



Syllabus: EAP 1620C CRN: 21386

Modality: Mixed-Mode

Professor: Aurimar Lugo-Negron

Email: alugonegron@valenciacollege.edu or Canvas Inbox

Instructional Method

This is a mixed-mode course. Students are required to attend a weekly face-to-face meeting on campus every Thursday, 10:00-11:15 am, in the assigned classroom (5-115) and spend 3-5 hours per week outside of the scheduled meeting times completing learning activities and working on required assignments through Canvas.

Prerequisite

Demonstration of required level of English proficiency or minimum grade of C in EAP 1520C and EAP 1500C or EAP 1586C.

Course Description/Objective

Students develop the ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies.

Competencies

1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading for study and enjoyment, and 5) reading a variety of materials, such as texts, periodicals, journals, and electronic materials. Required lab work is a component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion.

Course Calendar

Week 1	<ul style="list-style-type: none"> • Orientation module • Discussion Introducing Yourself • Quiz Understanding the Course Syllabus
Week 2 Words with Multiple Meanings	"Quicksilver," Unit 6A, Pages 119-127 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment
Week 3 Determining the Meaning of Root Words	"Building the Ark," Unit 6B, Pages 128-136 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment
Week 4 Main Ideas and Supporting Information	"Our Energy Diet," 5A, Pages 96-105 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment Reading Test #1, Units 6A and 6B

Week 5 A Mental Map of a Text	"The World of Suleyman the Magnificent," 11A, Pages 223-233 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment
Week 6 Making Inferences (1)	"Goalkeepers for the Planet," 3B, Pages 62-70 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment Reading Test #2, Units 5A and 11A
Week 7 Making Inferences (2)	"The Genius of Swarms," 8A, Pages 159-168 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment
Week 8 Understanding Rhetorical Purpose	"The Free Soloist," 2B, Pages 39-48 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment
Week 9 Distinguishing Fact from Opinion	"Human Bionics," 7B, Pages 149-156 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment Reading Test #3, Units 3B, 8A, and 2B

Week 10 Evaluating Arguments	"The Collapse of Angkor," 1B, Pages 18-26 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment
Week 11 Inferring Author's Attitude	"When the Moors Ruled Spain," 11B, Pages 234-244 <ul style="list-style-type: none"> • Pre-Reading Vocabulary • Reading Comprehension, Parts A & B • Reading Skill • Vocabulary • My ELT Assignment
Week 12	<ul style="list-style-type: none"> • Reading Test #4, Units 7B, 1B, and 11B • Review for the Final Exam • The Final Exam
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Purchasing Textbooks

Reading Explorer 5, 3/e with Online Workbook and Oliver Twist

To purchase your textbook, go to the following link and follow the instructions below.

Link: [Valencia College Bookstores: Find Your Course Materials](#)

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.
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1. On the Student Detail Schedule page, select the text Click here for all of your course materials.
 2. 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](#) from 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.
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Course Communication

"Office" and Learning Engagement Hours

- through the Canvas Inbox Monday through Friday. To contact me, email me through the Canvas Inbox. Click on INBOX in the global navigation panel to the left. See further details below.

I will reply to your email within the hour during the times listed below. Outside of these hours, I will reply to emails within 24 hours Monday through Friday with the exception of official

holidays and when Valencia College is closed. I will respond to email messages that are sent during the weekend or on holidays on the following business day.

- **through Zoom Meetings**

If you are interested in meeting with me one-on-one via Zoom, let's schedule a meeting. First, email me with a selection of dates and times that you are available to make sure I am available at that time as well. Then just click on the "Zoom" picture on the course homepage to connect. It is that easy.

Contacting Your Instructor

- Check your Canvas e-mail regularly for course information.
- You may email me through the [Canvas Inbox](#) Monday-Friday. Use the INBOX located in the global navigation menu at the lower-left corner of the screen to read or send an email. You can either check your email messages in the Canvas system or set notifications to your preferred method of contact to receive email notifications. See [How Do I Set My Canvas Notification Preferences as a Student? \(Links to an external site.\)](#)
- Use the "Ask Your Instructor a Question" link in HELP in the global navigation menu, which allows users to send a detailed message about your course content.
- You must use Canvas or your Valencia College Outlook (available through Atlas) email account to contact me. I will not read or respond to and will delete any email sent from a personal email account. In the subject line of your email, put your name, the course name, course CRN, and assignment name.
- Be specific in your request. If you have questions about a particular assignment, provide the full name of the assignment so that I can best assist you.
- Out of consideration, do NOT wait until the last minute to email me with questions about assignments. Please contact me in a reasonable time—at least two to three days—before an assignment is due so that there is time to resolve any issues. Otherwise, I will not be able to assist. Therefore, do not wait until the last minute to complete assignments in case you encounter any issues.
- Email to your instructor is considered formal communication. Therefore, when submitting messages, please follow the guidelines as outlined in Netiquette and Guidelines for Course Communication.

Announcements

Announcements will be posted in Canvas. The instructor will notify students of changes to the course work or highlight important information through announcements. Therefore, read any course announcements as they may contain important information about assignments or class concerns. The announcements will appear on your Canvas dashboard when you log in and can also be sent to you directly through notifications.

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.
- 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 (Dr. Johnson); the dean of students (Dr. Andel Fils-Aime), West Region; and the assistant director, student conduct, West Region (Ms. Danielle Hossain).
- 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.

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, 18-27**. There will be no exceptions (unless due to an emergency with official written documentation).

Attendance: Our class meets in person once a week (**Thursday, 10:00-11:15am**). 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 methods 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 in order 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 in order to create a plan for the best course of action.

Deadline: Deadlines are important so that I could provide prompt feedback that is needed to be successful in your future assignments.

Drop/Refund Deadline: In order 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 by 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, 407-582-5400.

Final exam: April 22-28.

The semester ends: April 28.

College Closed (Credit Classes Do Not Meet)

MLK Jr. Jan. 15

Spring Break March 18-24

Evaluation & Grading Scale

Grading is not personal; they are earned.

Note: An overall course grade of 89.6%, 79.6%, 69.6%, or 59.6% is the minimum required grade to potentially be rounded up to the next higher grade.

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%**

Departmental Final Examination

The final exam consists of a reading comprehension exam. If a student fails to complete the final exam by the assigned deadline, the exam will earn a grade of zero. There is no retest.

Assignments

Weekly Module, Reflections, Video Quizzes, Practice Activities & Discussions - 10%

My ELT Assignment - 15%

Reading Explorer 4 Assignments - 25%

Reading Comprehension Test 25%

Final Exam - 25%

Policies

Late Work/Makeup 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.

Students may submit work late, but there is a **10% penalty** for every late day. This is done in order to be fair to the rest of the students and to reward those who submitted their work on time. All missing/late work must be submitted in a week. After a week, there is nothing that could be done, so please make sure you submit your work on time if you don't wish to lose points. Some assignments and exams cannot be made up. The 2-week availability window **does not apply** to the final exam and discussions.

Extra Credit

There is no extra credit in this course. You will complete over 80 activities- that is 80 opportunities - to demonstrate your writing skills and mastery of course outcomes through the completion of required assignments. Working on every assignment and meeting the deadline is

more beneficial than one extra assignment. EAP course outcomes are designed to ensure you develop skills needed for success in future courses.

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 Links to an external site.](#) (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.