
Gina Dalle Molle

Course Information

- **Course Prefix and Name:** EAP1585C High-Intermediate Composition and Grammar for English Language Learners Syllabus
 - **Term:** Fall 2023
 - **CRN: 23510**
 - **Class Time Information:** M 1:00pm-3:45pm
 - **Classroom Information:** 4-114 (4-114 is noted as our official classroom, but sometimes we will meet in the Communications Center 5-155, so please go to the Communications Center 5-155 during the semester if you are late, and we are not in the classroom. Also, of course be sure to check our Canvas Announcements and Canvas email in case I need to be out for the day.)
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Instructor Information

- **Office:** 3-221
 - **Telephone:** (407) 582-1503
 - **E-mail Address:** gdallemolle@valenciacollege.edu
 - **Office Hours:** TBA
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Textbooks and Materials

Required Textbooks:

1. Understanding and Using English Grammar, 5/e with access code for MyEnglishLab: Grammar (Azar)

YOU MUST HAVE A NEW BOOK SO THAT YOU HAVE THE MyEnglishLab: Grammar (Azar)

- **Author:** Azar, Betty S./Hagen, Stacy A.

- **ISBN:** 9780133994599
- **Publisher:** Pearson ELT

To purchase your textbook for EAP1560 online from the Valencia bookstore, please follow the steps outlined in the email I sent you just before the semester started. The book from the Valencia bookstore website includes the required online access code for MyEnglishLab (Azar). All EAP courses have a required online component that is in addition to your work from the textbook.

2. Longman Academic Writing Series : Essays SB W/App, Online Practice And Digital Resources Level 4, 5th Edition

YOU MUST HAVE A NEW BOOK SO THAT YOU HAVE THE Digital Resources

- **Print Book**
Longman Academic Writing Series 4 with App and Digital Resources
 - **Authors:** Oshima, Alice/Hogue, Ann
 - **ISBN:** 9780136838630
 - **Publisher:** Pearson ELT
- **Digital Book**
Longman Academic Writing Series 4 E-Reader + with Digital Resources
 - **Authors:** Oshima, Alice/Hogue, Ann
 - **ISBN:** 9780136838586
 - **Publisher:** Pearson ELT

IF YOU CHOOSE TO PURCHASE FROM THE PEARSON WEBSITE INSTEAD OF THE THE VALENCIA ONLINE BOOKSTORE, DO NOT CHOOSE ANYTHING FOR THE LONGMAN BOOK THAT SAYS ESSENTIAL RESOURCES.

DO NOT CHOOSE Longman Academic Writing Series 2e Level 4, Essential Online Resources

YOU DO NOT WANT ANYTHING THAT SAYS ESSENTIAL RESOURCES.

You should have your textbooks by the Drop/Refund deadline on **Monday, August 28th** at 11:59 P.M. If you need still need assistance buying any of your materials or need help registering for your software, please contact Professor Amy Downs at adowns@valenciacollege.edu.

Suggested Materials:

- USB (to save your essays)

- College-ruled, 8-1/2" x 11", single sheet, lined standard size notebook paper (for your own use)
 - Pen with black or blue ink (for your own use)
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Course Description/Objective

Students develop the ability to use high-intermediate grammatical structures, verb tenses, and parts of speech appropriate to writing and speaking. 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. (Special Fee: \$28.00)

Required Grammar Competencies

- simple, progressive, perfect, and perfect progressive verb tenses
- modal verbs
- passive voice
- gerunds and infinitives
- real and unreal conditional forms

Required Writing Competencies

- Select a topic and choose an appropriate pre-writing technique,
 - Develop a topic sentence,
 - Select and organize appropriate support,
 - Write a first draft of the essay.
 - Use cohesive devices,
 - Edit the first draft of the essay
 - Produce a final multi-paragraph essay
 - Recognize basic essay development from reading selections
 - Execute other academic writing tasks
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Prerequisites

Demonstration of required level of English proficiency or minimum grade of C in EAP 0440C and EAP 0460C.

Catalog Description:

- Students develop skills in using high-intermediate grammatical structures, verb tenses, and parts of speech consistent with the written or oral communication context.
 - Students develop skills in planning, writing, revising, and editing sentences, paragraphs, and essays at the high-intermediate level.
 - Students utilize online learning resources related to the coursework.
 - Required lab work is a component of this course.
 - A departmental final exam is required.
 - A minimum grade of C is required for successful completion.
 - College credit may apply.
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Required Lab Work

Required lab work is a homework component for this course. To pass the course, students must earn a “C” or above in course work.

Comprehensive Departmental Final Grammar Exam

- The Final Grammar Exam will take place during the final exam period and will be available in our Canvas course.
 - The final exam will consist of a multiple choice exam and will be submitted online in our Canvas course.
 - You will have two hours to complete the exam, but the exam must be completed in one sitting.
 - The final exam is 25% of the final course grade.
 - A departmental final exam is required. You cannot receive a passing grade in the course without taking the final exam. Missing the final exam will result in a grade of D or F.
 - Please look for any necessary updates regarding the dates of the final exam in Announcements of our Canvas course towards the end of the semester.)
 - You will have access to the Final Exam during designated dates.
 - The semester ends on Sunday, December 10th, at 11:59 P.M.
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Comprehensive Departmental Final Writing Exam

- - The Final Exam will take place during the final exam period and will be available in our Canvas course.
 - The final exam will consist of writing one well-developed four-paragraph essay on an assigned topic and will be submitted online in our Canvas course.
 - You will have two hours to complete the exam, but the exam must be completed in one sitting.
 - You cannot receive a passing grade in the course without taking the final exam.
 - Missing the final exam will result in a grade of D or F.
 - Please look for any necessary updates regarding the dates of the final exam in Announcements of our Canvas course towards the end of the semester.)
 - The semester ends on Sunday, December 10th, at 11:59 P.M.
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Major Topics/ Concepts/ Skills/ Issues

