

VALENCIA COLLEGE

EAP 1640C Syllabus **Advanced Academic Writing for English Language Learners**

CRN Section: 30567 | Credits: 3

Class meets every Monday & Wednesday, 12-1:45 p.m., Osceola Campus, Building 1, Room 104

This syllabus and all materials associated with it are subject to written or verbal change at the discretion of the professor. Changes made will be announced in class and in Canvas Announcements.

Revised and updated 6/4/24

Professor / Communication

Professor Aurimar Lugo-Negron

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Please feel comfortable talking with me:

- Before, during, or after class
- Send me a Valencia email or Canvas Inbox message.

We professors teach several classes and lots of students! So that I can best assist you, please include the following in your emails:

- title/heading (ex., EAP1640 Writing - Question about the lab)
 - a greeting (ex., Good Afternoon, Prof. X)
 - your full name as listed at Valencia College (ex., This is X from your X class.)
 - your question or concern (ex., I'm writing to ask about X.)
 - documentation needed to help your professor understand the issue (ex., screenshot, etc.)
 - a closing and your name (ex., Thank you, Regards, X)
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Important Dates - Summer Semester 2024

Following the [Academic Calendar - Important Dates](#), here are key dates you should be aware of. Please plan appointments and travels accordingly:

- Summer Semester classes begin: May 6, 2024
- Drop-Refund Deadline: May 13 (11:59 p.m.)- Students must drop by this deadline to receive a refund of tuition.
- No Show Reporting Period: May 15-24 – Students who do not attend in Week 1 will be reported as a No Show and withdrawn by the professor from the class. They will be responsible for all payments. See Point #2 above.
- Student-initiated Withdrawal Deadline: June 28 (11:59 p.m.) – Students must withdraw by this date if they are not able to successfully complete a class.
- EAP1640 Final Exam: Week 12 - Monday, July 22nd, 2024, from 11:30-1:45
 - Important: For the writing final exam, class will begin 30 minutes earlier than our usual start time.
- Semester ends: July 30
- Grades are viewable due in Atlas: August 2nd, 2024 (9 a.m.)
- Classes do not meet | Valencia College is closed:
 - May 27th (Monday) – Memorial Day
 - July 4th (Thursday) - Independence Day

EAP1640 Course Information

In this course, we will be exploring the ways in which you can advance your writing skills. You will do this by participating in each step of the writing process and spending lots of time working on both sentence level skills and critical thinking skills. If you dedicate sufficient time and effort, you will quickly see an improvement in your writing, which is a key skill for all college classes.

Course Description: Students develop skills in planning, writing, revising, and editing sentences, paragraphs, and essays at the advanced level. Students utilize online learning resources related to the coursework. A departmental final exam is required. A minimum grade of C is required for successful completion. College credit may apply. **Prerequisites:** Demonstration of required level of English proficiency or minimum grades of C in EAP 1540C and EAP 1560C or EAP 1585C.

Corequisites: EAP 1560C

Course Learning Objectives – EAP1640 students will:

1 - Distinguish formal and informal written communication.

- Identify grammar and vocabulary consistent with the written communication context

2 - Comprehend and use advanced level writing skills to develop sentences, paragraphs, and essays.

- Construct simple sentences
- Construct compound sentences containing
 - coordinating conjunctions (for, and, nor, but, or, yet, so)
 - conjunctive adverbs (as introducers and interrupters)
- Construct complex sentences containing
 - adverb clauses (as appropriate for rhetorical patterns)
 - adjective clauses (subject, object, possessive, place, and time)
 - reduced adverb and adjective clauses (vs. misplaced modifiers)
 - noun clauses
- Construct compound-complex sentences
- Utilize sentence variety
- Edit sentence errors (fragments, run-ons, comma splices, and misplaced modifiers)
- Utilize word choice and word form (noun, verb, adjective, and adverb forms) consistent with the written communication context
- Utilize parallel structure
- Apply subject-verb agreement
- Apply rules of capitalization
- Apply rules of punctuation (review and practice as needed)
 - end punctuation
 - semicolon and comma with conjunctive adverbs
 - commas
 - items in a series
 - in compound sentences
 - after introductory phrases and dependent clauses
 - with interrupters
 - quotation marks if quotes are used in the essay
- Utilize the writing process (pre-writing, developing, revising, and editing)
- Construct multi-paragraph essays that contain
 - introductory paragraph
 - thesis statement with main idea
 - body paragraphs with topic sentences
 - major points supported with minor details and specific supporting examples
 - explanation of relevance of these points to main idea
 - concluding paragraph with restatement of main idea and closing comments to the reader
 - cohesive devices (transition signals for major points, appropriate connectors and transitions for sentence relationships)

- format (indented, double spaced, 1” margins, typed unless done in class, out-of-class writing to be submitted in Learning Management System with plagiarism checker)
- Utilize rhetorical/organizational patterns. Suggested patterns: persuasion/argument, cause-effect, comparison-contrast, problem-solution, summary-response, read-to-write response

3 - Demonstrate technology skills consistent with the course level

- Utilize the college-approved learning management system
- Utilize online learning resources related to the coursework

Required Textbook: No textbook is required for this course. All learning materials will be provided in class and in Canvas Modules.

