**EAP 1520C Syllabus**

**High Intermediate Reading for English Language Learners**

**Session:** Fall 2019

**Class meets:** Mondays & Wednesdays from 5:30 p.m. to 6:45 p.m.

**CRN:** 11944

**Room:** WC-001 239

**Professor:** Julissa Hurtado

**E-mail address:** churtado3@valenciacollege.edu

**Office Hours:** Via email only

**Credit hours:** This is a three academic-hours (2.5) course.

**Required Texts / Materials:**

1. Reading Explorer 4

Student Book with My ELT Online Workbook

Heinle Cengage NG Learning

ISBN 978-13052-54497

1. Oxford Bookworms Stage 5: Great Expectations

Oxford University Press

ISBN 9780194792264

**Prerequisite / Corequisite:** Demonstration of required level of English proficiency or minimum grade of C in EAP 0420C.

**Course Description:** Students develop ability to comprehend longer texts on a variety of academically-related topics by applying appropriate reading strategies. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading a variety of materials, such as texts, periodicals, journals, and electronic materials, 5) reading to enhance personal life, and 6) developing effective study habits. 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.

**Course Learning Outcomes:** Students will be able to:

* To recognize the academic vocabulary necessary for identification and discussion of main idea.
* To recognize the academic vocabulary necessary for and identification and discussion of supporting details.
* To recognize the academic vocabulary necessary for identification and discussion of inferences and conclusions.
* To use context clues to clarify meaning and improve comprehension.
* To use word structure to clarify meaning and improve comprehension.
* To use collocation, connotation, and other vocabulary concepts to clarify meaning and improve comprehension.
* To use active reading / thinking strategies
* To recognize patterns of organization
* To identify facts & opinions
* To determine purpose, tone, & bias
* To apply basic argument

**Refund of Fees**

In order to get a refund for the course, students must withdraw from the class in Atlas by the Drop/Refund Deadline on September 3rd, 2019. After that date, refunds will not be issued.

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

**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:**

Homework: 10 %

In-class quizzes: 20%

Lab (Online Workbook/MyELT): 10%

Participation (includes attendance): 10 %

Midterm Exam: 25%

Final Exam: 25%

**Participation:** Lack of active participation will result in a grade reduction at the instructor’s discretion. Active participation = demonstrated thorough preparation outside of class, appropriate responses in class, following standards of classroom conduct, electronic devices silenced, English only.

**Classroom Rules of Student Behavior**

1. Attend all classes, be on time, and be ready to begin work.
2. Please show respect to other students and the instructor.
3. Do not cause any disruption in class.
4. During class time, please do not make phone calls, text or browse social media sites. Your phone MUST BE on silent or vibrate mode. Points will be deducted from your participation grade if your phone interrupts the class.
5. Do not eat or drink in the classroom. (Water only)
6. Speak only English in the classroom.

**Attendance Policies:** You are expected to attend class and be on time. There is a 5- minute tolerance. After 5 minutes, you will be marked tardy. If you come to class more than 30 minutes late or if you leave class 30 minutes before class ends, you will be marked absent. Attendance is part of your participation grade that accounts for 10% of your grade.

**IMPORTANT:** If you are absent, it is your responsibility to get the materials you missed (this includes homework and class assignments). Also, if you are absent on the day of an in-class test you will receive a grade of “0” (zero). If you know you are going to be absent on the day of a test, make sure you talk to the instructor BEFORE the test day to make arrangements. This excludes departmental exams.

**Homework:** It is your responsibility to complete all required assignments. Homework is not optional and affects your learning and course grade. You must come to class with your assignments and your readings completed so that you are prepared to participate in the class. All assignments must be completed by the beginning of class on the due date.

**Withdrawal Deadline and Policy**

A student who withdraws from class before the **withdrawal deadline of November 1st, 2019** will receive a grade of “W.” A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D or F. Failure to make up the work during the following semester will result in you getting a grade of F in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.”

The professor will not withdraw any student for any reason; it is the responsibility of students to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline. Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student which you should know in order to make an informed decision before withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarships sponsors may also require repayment.

**Valencia College Core Competencies:**

The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:

1. **Think** - think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
2. **Value** - make reasoned judgments and responsible commitments
3. **Communicate** - communicate with different audiences using varied means
4. **Act** - act purposefully, effectively and responsibly.”

**Professor / Student Communication:**

The best way to contact me is by email (NOT CANVAS). When contacting me, please make sure you use your Valencia e-mail address (no personal e-mail address: Hotmail, yahoo, Gmail, etc.). In your e-mails, please state your name and the class name and number (EAP 1520C) clearly. I will get back to you within two business days. If I do not get back to you within that time, it is possible that I did not get your email, please recheck the email address you used to send the email and resend your email. Also, please check your emails every other day to be on the lookout for possible announcements or changes that pertain to our class.

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

**Academic Dishonesty Statement**

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states ‘group project.’

Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. (http://valenciacollege.edu/pdf/studenthandbook.pdf)

**Student Code of Conduct:** Student Code of Classroom Conduct Policy Number: 6Hx28:10-18
Activities which disrupt classroom setting and which are in violation of this Student Code of Classroom Conduct are those which, with or without intent to do so, are disruptive of the essence of the educational process. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. In the case of the violation of the Student Code of Classroom Conduct, the faculty member may initiate personal conferences, verbal and written warnings, referral to the director of student services for counseling, and removal from the classroom pending disciplinary action under policy 6Hx28:10-04. Examples of such disruptive or distracting activities include, but are not limited to, the following:

•  Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: tardiness, leaving and returning during class, and early departure when not previously authorized;

•  Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;

•  Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation; and,

•  Utterances of "fighting words" or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence.

Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28:10-04.

**Baycare Behavioral Health’s Student Assistance Program**

Valencia is committed to making sure all our students have a rewarding and successful college experience. To 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 counseling sessions are also available to students.

**Students with Disabilities Information:**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326

**Lab Requirements:** Lab homework is required in all EAP courses. You will receive assignment details in a timely manner. To earn full credit for the lab, you must complete all lab assignments.

**Disclaimer**

The course outline and syllabus are subject to change as needed; changes will be announced in class (or state how you will contact students with this information, such as by using ATLAS email, Canvas, etc.) in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline constitutes an agreement with and an acceptance of the conditions presented in this syllabus.

**Study Tips**

LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes. **Spend 1-2 hour blocks of time EVERY DAY** actively writing or discussing concepts to make them a part of your memory. Use the words you learn often, they will sink in better☺.

Here are some study and classroom management tips that have assisted former students:

* Attend class daily and don’t be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won’t miss important information.
* REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape record lectures and replay to refresh your memory when you rewrite your notes.
* Create flash cards with questions you make up from the lecture and lab with answers on the back.
* Use mnemonic devises and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
* Make lists of confusing topics from your studying and ask questions.
* Take advantage of the professor’s office hours.
* JOIN A STUDY GROUP and predict what questions the professor could ask on the test.
* Get the telephone number of one or more classmates in case you are absent from a class.

**Important Dates:**

**Drop/Refund Deadline:** September 3rd, 2019 (11:59 p.m.)

**No Classes:** Monday, September 2nd (Labor Day)

 Thanksgiving Break (November 27th – December 1st)

 December 9th (Final Exam Period)

**Midterm exam:** October 16th, 2019

**Withdrawal Deadline:** November 1st, 2019 (11:59 p.m.)

**Comprehensive Departmental Final Exam:** Wednesday, December 11th, 2019 from 5:00 p.m. to 7:30 p.m.