**EAP 0381C SYLLABUS\***

**LOW INTERMEDIATE COMBINED SKILLS FOR ENGLISH LANGUAGE LEARNERS**

**Session:** Spring 2018

**Section:** W01, 26249

**Day, Time, Location:** MW, 8:30a.m.-11:15 a.m., Room 3-115

**Professor:** Gina M. Dalle Molle

**Office:** 3-221

**Telephone:** (407) 582-1503

**E-Mail Address:** gdallemolle@valenciacollege.edu

**Office Hours:** TBA

**Required Texts/** 1.Prism Reading and Writing 1

**Online Access**  (Online Workbook Included) by Richard O’Neill and Michele Lewis

 2. Prism Listening and Speaking 1

(Online Workbook Included) by Stephanie Dimond-Bayir and Kimberly Russell

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

must keep your work for this course until after your final grade

 2. Blue or black ink pens

 3. No.2 pencils

 4. USB

 5. 5 blue books

 6. Note Cards (size 5 x7 Or 4x6)

 7. Small stapler

 8. English-to-English dictionary (paper, NOT

 electronic!)

**Suggested Additional** 1. Highlighter

 **Texts/Materials:** 2. College-ruled, “11 x8-1/2”, single sheet, lined standard size

 notebook paper

This is a six-hour course. We meet six academic hours (5.5) per week in the classroom each week. The College expects you to schedule two more hours for each hour of class time and use this time for homework, required lab work, and regular study outside the classroom. Therefore, the College expects you to dedicate **at least** 12 hours each week to lab and homework. (This means a personal commitment of **18 hours** every week for this course.)

**Course Description/Objective:**
LOW INTERMEDIATE COMBINED SKILLS FOR ENGLISH LANGUAGE LEARNERS Prerequisite: Demonstration of required level of English proficiency or a minimum grade of C in [EAP 0281C](http://catalog.valenciacollege.edu/search/?P=EAP%200281C). Students develop basic speaking and listening skills necessary for participating in classroom discussions, with an introduction to oral presentation and listening skills. Additionally, they will comprehend basic academic-level reading texts, express themselves on personal topics in writing, develop control of basic grammatical structures, and use computer-assisted language learning facilities.

**Competencies:** 1) basic academic speaking/listening skills, 2) basic reading and vocabulary skills, 3) guided discourse writing skills at the sentence and paragraph level, 4) basic grammatical structures and patterns, and 5) basic skill in using language learning software. Required lab work is a component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion. Credit does not apply toward any associate degree. (Special Fee: $31.00).

**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 & Tardiness: Every student is expected to attend every class and to be on time.**  Four absences will be allowed with no questions asked to allow for medical or personal emergencies, but students may be officially withdrawn from the course upon their fifth absence. After **four** absences, you will be notified via Atlas that you will be withdrawn after you next absence.In addition, **students arriving late to class or leaving early disrupt the learning process for everyone else in the class;** therefore, late arrivals and early departuresof 15 minutes or more will be documented, with two such cases counting as an absence. The following is from Valencia’s Student Code of Conduct:

1. Examples of such disruptive or distracting activities include, but are not limited to, the following:
2. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: excessive tardiness, leaving and returning during class, and early departure when not previously authorized;

 Expected Student Conduct

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0) (College Policy: 6Hx28: 8-03).

The complete Valencia Student Code of Conduct can be found at **http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/**

**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, having a positive attitude, and not talking out of turn. Participation points can be lost for being late, not having homework done, disrupting class, leaving the classroom during class, putting one’s head down on the desk, speaking languages other than English, and not taking part in class, group, or partner activities. When work is due, it is due first thing at the start of class. Do not set work on the instructor’s desk if you come in late. You must wait until the end of class and hand it to me directly. Do not set work on the instructor’s desk at the end of class without speaking to me. If you do not speak to me first, I will not accept the assignment. Also, you need to be focused on what we are working on at the moment. Do not work on other assignments, even for our EAP0381 class. Cell phones or electronic equipment must be in your bag or in your pocket and be turned off or be on vibrate. You may check your phones from time to time, but they are not to become a distraction. If your phone becomes a distraction, I will ask that you put it away. After one warning, the electronic device will be held by the professor until the end of class. However, absolutely no cell phones or electronic equipment will be allowed in your hands, on your desk, or in your lap during any in-class paragraphs. During in-class paragraphs, I will give a warning, and if I see your phone again, the electronic device will be held by the professor until the end of class. If I see your phone during the final exam, you will receive an F on your final exam. No warnings!

**Notebook:** You will maintain a course notebook in a binder (with six sections,

each beginning with a tabbed divider) in a three-ring binder.

Section 1: general course information, class schedule, and class notes

 Section 2: listing/speaking/pronunciation handouts and assignments

 Section 3: grammar handouts and assignments

 Section 4: reading/vocabulary handouts and assignments

 Section 5: writing handouts and assignments

**Speeches:** Keep in mind that participation in a speech class does not just mean giving speeches. It also involves being a good audience member. Therefore, do not leave the classroom during class on speech days. When students come and go during class, especially when speeches are in progress, it is very distracting. If a student leaves the classroom during class on a speech day, and I determine that it is not an emergency, the student will be marked absent. A student will also have 25 points taken off his/her own speech score. Furthermore, for the first formal speech, I will deduct fifteen points from the speech score for anyone who is absent the day that he/she is scheduled to present without what I consider to be proper documentation. I will also deduct fifteen points from the speech score for anyone who is present but unprepared the day that he/she is scheduled to present. For all future speeches, I will deduct twenty-five points from the speech score for anyone absent without what I consider proper documentation and will deduct twenty-five points from the speech score for anyone who is present but unprepared the day that he/she is scheduled to present. Be Sure You Read this and Are Aware of This Policy.

