

VALENCIA COLLEGE

EAP 1540C Syllabus – High Intermediate Composition for English Language Learners

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

CRN: CRN 21383	Professor: Aurimar Lugo-Negron
Spring 2024 Mixed-Mode	Email: alugonegron@valenciacollege.edu
M 11:30 A.M.-12:45 P.M. Room 5-230	In-person and online engagement hours: to get full credit for participation, you will have to complete all your in-person and online activities on a timely basis.
Professor Lugo's office and learning engagement hours: Throughout the course, I will be available for help by email through the Canvas inbox, 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 6 p.m. and reply within 1 business day. Emails or Discussion questions received after 6 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:

- 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: **C3KU-AXY4**
- Computer/internet access - This is a mixed-mode course that requires you to have a computer, reliable Internet, and Word processing capabilities. 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 5-6 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.

RECOMMENDED MATERIALS: English-only dictionary and/or bilingual dictionary. Notebook or loose paper for F2F meetings.

CANVAS: This is a mixed-mode class that uses Canvas. You are expected to log in to Canvas each week to check your classwork for the week, check Announcements, read the weekly Module and complete all tasks there, utilize study resources, submit assignments, and access the online lab. You must complete all work promptly each week and submit assignments before the deadline. You are also expected to regularly check your grades in the course and contact me if you have questions.

VALENCIA E-MAIL: Please check your Valencia e-mail regularly (at least weekly, more often is suggested).

COURSE DESCRIPTION/LEARNING OUTCOMES: 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.

EAP1540 students will be able to:

- ❖ Demonstrate comprehension of college reading materials – Use active reading strategies; identify and discuss comprehension of main idea, supporting details, inferences, and conclusions.
- ❖ Demonstrate receptive and productive knowledge of academic vocabulary— employ academic vocabulary; use context clues, word structure, collocation, connotation, and other vocabulary concepts to clarify meaning and improve comprehension.
- ❖ Apply thinking and problem-solving strategies to college level reading materials—Analyze, synthesize, and evaluate while reading - Identify facts & opinions; determine author's purpose, tone, & bias; analyze evidence given; apply advanced argument; recognize patterns of organization.
- ❖ Act purposefully and effectively to apply the writing skills gained in this class to other college classes and to your life - Communicate with different audiences; read and discuss with classmates and others; share well-reasoned opinions and judgments based on evidence; employ academic vocabulary as appropriate in professional/academic settings.

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**

DETERMINATION OF THE FINAL COURSE GRADE:

Course Component	Weight
Preparation/Practice and Online Labs **All coursework is important, whether it is class-preparation work for completion points only or graded coursework. Preparation includes chapter reading, note-taking, doing exercises in the book, grammar practices, class discussions, etc. It also includes formative writing/editing practice that is discussed as a class to help students before they write for a grade.	10%

**Assessed for completion as part of necessary regular skills practice.	
Graded Grammar Production Assignments, Untimed Writing Assignments and Editing Assignments **Students demonstrate ability to communicate using the target grammar (e.g., writing (sentences, paragraph/essay), and produce level-appropriate academic writing (e.g. create an outline, write an effective thesis statement, write effective topic sentences, use of appropriate transitions to introduce major points, give specific details, write an effective conclusion, use sentence variety, write complete and correct sentences, etc.) **Assessed based on how well students follow the directions and demonstrate mastery of the target grammar.	15%
Timed Writing Tests	25%
Mechanics Tests (1 attempt only, randomized)	25%
Final Exams-Timed Writing (no retakes)	25%
TOTAL	100%

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

ACADEMIC HONESTY: Cheating and Plagiarism - This course is designed to develop YOUR college-level skills in writing. 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.

In-Person ATTENDANCE REQUIREMENT:

- Must be in class every Monday, from 11:30-12:45, in room 5-230.
- 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
- In Week 1, it is very important to log in and complete the Week 1 Canvas Orientation Module learning activities assignments because this counts as proof of attendance. Not doing that is considered a No-Show, meaning you have not met the minimum requirement to remain in class and will be withdrawn by the professor unless you drop the course by the Drop-Refund deadline.
- Refer to the following, [Valencia's attendance policy](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)
- To be successful in the course, I recommend that you log in on Monday each week and get an overview of the module work and due dates. Then plan a work schedule that will allow you to complete all the module studying, learning/practice activities, and graded assignments in a timely manner. Don't wait until the middle or end of the week to start on the week's module.
- You should work in our Canvas course at least 2 days per week.
- Being absent from our F2F and Canvas course (not logging in or not completing work) for 10 or more consecutive days is grounds for being withdrawn by the professor due to excessive absences.

LATE OR MISSED ASSIGNMENT/TEST POLICY:

- Missed assignments will normally earn a grade of 0/F.
- Late work may be accepted (not more than one week late) at the instructor's discretion, with a maximum late grade of 70%. Please communicate with your professor right away if you ever miss an assignment.
- Makeup tests will NOT be given except in documented emergencies, at the discretion of the instructor. Please communicate with your professor right away if you ever miss an exam.

IMPORTANT INFORMATION IN CASE OF EMERGENCY:

- If you are unable to participate in the course for other reasons, e.g., 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 your course. In the case of a prolonged online absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and your professor. Valencia College also wants to provide you with as much support as possible. You may wish to reach out to the college's advising services and counseling services; advising may be able to discuss your academic progress and give you next steps to take, and counseling services may help you to process and manage the stress associated with what you are experiencing. To reach out to our advising and counseling services, go to this link:
<https://valenciacollege.edu/students/advising-counseling/>.

STUDENTS WITH DISABILITIES AND SPECIAL NEEDS:

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities <https://valenciacollege.edu/students/office-for-students-with-disabilities/>. OSD determines accommodations based on appropriate documentation of disabilities.

FREE, CONFIDENTIAL COUNSELING:

Valencia students can get free, confidential counseling to help deal with stress, anxiety, depression, adjustment difficulties, substance abuse, or any problems dealing with school, home or work.

- There are counselors on campus; please walk in (2-140) to make an appointment.

- Students also 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 counseling sessions are also available to students.

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 and through Canvas Announcements and/or email.