**EAP 460 SYLLABUS\***

**HIGH INTERMEDIATE STRUCTURE FOR NON-NATIVE**

**SPEAKERS OF ENGLISH**

**Session:** Fall 2012

**Section:** WO6 Cern: 16002

**Day, Time, Location:** MW, 1-2:15 Room: Bldg 5 Room 258

**Professor:** Mrs. Deborah Anderson

**Office:** 5-155

**Telephone:** (407) 582-1812

**E-Mail Address:** danderson@valenciacc.edu

**Office Hours:** TBA

**Required Texts/** 1.Fundamentals of English Grammar (3rd ed.) -- Textbook and Workbook

**Materials:** 2. Three ring standard size 1” or 1½” binder in which you

will keep your work for this course, including lab assignments, until after your final grade

3. College-ruled, 8-1/2” x 11”, single sheet, lined standard size notebook paper

4. No. 2 pencil

5. USB

**Suggested Additional** 1. Note cards

**Texts/Materials:** 2. Highlighter

3. Small stapler

**Prerequisite:** Demonstration of required level of English proficiency or minimum grade of “C” in EAP 0360.

**Corequisite:** None

**Course Description/Objective:** Students develop the ability to use complex grammatical structures appropriate to effective academic presentations, discussions and essays at this level.

**Competencies:** Students develop the ability to use intermediate-level grammatical structures appropriate to classroom discussion, oral presentations, and writing of more sophisticated academic paragraphs, with an emphasis on increased accuracy.

Competencies: (1) controlling verbs, (2) using nouns and noun phrases effectively, (3) forming questions, (4) using subordinate clauses, (5) using a variety of sentence types, (6) using prepositions and phrasal verbs, and (7) developing editing ability.

To pass the course, students must earn a C or above in course work and achieve a passing score on the Comprehensive Departmental Final Exam. Credit does not apply to any associate degree.

**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 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 this course. Additional information is available in the current Valencia College Catalog.

**Classroom Policies:**

**Attendance:** Excellent attendance is expected from all students. You are expected to arrive on time and remain in class for the entire class period. Students will be penalized on their final grade for excessive tardiness and can be withdrawn from class. Students who arrive more than 15 minutes late or leave more than 15 minutes early will be considered absent. Students who have three absences will be given a warning. Students with five absences will be withdrawn by the instructor. Absences due to extraordinary circumstances, such as medical and personal emergencies, will be dealt with on a case-to-case basis. Ultimately, the instructor will have the final say on how to handle any absence.

**Participation:** You must come to class prepared by having done the homework, readings, and lab work assigned by your instructor. You cannot participate fully if you do not come to class prepared. Active participation includes paying attention, taking notes, actively engaging in class activities, turning assignments in when they are due, asking and answering questions, and having a positive attitude. Unless you have spoken to me about an emergency situation before class, cell phones should always be turned off; disruption from cell phones will count against your participation grade. Also, please check your ATLAS e-mail daily. Active participation = thorough preparation, following standards of classroom conduct, electronic devices silenced, English only.

**Late/Make-Up 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 is no make-up work. Absolutely no late work will be accepted after 12/5/2012.

**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. Keep your eyes on your own paper during quizzes and tests. If you’re not sure if something is permitted, ask your instructor. Academic dishonesty can result in expulsion from the college.

**Withdrawal:** Students wishing to withdraw from this course need to go to the

Records Office prior to the withdrawal deadline or to the Communications

Department (5-231) after the deadline. Students who do not take the final exam

will receive a grade of WF and be required to retake the course. The instructor

may also withdraw a student for excessive absence or tardiness.

**Required Lab:** Weekly lab is required in all EAP courses. Your instructor will give you details.

**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.

**Important Dates:**

Refund Request Deadline September 2, 2012

Withdrawal Deadline for a “W” November 4, 2012

**No classes:**

Labor Day September 9, 2012

Thanksgiving Break November 21-23

**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 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%

**Approximate determination of final course grade:**

Homework, labs, and quizzes 35%

Participation 25%

Midterm Exam 15%

Final Exam 25%

**College-Wide** **Midterm/Final Examinations:** Both the midterm and final are college-wide 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 of 70% on both parts of the final exam is required in order to pass the course**. The final exam will take place in the classroom.

**Names and phone numbers of classmates you can call for help:**

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\***Disclaimer: Changes in the syllabus 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.**

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