**EAP 440C SYLLABUS\***

**INTERMEDIATE COMPOSITION FOR NON-NATIVE**

**SPEAKERS OF ENGLISH**

**Session:** Fall 2012-2013

**Section:** W04, CRN 15524

Days, Times, Locations: M/W, 11:30-12:45

 Room 5-214

**Professor:** Deborah Anderson

**Office:** 5-155

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

**E-mail Address:** danderson@valenciacollege.edu

**Office Hours:** TBA

**Required Texts/** Introduction to Academic Writing, 3rd Edition, Oshima/ Hogue

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

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

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

 3. Pen with black or blue ink

Optional 4. Small stapler

 5. White-out correction tape

You are advised to have the textbook as soon as possible as you will be responsible for any assignments given. Anyone not planning to buy the book needs to withdraw from the course before this date.

**Prerequisite:** Demonstration of required level of English proficiency or minimum grade

of a C in EAP 340.

**Course Description/Objective:** Students develop the ability to write more sophisticated structured academic paragraphs in various rhetorical modes and execute other academic writing tasks.

**Competencies:** (1) select a topic and choose an appropriate pre-writing technique,

(2) develop a topic sentence, (3) select and organize appropriate support, (4) write a first draft of the paragraph, (5) use cohesive devices, (6) edit the first draft of the paragraph,

(7) produce a final one-paragraph essay, (8) recognize basic paragraph development from reading selections, (9) execute other academic writing tasks

Required lab work is a homework component for this course. 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, (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:** Attendance is *required*. You are expected to arrive on time and remain in class for the full class period. Students with three absences will receive an excessive absence notice via e-mail to their ATLAS account. Once a student has exceeded four absences, he or she may be withdrawn from the course. Absences due to extraordinary circumstances, such as medical or 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. After the withdrawal deadline, students with four absences may anticipate a final grade of “F” in the course.

**Participation:** You cannot participate fully if you do not come to class prepared. In-class participation is expected from all students and is a percentage of your final grade. Participation includes paying attention, taking notes, actively engaging in class activities, and having a positive attitude. Unless you have spoken to me about an emergency situation before class, cell phones and all other electronic devices should always be turned off; disruption from cell phones and other electronic devices will count against your participation grade. After one warning, I will take your electronic device and hold it until the end of class. Also, please check your ATLAS e-mail daily. **ALL HOMEWORK ASSIGNMENTS MUST BE DONE ON 11 X 8 ½ SIZE PAPER, BE LABLED PROPERLY (name, date, course, and assignment name and page in the upper left hand of the paper), and stapled in the upper-left-hand corner. See page 3 of your book for an exampled. Otherwise, assignments will not be accepted. All assignments must be turned in directly to me in class. You may only drop off assignments in the Communications Department 5-231 if you have made special arrangements with me.**

**Late/Make-Up Work:** When you are absent, it is the responsibility of the student to remember to turn in missed assignments. Your instructor will not remind you about missing work. No late work will be accepted unless extraordinary circumstances are make-up work. *Absolutely no late work will be accepted after the last day of class*

**Academic Honesty: Plagiarism and Academic Dishonesty**: Plagiarism, the act of copying someone else's work and putting your name to it, is a form of cheating. If you copy someone else’s work and put your name on it that is copying or plagiarizing. While you will complete paragraph revisions in this course outside of class, **all writing assignments must be your original work**. Only seek assistance with writing assignments during the revision process. While many of the assignments in this course allow you to work in small groups, most assignments will require individual effort. Unless I explicitly state that you may work with other students on an assignment or a test, you should assume that you should complete the assignment on your own. You are not to use any outside sources for your paragraph revisions, including the internet. Plagiarism and copying are serious offenses and are detrimental to your learning and progress, and they will not be tolerated. If you copy another student’s work or a student copies your work, both will receive a zero on that assignment. If copying persists, you will be withdrawn from the course. **Any work that is not your own or is copied will receive a zero**. Even worse, you may be withdrawn from the course or expelled from the institution. Go to [**http://valenciacc.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=16**](http://valenciacc.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=16)to read the college policy on academic dishonesty.

**Withdrawal:**

1. Please notify your instructor of your withdrawal.

2. The instructor may withdraw a student for excessive absences.

3. Students who do not take the final exam will receive a grade of “WF” and

 will be required to retake the course.

**Students with Special Needs:** Students with special needs that may affect their progress in this course should notify the instructor as early in the semester as possible.

**Required Lab:** Weekly lab is required in all EAP courses.

**Important Dates:**

Refund Request Deadline September 4, 2012

 Withdrawal Deadline for a “W” November 2, 2012

**No classes:**

Labor Day September 3, 2012

Thanksgiving 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 requirements:**

 A 90 – 100%

 B 80 – 89%

 C 70 – 79%

**Grades that do not satisfy the EAP course requirements:**

D 60 – 69%

F 0 – 59%

**“Below C” Warning:** When a student’s grade average in the course is below “C”, the

student will receive a “below C” warning via-email to the student’s ATLAS account.

This warning may prevent registration for EAP courses at the next level of instruction. If

you receive the warning, contact your instructor, who will be able to remove the warning

only when your grades reach a minimum “C” average.

 **Determination of Final Course Grade**:

 Paragraphs 30%

 Quizzes, Homework, and Lab Assignments 15%

 Attendance and Participation 15%

 Midterm Exam 15%

 Final Exam 25%

**College-Wide** **Midterm/Final Examination:** Both the midterm and final are departmental college-wide exams. The mid-term exam will be given in the seventh or eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during the week prior to final exam week. **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.

**Classroom Contacts:** You need to exchange phone numbers with at least three students in the class so that you can obtain assignments and keep up with course work if you are absent from class.

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

Student # 1

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The best time to call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student # 2

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The best time to call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***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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