Other Materials:

- **8.5 x 11 notebook paper, pen, pencil, whiteout, highlighters for note-taking**
- **Optional - 3-ring binder for organizing and accessing course handouts**
- **Microsoft Office** - Some of the study resources in this class are MS Word documents and you will be required to turn in some typed assignments. Valencia College offers Microsoft Office (which includes Microsoft Word and PowerPoint) for **free to all students**. [Click here](#) to learn how to download the MS Office software through Valencia/Atlas. Important Note: Some of the MS Office features are not available if you only use Office 365 in the Cloud without downloading it.
- **Laptop computer and printer access** - You will complete some learning activities, assignments, and tests in Canvas during class time and outside of class. **Please bring your laptop computer to class**. If you don't have a laptop computer, please let your professor know and laptops will be provided on test days. You will need to print out and turn in some assignments; you may also find it helpful to print the study handouts and resources posted in Canvas modules.
- **Dictionary** - Any electronic or paper English-English or bilingual/translation dictionary.

Valencia Policies | EAP1640 Course Policies

Attendance, Late Work, and Makeup policies:

- **Attendance/Participation:** Regular attendance and regular class participation are significant factors that will promote success in this face-to-face class. **A maximum of 3 absences is permitted in this face-to-face class which meets twice per week.** Additional absences will reduce your course grade. If you do not attend class and/or do not submit coursework for a period of 8 consecutive days, you will be contacted, and if there is no communication from you within 48 hours, you will be withdrawn by the professor.
- **Course Late/Makeup Work Policy:** Please strive to submit your work on time. However, if something unexpected happens and you are unable to submit an assignment on time, you may complete assignments (but NOT tests) late. Learning activities late, the Canvas Gradebook will automatically deduct points for those late assignments (-10% per day or partial day late).
- **Departmental EAP final exams are required and comprise 25% of the final grade. They must be taken during the assigned final exam timeframe(s).** The final exam(s) will not be offered earlier or later to any student unless a student has documented proof of a medical or life emergency; the medical documentation must be submitted to the instructor by email or Canvas notification within 24 hours of the student's medical release. Please plan your semester accordingly and check the date(s) of the final exam(s) stated either in the syllabus and/or calendar.

Valencia No Show Policy:

- If you do not attend the class during the first week and do not notify me, you will be withdrawn from the class as a "[no show](#)." You will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

Valencia Withdrawal Policy:

- Before withdrawing from a course, refer to the [Valencia Withdrawal Policy](#) and talk with your professor to discuss your progress in the course, and speak with an Academic Advisor to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid. You should be aware that course withdrawals
 - will increase the cost of your education.
 - may affect your financial aid status and may require repayment of federal financial aid.
 - may affect your transfer grade point average.
 - may result in your having to pay the full cost of instruction fee to retake the course.
 - may affect your anticipated graduation date.
 - may result in your being denied access to limited access programs.
 - may affect your eligibility for the Honors Program.
 - may affect your immigration status if you are attending Valencia on a non-immigrant visa.
 - will result in your required repayment of course fees paid by a Bright Futures scholarship.

Valencia Student Conduct Policy:

- Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

Valencia Academic Integrity Policy (revised 2024):

All forms of academic dishonesty are prohibited at Valencia College, as outlined in the [Academic Integrity Policy](#). Violations of the Academic Integrity policy include the following:

- Plagiarism: A form of intellectual theft in which a student presents work done by others – in writing or orally – as their own work. All of the following are considered plagiarism:
 - using AI on any part of an assignment, unless authorized by the professor
 - turning in someone else's work as your own
 - copying words or ideas from someone else without giving credit
 - failing to put a quotation in quotation marks
 - giving incorrect information about the source of a quotation
 - changing words but copying the sentence structure of a source without giving credit
 - copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Cheating (including the unauthorized use of AI): A form of dishonesty in which a student misrepresents their mastery of the course content or clinical experience. Cheating applies to examinations, labs, assignments, presentations, clinical experiences, online discussions, and any other form of learning assessment.
- Misrepresentation of Academic Experiences, Ability, or Effort: Providing false or misleading information concerning academic background or academic work.
- Unauthorized Access: Unauthorized access refers to acquiring or forcing unauthorized access to property, information, academic resources (including exams and other assessment materials), or other materials that belong to another student, faculty member/instructor, or department.

