EAP I640C

Advanced Composition for English Language Learners
Professor Lugo-Negron

CRN: 21389

Professor Aurimar Lugo-Negron

Email: alugonegron@valenciacollege.edu

Office Hours: By appointment only

Instructional Method
This is a mixed-mode course. Students will be required to attend a weekly face-to-face meeting campus every Wednesday, 10:00-11:15 am, in the assigned classroom (5-253) and spend 3-5 hours per week outside of the scheduled meeting times completing learning activities and working on required assignments through Canvas.

Pre-requisite
Minimum grades of C in EAP 1540C and EAP 1560C, or EAP 1585C .

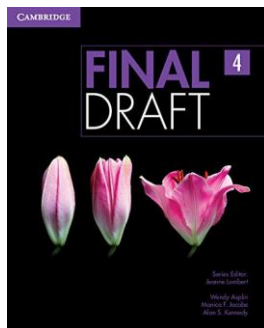**Course Description/Objective**
Students will develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the advanced level. A departmental final exam is required. A minimum grade of C required for successful completion.

Competencies
1) narrow a broad topic, (2) select an appropriate pre-writing technique, (3) develop a thesis, (4) support the thesis, (5) construct an organizational plan/pattern, (6) write an introductory paragraph, (7) write body paragraph(s), (8) write a concluding paragraph, (9) write the first draft of the essay, 10) revise the essay, (11) edit for grammatical errors, (12) edit for mechanical errors, (13) produce a final multi-paragraph essay, (14) identify elements of effective writing from reading selections in the disciplines, (15) perform other academic writing tasks.

Required Materials

For EAP 1640C, you are required to purchase the textbook below. It is available for purchase from the Valencia College Campus Store. (Links to an external site.) (See the instructions below.) You must purchase your books as soon as possible as we will begin working from the textbook from the second week of class.

Final Draft Level 4

- **Final Draft 4 with Writing Skills Interactive (Online Learning Pack)** ISBN 9781107495586
- Microsoft Word
- Access to a computer or tablet with a reliable Internet connection

To purchase an e-book, click on the following website-->
https://shopusa.blinklearning.com/en/undefined-15923/35315

Purchasing Textbooks

To purchase your textbook, go to the following link and follow the instructions below. Link:
Valencia College Bookstores

1. Click on Get Your Books.
2. Log into Atlas with your Valencia username and password.
3. Select the currently registered term and click on the Submit button.
4. You will be redirected to your Student Detail Schedule, where you can view courses in which you are currently enrolled.
5. On the Student Detail Schedule page, select the text Click here for all of your course materials.
6. A list of all your course materials will populate. Add the course materials you wish to purchase by clicking on the Plus Sign (+).

**Online assignments will begin the first week of class. Students who do not have their textbooks will not be able to complete their assignments on time.

Expectations of Students

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- This is a three-hour course. Therefore, students can expect to devote 9-12 hours each week to this course.
- Students are expected to read the professor's feedback and review the grading rubric in order to improve their writing skills.
- Students are expected to reply to the professor's emails so that she knows that you read it.

- Students are expected to read and follow the syllabus and respect the deadlines.
- 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 Valencia College's Peace & Justice Institute.

Expectations of Instructor
- The instructor will provide a variety of feedback on submitted assignments within seven days of the original due date of an assignment.
- The instructor will provide multiple opportunities to demonstrate your learning progress (See Course Schedule).
- The instructor will reply to emails the same day if they are sent during her office hours. (See communication policy).
- The instructor will address students following the guidelines as indicated through [Our Practice of Respect and Community Building](#) from Valencia College's Peace & Justice Institute.

Important Dates

First day of classes: January 8th, 2024.

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 in the second week. In an online course, attendance is shown through participation in course activities and submission of required course assignments. A student who 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 **Jan.18 - Jan. 27.** There will be no exceptions (unless due to an emergency with official written documentation).

Attendance: Our class meets in person once a week in room 5-253 (**Wed., 10:00-11:15 am**). You are expected to attend each in-person class on time. Attendance in the online portion of our course is also required and is shown through your active participation in class activities online. Due dates and method of submission for all assignments are posted in Canvas. In addition to the in-person meeting, students can expect to spend 3-5 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 to create a plan to complete any missed assignments so that your learning can progress in our course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

Drop/Refund Deadline: To get a refund for the course, students must withdraw from the class in Atlas by the Drop/Refund Deadline on Jan. 16. After that date, refunds will not be issued.

Withdrawal Deadline: Students who find they cannot complete the course have the option to withdraw March 15. Withdrawing from a course will result in a 'W' on your transcript, and you will be required to repeat the course.

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, at 407-582-5400.

Final exam: April 22-28
The semester ends: April 28

College Closed (Credit Classes Do Not Meet)
January 15 (MLK Jr. Day)
March 18-24 (Spring Break)

Evaluation & Grading Scale
Assignments will be graded within one week of submission.

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:

- CambridgeOne Lab Assignments: 5%
- Timed Essays: 30%
- At Home Writing: 20%
- Discussion Assignments: 5%
- Online Practice Assignments: 5%
- Midterm Essay Exam: 10%
- Final Exam: 25%

Assignments
CambridgeOne Lab Assignments

Directions:

Online lab assignments are part of this course. To complete them, you have to create a Cambridge account.

1. First, go to https://www.cambridgeone.org/login
2. Watch a tutorial video below on how to create a Cambridge account.

3. You will have to enter the access code that you purchased with the textbook and my class key: _____
4. Make sure to save this link and your login credentials, for you will need them for the rest of the semester.
5. Each week, you will get more details about which units you are required to complete.