- English grammar and mechanics
 - Writing based on prompts
 - Writing based on reading
 - Writing, revising, and editing sentences

 - Writing-related technology
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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:
 - Think - think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
 - Value - make reasoned judgments and responsible commitments
 - Communicate - communicate with different audiences using varied means
 - Act –act purposefully, effectively and responsibly.”
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Attendance and Participation

I will post a short quiz in Canvas in Assignments for you during the first week of the course about the syllabus and an assignment about your personal online and writing experience. You will need to complete this quiz by the end of the first week. This quiz and this assignment will verify your attendance in the class, and you must complete the PowerPoint quiz and the online and writing experience assignment to avoid being reported as a No Show.

- SPECIAL NOTE #1: Just logging into this course does NOT count as attendance. You must complete all assignments by their due dates, utilize materials, including power points, videos, and handouts, email me with questions when something is not clear to you, check you Canvas email, and check Announcements in our EAP1585 course homepage in Canvas at least every other day. Sometimes there will be something. Sometimes there will not be anything. Just be sure to check.
- SPECIAL NOTE#2: If you send me an email or post a response to an Announcement, I will reply within twenty-four hours Monday through Thursday. Friday through Sunday, the response time will be longer, but I am trying to answer questions as quickly as possible, and I am here for you.
- SPECIAL NOTE #3: Be sure you have reliable computer and Internet access. “Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.” Be sure to read Valencia's [attendance policy](#).

Late/Make-Up Work:

If you are absent, it is your responsibility to remember to turn in missed assignments. Your instructor will not remind you about missing work. NOTE: You are 100% responsible for obtaining materials, assignments, information that you miss if you are absent from checking in online to our Canvas course. No late work will be accepted unless extraordinary circumstances are involved. These circumstances will be determined on a case-to-case basis. Absolutely no late work will be accepted for any reason after Thursday, November 16th.

Homework, Tests/Quizzes, and Assignments

Your work for EAP 1585 will come from three sources, and I will explain each of these in the first couple of weeks of our summer semester

1. Your textbooks: I will specifically let you know if you need to submit a homework assignment in Canvas. Most of the time, I will assign practices from the textbook and then post the appropriate answer keys in the Answer Key Module in Modules in Canvas. I will post quizzes in Canvas based on practices from the textbook that you will submit through Canvas.

2. Longman Digital Resources (MyEnglishLab) and MyEnglishLab: Grammar (Azar): MyEnglishLab is a website where you will find practices that will support and enhance your grammar and writing skills.
 3. Grammar quizzes/tests and writing assignments: You will submit these online through Canvas.
 - Typed writing assignments must be done according to MLA format. Format refers to the visual presentation of an assignment. MLA format is the most common style of the three primary format methods. I have examples with directions posted in the Welcome Module in Modules in Canvas.
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Academic Dishonesty and Academic Integrity

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 act is considered plagiarism. If you take information from a book, a magazine, or the Internet without documenting the source, that act is considered plagiarism. All assignments must be your original work. Only seek assistance with through online tutoring with writing assignments during the writing and revision process, but the work must still be your original work.

- 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.
- Be advised that your essays will be reviewed for plagiarism. If any plagiarized content is included in your essays, no credit will be given. Do NOT use any outside resources, including the Internet, to complete your essays. If there is any evidence of plagiarized content in your writing, the grade on the assignment will automatically be a zero. Read [Valencia College's guidelines on plagiarism. Links to an external site.](#)
- Do NOT use any outside resources to complete the final exam. If there is any evidence of g, the grade on the final exam academic dishonesty on the final exam, the grade will automatically be an F.
- SPECIAL NOTE: You must not use an assignment from one class for another. Also, do not use any translations tools. These actions also both fall under the umbrella of Academic Dishonesty
- New procedures for EAP
 - View the document EAP West Academic Dishonesty Levels 5-6 in your Canvas course
 - All offenses: The incident is reported to Dr. Wesley Johnson, Dean of Communications; the Dean of Students, West Region; and the Assistant Director, Student Conduct, West Region
 - 1st offense: Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region and a Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved

- 2nd offense: An 'F' on the assignment and notification to and involvement of the dean of communications and the dean of students.
- 3rd offense: An 'F' in the course and a notification to and involvement of the dean of communications and the dean of students.

Important Dates and Deadlines Important Dates

- Refund Request Deadline: Monday, August 28, at 11:59 P.M.
- Withdrawal Deadline for a "W": Friday, October 27, at 11:59 P.M.

No Classes/College Closed:

- Labor Day (college closed): Monday, September 4
- Veterans Day (credit classes do not meet): Friday, November 10
- Thanksgiving Day holiday (college closed): Wednesday, November 22-Sunday, November 26

Withdrawal Policy

- Please notify your instructor of your withdrawal.
- The instructor may withdraw a student for excessive absences.
- Students who do not take the final exam will receive not receive a passing grade for the course and will be required to retake the course.
- Important Note for International Students (F-1 or J-1 Visa): Please be advised that withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on fulltime enrollment requirements.

Grading Policy

Grading Breakdown

Assignment Category	Weight
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Grammar quizzes/tests and writing assignments	65%
My English Lab Online Lab Assignments	10%
Final Exam	25%
Total	100%

Grading Scale

Letter Grade	Percentage
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
E	0%-59%