The Faculty member maintains the academic prerogative to apply academic penalties deemed appropriate following any interaction with the student on the matter, in accordance with Policy 6Hx28:8-11. These penalties may range from a zero on the assignment to ultimately an F in the course.

International Student Policy:

- It is the responsibility of international students (not their instructors) to maintain their immigration status. Contact Valencia's [International Student Services office](#) to ensure that you understand your responsibilities as an International Student.

- International students must be enrolled in and complete a minimum of 12 credit hours during the fall and spring semesters. A grade (A, B, C, D, or F) must be earned in each of the 12 credit hours and does not include withdrawals (W).
 - Withdrawal from any course may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours.
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HB233/Recording Policy:

- Students may record video and/or audio of class lectures for personal use to support your learning and provide a resource for review. To be respectful of your peers' rights to privacy, you may not record your peers during lectures, class discussions, student presentations, labs, group work, or private conversations. Further, you may not publish or share recordings without your instructor's written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance.
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HB7/Diverse Viewpoints Policy:

- Your peers and instructor hold diverse ideas and viewpoints. Our viewpoints may agree or disagree, but we will always be respectful of other opinions as provided by the law and as expected in an academic environment. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.
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Copyright Policy:

- To avoid copyright infringement, any materials produced specifically for this class can **only** be used during this term for this class.
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Student Privacy/FERPA Policy:

- Valencia College is committed to privacy rights in accordance with [state and federal laws pertaining to student privacy](#), as well as College policies and procedures that have been implemented to help guarantee student privacy.
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Determination of the Final Course Grade

Type of Assignment	% Toward Final Grade
Attendance and Learning Activities <ul style="list-style-type: none"> Attendance/active participation is a significant factor in success. Learning Activities help students learn, practice, and assess their writing and editing skills. 	15%
Writing and Editing Assignments (Working through the Writing Process) <ul style="list-style-type: none"> These assignments help students learn to brainstorm, organize, write, revise, and edit academic sentences, paragraphs, and essays consistent with the purpose and academic level (create an outline; write an effective thesis statement for an essay; write effective topic sentences for body paragraphs; use appropriate transitions and cohesive devices; develop a point with relevant and adequate supporting details; write an effective conclusion; use sentence variety; and write complete and correct simple, compound, complex, and compound-complex sentences) 	40%
Quizzes – Students demonstrate the ability to <ul style="list-style-type: none"> identify correct sentences, identify paragraph and essay structures use grammar consistent with the EAP level and context write simple, compound, complex, and compound-complex sentences edit sentence and grammar errors 	20%
In-class Timed Essays with plagiarism check <ul style="list-style-type: none"> Students demonstrate ability to produce writing consistent with the purpose and academic level. 	20%
Final Exam (no retakes) – Timed Essay with plagiarism check	10%
Total Possible	100%

Extra Credit: Extra credit is not given on an individual basis; it may be offered to the entire class.

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%

Grade Grievance: Students have recourse through the [Student Academic Dispute Resolution](#) process to seek a fair determination for the assignment of a final course grade.

Student Special Needs

Students with Disabilities and Special Needs

Students with disabilities who qualify for academic accommodations must provide their professors with a letter from the [Office for Students with Disabilities \(OSD\)](#)

- Osceola Campus 2-102, tel 407-582-4167
- OSD will determine reasonable and appropriate accommodations based on your specific need. This may include assistance with classroom accommodations, adaptive equipment, training with assistive technology, and referrals to campus and community services to provide you with additional help.
- You may request services at any time; however, we encourage you to request accommodations as early as possible in order for services to be available on the first day of your classes.

Free, Confidential Counseling and Support

- We all sometimes need help to deal with challenging situations at school, home, or work. Valencia has many [mental health awareness resources](#) to assist you.
 - In addition to Valencia Counselors, BayCare Behavioral Health is a service that Valencia College contracts with to provide local mental health services to students needing support for stress, suicidal ideation, anxiety, anger, sexual/gender identity, depression, unhealthy relationships, self esteem, substance abuse, grief/loss, and adjustment difficulties. **Call (800) 878-5470.** BayCare's information is available on the back of the Valencia Student I.D. cards.
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Syllabus Disclaimer

Having read and gone over this syllabus and by remaining enrolled in the course, you are entering into a contract to complete the course requirements and respect classroom policies. The above information, as well as the course schedule, is subject to written or verbal change at the discretion of the professor. Changes made to course requirements or the course schedule will be announced in class, through Canvas Announcements, and/or Valencia email.