Important: The units on the Cambridge account do not correspond to the chapters in your textbook, so it is important that you always read my directions carefully.
[How do I log in (learner)?](#)
[How do I activate my digital content and join a class (learner)?](#)

Reach out to Jim Goldstone at james.goldstone@cambridge.org or 305-409-5382 with questions.

Discussion Board Assignments

- There will be a few discussion posts where you will be asked to share and support your opinion. Your posts should be original, developed, and substantive. In order to have insightful discussions, no late discussion posts will be accepted.
- Before sharing your ideas, you should proofread your sentences to make sure there are no grammatical or punctuation errors. You also make sure you stay and fully answer discussion questions.
- You will not see what your classmates had posted until you share your initial post.
- You should read as many of the peers' original comments as possible for each discussion board, for it is a great way to be engaged in the class activities, make friends, and be exposed to new ideas.
- 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!
- Be thoughtful about sharing personal or sensitive information and do not share the information posted by your classmates with others to protect their privacy.

Copyright Policy
To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for his class.

Attendance Policy
You are expected to attend online classes for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. For online courses, attendance is determined by consistently logging in and accessing the course content and completing courses in accordance with the syllabus. You are expected to attend online classes for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. For online courses, attendance is determined by consistently logging in and accessing the course content and completing courses in accordance with the syllabus. In the event of an absence from a classroom course or the inability to participate in an online course, you should contact your professor as soon as possible to indicate the reason.

Make-Up/ Late Work Policy
Each assignment contains a due date. Assignments coincide with course topics and help to prepare/review the important course content, so it is important that you stay current with our assignments to have the richest learning experience possible. <mark>**No late work will be accepted**</mark>.

Guidelines for Course Communication
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.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Remember to keep e-mails professional, so do not write personal attacks, which can be interpreted as "bullying" behavior. If your tone and/or language are inappropriate, I will bring it to your attention. Sometimes, this happens due to the language barrier; thus, it is a great learning opportunity.
- 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.
- Make sure to start your emails with a salutation. Address the recipient by name to add a personal touch to your email, for example, "Hello, Professor Lugo-Negron," "Good morning, Ms. Lugo-Negron."
- Avoid slang terms such as "wassup?" or "hey" and texting abbreviations such as "u" instead of "you."
- Stay on topic. Don't post irrelevant links, comments, thoughts, emojis, or pictures.
- Always remember to say"please" and "thank you" when soliciting help from your instructor or classmates.
- Remember that all college-level communication should have correct spelling and grammar. Poorly edited messages cause confusion.
- Finally, be clear. Tell me what I can do to help you. Writing "I am sick" or "I will be late to submit my homework," does not tell me what kind of professional assistance you may need from me.

Academic Honesty
You must complete all assignments yourself without help from another person or other sources, like magazines, books, or the internet, unless I state otherwise. Cheating is copying from another student or allowing another student to copy from you. Plagiarism is taking someone else's ideas or words and turning them in as your own work.

All work submitted must be totally original, which means you cannot submit the same work for 2 classes or 2 different professors. This is called self-plagiarism. Do not read a website, change a few words, and assume it is acceptable. Part of this course is showing me you can think for yourself. Letting someone else think for you is not acceptable in this class. For more information about Valencia Colleges' policies on Academic Dishonesty, go to http://valenciacollege.edu/generalcounsel/policies.cfm, Volume 8: Students.

Cheating and plagiarism will not be tolerated. **Any instance of cheating or plagiarism the following consequences will apply:**

1st offense:

- The Incident is reported as "Information-only" to the dean of communications and 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:

- The 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.
- The student meets with the dean of students and/or the dean of communications.

3rd offense:

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

Using Generative AI in Coursework Examples of AI in everyday life include face recognition, smart cars, apps, and Google predictive search algorithm to mention a few. It is up to you how you use AI in your daily life. HOWEVER, translators and ChatGPT, also examples of AI- are **NOT ALLOWED** in this class. I firmly believe in the value of students engaging in the learning process without relying on AI-generated content. I want you to develop your critical thinking and problem-solving skills independently, owning your learning journey from start to finish. Therefore, the use of generative AI is not allowed in this course. The purpose of education is to work hard, think for yourself, think critically, discuss ideas with other human beings, not robots, and improve your English, not just get a letter grade. By asking ChatGPT to think for you and do work for you, you cheat yourself. I am curious to see your growth, not read impersonal machine-generated ideas. I am here for YOU.

Turnitin | Valencia's Plagiarism Detection Valencia uses Turnitin, a plagiarism detection software, to scan student work for matched text by comparing the work to a large database of student work, publications, and materials on the internet. By submitting your work to Canvas, you acknowledge that your ideas are original, and not generated by ChatGPT or other sources. In other words, you state that every single idea you shared is your own. If Turnitin detects plagiarized content, your work will earn a zero. To learn more about consequences, please go back and read the Academic Honesty policy above.

Student Support Services
Online Tutoring Services: In response to COVID-19, Valencia's tutoring services have moved online and are now being offered for accounting & economics, computer programming, math,

EAP and foreign languages, science, writing, and more! To get started, visit https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794 and self-enroll in the tutoring courses in Canvas. This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, services, and additional topics through Smarthinking.

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, 407-582-1523).

Baycare Behavioral Health's Student Assistance Program: Valencia is committed to making sure all our students have a rewarding and successful college experience. For 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 consultations are also available to students.

Title IX: Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name and detailed information shared with me. We take privacy very seriously at the College, and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit https://inclusion.valenciacollege.edu/ .

Disclaimer
Changes to the course (including the syllabus) may be made at the discretion of the professor, and students will be notified of any changes in class.