

EAP 1640C SYLLABUS – Spring 2025

ADVANCED COMPOSITION FOR ENGLISH LANGUAGE LEARNERS

(CRN 21312)

Online: [Canvas](#)

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Required Materials:

1. [Final Draft Level 4](#) Student's Book, Author(s): Lambert ; **ISBN 9781009345477 (ISBN10: 1009345478)**; Publisher: Cambridge
2. [Microsoft Word](#)

Catalog Description: Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the advanced level. Required lab work is a component of this course. A departmental final exam is required. Minimum grade of “C” is required for successful completion. College credit may apply.

Prerequisite: Demonstration of required level of English proficiency or minimum grades of “C” in EAP 1540C and EAP 1560C or EAP 1585C

Corequisite: EAP 1560C

Major Topics/ Concepts/ Skills/ Issues:

1. Writing based on reading
2. Writing based on prompts
3. Writing-related grammar and mechanics
4. Writing-related technology

Classroom Policies

Late/Makeup Work: No late work will be accepted unless extraordinary circumstances are involved. These circumstances will be determined on a case-to-case basis and ultimately decided by the instructor. There will be NO "extra credit" or new "make-up" work during or at the end of the semester for individual students.

Academic Honesty: Plagiarism and other forms of cheating will NOT be tolerated. If your name is on an assignment, it must be your original work. If you don't know if something is permitted, ask the instructor. Academic dishonesty can result in a "0" assignment grade, "F" in the class, and even **expulsion from Valencia College**. Please see the "Academic Integrity & AI Policy" [Page](#) and "EAP West Academic Dishonesty Levels 5-6.pdf" under **Canvas Modules** for more detailed information.

Withdrawal: The withdrawal deadline is **March 14**. Students withdrawing before that date will receive a "W". After that date, students may no longer withdraw themselves.

Required Lab: For this course, we will complete **20 Units** of [Writing Skills Interactive](#) (Class Code **8LN2-yQr8**). You can find your personal **Access Code** in your [Final Draft Level 4 textbook](#) and more details in our "Writing Skills Interactive" [Assignment](#) on **Canvas**.

Students with Special Needs: Any student with special needs that may affect his/her progress in this course should notify the instructor as early in the semester as possible.

Email: Please see the "How to Email a Professor.doc" under our "Writing Resources" [Module](#) and use the Canvas [Inbox](#).

Evaluation and Grading Scale: EAP courses use a ten-point scale, with "C" as the minimum passing and advancement grade for each course.

Grades That Satisfy EAP Course Requirement

Grade	Percentage
A	90 - 100%
B	80 - 89%
C	70 - 79%

Grades That Do Not Satisfy EAP Course Requirement

Grade	Percentage
D	60 - 69%
F	0 - 59%

Determination of Final Course Grade

Assignment Category	Percentage
Essays (3)	30%
Final Draft Level 4 (6) / Writing Skills Interactive	30%
Canvas Quizzes (9)	20%
Editing Final (Multiple-Choice)	10%
Final Essay	10%
Total	100%

College-wide Final Examinations: The “EAP 1640C Final Exam” (**Essay**) is a college-wide departmental exam scheduled for **Final Exam** week (April 21 - April 27).

Important Assignment Dates

Event	Date
Diagnostic Essay (Rough Draft)	January 6 - January 13
Diagnostic Essay (Final Draft)	January 20 - January 27
Academic Essay (Rough Draft)	February 3 - February 10
Academic Essay (Final Draft)	February 17 - February 24
Comparison & Contrast (Rough Draft)	March 3 - March 10
Comparison & Contrast (Final Draft)	March 24 - March 31
Editing Final (Multiple Choice)	April 14 - April 21
EAP 1640C Final Exam	April 21 (12:00am) - April 24 (11:59pm)

Important College Dates

Event	Date
Drop / Refund Deadline	Monday, January 13, at 11:59pm
Martin Luther King Jr. Day (No Classes / College Closed)	Monday, January 20
Withdrawal Deadline for “W” grade	Friday, March 14, at 11:59pm
Spring Break (No Classes / College Closed)	Monday, March 17 - Sunday, March 23

Students are encouraged to take advantage of [Online Tutoring services](#) provided by Valencia College. Visit [Reading, Writing, Speech & EAP Tutoring](#) for virtual **help**. The [West Campus Communications Center \(5-155\)](#) also has multiple **lab instructors** to assist students **in person!**

For questions related to **acquiring course materials** and **technical issues** (e.g. [Writing Skills Interactive registration](#)), students are **first** encouraged to utilize the above resources. Lab supervisor **Ms. Amy Downs** (adowns@valenciacollege.edu ; 407-582-1725) is also a great resource for finding extra class **support!**

Disclaimer: More detailed course information can be found on your **EAP 1640C Canvas** course. Changes in the **Syllabus** and other class information may be made by the instructor at any time during the term by **Announcement** or **email**. It is the students' responsibility to check [Announcements](#) and [Inbox DAILY](#) for important class information and possible changes to the **course** and **Syllabus**.