

EAP 0440C SYLLABUS

INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH

Summer Full 2013

Section W003

T-R 1:15-2:50

Room 4-203

Professor: Carmen Rijos
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With appointment
One (1) hour before class
One (1) hour after class

READ THIS SYLLABUS CAREFULLY. IT REPRESENTS A CONTRACT. BY ACCEPTING THE SYLLABUS, YOU ARE AGREEING TO MEET ITS REQUIREMENTS.

COURSE OBJECTIVE:

Students will be able to write a well-developed paragraph of 200 words and edit their writings and their peer's with 70% accuracy. They will highly succeed in the class if they do their work in a timely manner, are not excessively absent or late and participate actively in class.

Pre-requisite: C or better in EAP 0340C

Co-requisite: EAP 0460C

REQUIRED TEXTS/MATERIALS:

1. Book: Introduction to Academic Writing – Level 3
2. English – English Dictionary
3. Six (6) Examination Booklets (Blue Books)
4. Blue or Black Pens, Pencils, Erasers
5. Two-Pocket Folder
6. Atlas E-mail Address

COLLEGE RESOURCES:

If you need additional help with your coursework outside the class time, here are some places where you can get additional help. If you find that you are falling behind or you are having personal problems that are affecting your schoolwork, seek help from one of these resources. They are there to support you.

1. LifeMap – Atlas Login
2. Lab – Building 5-155
3. Tutoring
4. Testing Center
5. Orientations and other services – Student Services Building (SSB)

COMPETENCIES:

(1) Select a topic and appropriate pre-writing technique, (2) develop a topic sentence, (3) select basic support, (4) write the first draft of a paragraph, (5) edit for errors, (6) produce a final paragraph and (7) write a letter.

OTHER OBJECTIVES:

In addition to specific EAP objectives, the course will reinforce the following competencies wholly or partially.

Valencia Competencies: Valencia has defined four interrelated competencies that prepare students to succeed in the world community: (1) think; (2) value; (3) act; and (4) communicate. The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

CLAS: Evidence of College Level Academic Skills (CLAS) is a graduation requirement. To the extent possible, you will be encouraged to develop reading skills, essay skills, and English language skills as part of your work in the course. Additional information is available in the current Valencia College Catalog (pp. 13-14) or on the Valencia Website <http://www.valenciacollege.edu> catalog

ATTENDANCE:

Your attendance in this course is critical to your learning. To help you learn the material so that you can be successful in this course and in your other college work, I will enforce the college attendance policy: Once you have missed two (2) classes, I will send you an “Excessive Absence Warning.” After the third (3) absence, you must withdraw yourself from the course.

Absences are defined as missing a class period for any reason (including, but not limited to tardiness, illness, hospitalization, death in the family, out-of-town travel, and religious holidays). If you are absent, you cannot learn. (Hint: If you have extenuating circumstances, the best strategy is to get in touch with me immediately.)

CLASS WRITING SKILLS:

EAP 0440C Writing Skills: Classwork, assignments, lab work in this course introduce or reinforce the following grammar and writing skills:

1. Standard spelling, punctuation, and capitalization
2. Verb forms
3. Subject-verb agreement
4. Use of adjectives, adverbs, and prepositions
5. Paragraph structure and organization
6. Topic sentence and supporting sentences
7. Transitional devices
8. Fragments, comma splices, and run-on errors, and how to avoid or correct them

HOMEWORK:

Homework is important because it reinforces the material covered during class. Therefore, do the homework before you come to class. There may be pop-quizzes on the homework.

LAB WORK:

This course requires one (1) hour of Laboratory work per week. You will have lab assignments every week beginning in week 2, for a two (2)-hour total. You will be able to do some of the assignments at home if you have access to the Internet. Others must be done in the Student Support Center (5-155).

STATE COMPETENCY WRITING STANDARDS:

The paragraphs that you write in this course will be judged according to the criteria set out in the State 6-Point Grading Scale, which appears at the end of this syllabus. The 6 is for the highest score: the 1 is the lowest. Scores 2 and 1 are not passing scores. Any work that is not the student's own will receive a zero (0). Copying or plagiarism will not be tolerated.

CONDUCT:

This is a college classroom, and you and your classmates are here to learn. Behavior that impedes the progress of the class will not be tolerated. Here are some hard and fast rules:

1. Turn off the cell phones and pagers prior to the start of class. If your cell phone or pager rings during class, I will ask you to leave and give you a zero for the day's work.
2. Don't talk while the instructor is lecturing or another student is asking or answering a question.
3. Raise your hand if you want to contribute to a discussion or answer a question.
4. Never talk or look at another student's paper during an individual test.
5. Bring your texts and materials to class.
6. Be a good group member when doing group work; i.e., come prepared and contribute to the group effort. Remember that group members can remove members who are not prepared to contribute.
7. Treat your classmates and the instructor with respect.
8. No laptops.

EVALUATION AND GRADING SCALE:

EAP courses use a ten-point scale, with “C” as the minimum passing grade for each course.

100 – 90% = A	➤	Grades that satisfy the EAP course requirement
89 – 80% = B		
79 – 70% = C		
69 – 60% = D	➤	Grades that do not satisfy the EAP course requirement
59 – 0% = F		

Grades Determination:	Participation	10%
	Labs and Homework	10%
	Tests and Quizzes	20%
	Midterm and Final Tests	60%

COLLEGEWIDE MIDTERM/FINAL EXAMINATIONS:

Both the Midterm and Final are collegewide departmental exams. The Midterm exam will be given in the seventh or eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during final exam week (the last week of the semester). **A minimum grade of 70% on the final exam is required in order to pass the course.**

ACADEMIC HONESTY:

All work will be the student’s original work. Any work that is not the student’s own will receive a zero. Copying or plagiarism will not be tolerated.

IMPORTANT DATES:

No classes:	May 27 – Memorial Day, July 4 – Independence Day
Withdrawal Deadline:	June 24
Midterm:	7 th week of the term
Final Exams:	July 22 – 30

Students who do not pass the Final Exam will have the opportunity to Re-Test if they have a C in the class.

Students who are late or absent to the assign dates of Mid-Terms and Finals, will not take them unless they have a valid excuse of extenuating circumstances.

****DISCLAIMER:**

Changes in the syllabus or schedule may be made at any time during the term by announcement by the instructor. A revised syllabus may be issued at the discretion of the instructor.

EAP 440C
CLASS SCHEDULE

Week 1	Introductions/Diagnostic/Lab Orientation
Weeks 2-3	Paragraph Organization Process of Writing Rules of Punctuation and Capitalization Subject-Verb Agreement Comma Rules
Weeks 4-5	Simple and Compound Sentences Coordinating Conjunctions Unity and Coherence Position and Prepositional Phrases
Weeks 6-7	Outline of a Paragraph Topic/Support/Concluding Sentence Transitional Signals
Week 8	Compound Sentences Review and Midterm
Weeks 9-10	Unity and Coherence Transitional Signals Complex Sentences
Weeks 11-12	Descriptive Paragraph Process Paragraph Complex Sentences with Adverb and Adjective Clauses
Weeks 13-14	Definition Paragraph Comparison Contrast Paragraph Coordinators and Subordinators Compound and Complex Sentences
Week 15	Review and Finals