✓ Accessing My English Lab to complete assignments and assessments
  - ✓ Copying and pasting
  - ✓ Saving files in different formats
  - ✓ Working with attachments
  - ✓ Submitting assignments through Canvas
  - ✓ File management

**TECHNOLOGY PRIVACY POLICIES** Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA), including third-party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- ✓ Valencia College privacy policy
- ✓ Canvas privacy policy

**LEARNING SUPPORT CENTERS** Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skill shops to students. To locate available resources for the campus closest to you, view the [Learning Support website](#).

**LIBRARY** At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs, and streaming videos to support course-related research and other learning needs. Learn about how to access and use these resources and view the [Library website](#) for more information.

**STUDENTS WITH DISABILITIES** Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact [OSD](#) at 407-582-2229.

### **BAYCARE STUDENT ASSISTANCE SERVICES**

Valencia College strives to ensure 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. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

**BRAINFUSE** is an online tutoring tool available to all Valencia students. You can access [Brainfuse](#) through the link. If you need tutoring assistance outside of the hours provided by Valencia's tutoring team or if you need tutoring in a subject that is not offered through

Valencia's online tutoring (e.g., nursing and information technology), you can access additional tutoring services through [Brainfuse](#).

**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:**

**10% - [My English Lab](#) Practice Activities** - These activities are completed in My English Lab. You have unlimited attempts.

**10% - [My English Lab](#) Chapter Tests** - These activities are completed in My English Lab. You have one attempt with unlimited time.

**10% - Discussion Board Assignments** - These activities are completed in Canvas. You respond to a discussion board prompt to show your ability to use the grammar forms being studied. They are graded using a rubric attached to the assignment.

**20% - Speaking and Writing Assignments** - Speaking assignments can be recorded and submitted through Canvas or can be recorded and uploaded to be submitted through Canvas. Writing assignments are completed in Word and submitted through Canvas. For both speaking and writing assignments, you respond to a prompt and use the grammar forms being studied. All required grammar forms are listed in the assignment instructions. They are graded using a rubric attached to the assignment.

**15% - Canvas Quizzes** - There are four Canvas quizzes. For each quiz, there is a practice quiz posted to help you prepare. You have one attempt to complete each Canvas quiz. The time limit is posted on the quiz.

**10% - Midterm Exam** - The midterm exam is completed in Canvas. It is a 50 question, multiple choice exam. You have one attempt (one hour and thirty minutes) to complete the exam.

**25% - [Final Exam](#)** - The final exam is completed on Canvas. It is a 50 question, multiple choice exam. You have one attempt (two hours) to complete the exam. The final exam is a departmental exam that will be administered during finals week and posted on the [Valencia College Academic Calendar](#).

**\*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.