**Paragraphs: All In-class paragraphs must be written in blue books. All paragraph revisions must be typed. Your final typed paragraph revision must look like the format example posted in Blackboard and be stapled to *the cover* of your original blue book correctly. All paragraph revisions must be typed on size 11 x 8 ½ paper, follow proper MLA format, be labeled properly (name, date, Prof. Dalle Molle, EAP0381 MW8:30, and paragraph number), and be stapled in the upper-left-hand corner. Otherwise, assignments will not be accepted. Paragraphs may go up 1 point after the revision process. This is only if there is a noticeable improvement. If I do not feel that the effort or improvement merits your paragraph’s score going up a whole point, your score will go up a half point or not at all. The paragraph’s score going up is not a guarantee and must be earned. Writing Center visits are also an essential part of the revision process.**

The **West Campus Writing Center** is an appointment-based resource located in Building 5, Room 155 (Phone: 407-582-5454).

### **Making Appointments**

### **You can make Writing Center appointments by calling 407-582-5454, stopping by**

### **5-155, or online. It's quick and easy!**

To make an appointment online:

1. Sign in to your [**Atlas**](https://atlas.valenciacollege.edu/) account.
2. Click on **Courses**.
3. Click on **West Campus Writing Center**.
4. For first-time users, **create an account** by entering your name and VID number. You will never have to create account again!
5. You will be transferred to WC Online, where you can see the times and tutors available. Simply **click on the desired session, enter the assignment information, save, and wait for your confirmation email**!

At the Writing Center, consultants help students at any point of the writing/learning process. The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping with grammar assignments; pronunciation; understanding main ideas and other reading skills; organizing and developing a speech; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes. The Writing Center consultant will not edit or proofread the paper. The student should make attempts at revising and editing on his or her own before coming to the Writing Center. The summer semester hours are: Monday through Thursday, 8am-8pm; Friday, 8am-12pm; Saturday, 9am-2pm.

**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 or late to class.** If you are absent, it is your responsibility to remember to turn in missed assignments. If you are absent, you are to check with a classmate to see what we did in class and to find out the homework. Then you can follow up with me if you have any specific questions or need clarification. If you e-mail me to ask me what the homework was because you were absent, please do not expect me to respond to this e-mail. Your instructor will not remind you about missing work, including lab work, **as knowing the due dates is your responsibility.** Work may be dropped off in the Communications Department 5-231 if previous arrangements have been made with your instructor. Missed in-class paragraphs, quizzes, and tests are done in the Testing Center 11-142. If you miss an in-class paragraph, quiz, or test, I will ask you to e-mail a reminder to me requesting that I send the paragraph writing topics, quiz, or test to the Testing Center for you. No late work will be accepted unless extraordinary circumstances are involved. These circumstances will be determined on a case-to-case basis. There is no make-up work for missing work. ***Absolutely no late work will be accepted after 4/12/18.***

**The Writing Center 5-155**

**This is where you go for help with your paragraph revisions and other class work.**

**The Testing Center 11-142**

**This is where you will go to make up a missed in-class paragraph, quiz, or test. Be sure to speak to me first.**

**Academic Honesty: Plagiarism and Academic Dishonesty**: **Plagiarism** is cheating by copying another person’s work in whole or in part and putting your name on the copied work and/or allowing another student to copy your work. Plagiarism, or any form of cheating, is not tolerated in this class. I cannot stress this enough. Here are the consequences for proven plagiarism: While you might complete some of the writing assignments 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 in-class paragraphs or 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 on any assignment, paragraph, quiz, or test, both will receive a zero on that assignment. If copying persists, you will be withdrawn from the course. **For the first offense, any work that is not your own or is copied will receive a zero**. For the second offense, you will receive an “F” in the course. If you cheat/commit plagiarism on the final exam, you will receive an “F” in the course, regardless of whether it is your first or second offense.

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. A power point on plagiarism and cheating can be found in Blackboard under Contents in the Power Point folder. You are responsible for understanding and following the policies outlined in this power point.

**E-mail Etiquette**: I will be contacting you through Blackboard to communicate with you individually or to the class as a whole throughout the semester. You too can also use this to communicate with your instructor and/or your classmates—individually or as a group. However, also be sure to check your ATLAS e-mail. You are also responsible for checking your Blackboard and your e-mail in ATLAS every day during the week, and it is a good idea to check it at least once over the weekend. **It is your responsibility to know how to access Blackboard and to check your e-mail, class announcements, and course files for information! If you encounter ANY trouble using Blackboard, let me know during or after class!** I encourage you to e-mail me and/or your classmates about topics relevant to the course and your learning. Messages you send should be professional, respectful, and collegial in form and tone. There is a handout on how to e-mail an instructor in Blackboard under Contents in the Handouts folder. I expect you to follow the guidelines in this handout and will not respond to e-mails that do not do so. Also, here are some general rules to guide you when composing e-mail messages:

* Fill in the subject line with words or phrases that accurately reflect the topic of the message, e.g., “Subject: EAP0281 Homework for Tuesday, August 31.”
* Address the recipient by name to add a personal touch to your letter, for example, “Hello, Prof. Dalle Molle,” “Good morning, Ms. Dalle Molle”
* Do not use all caps: e-mail messages written in all caps represents yelling. Yelling is inappropriate in a classroom situation.
* Do NOT use texting abbreviations, such as TTYL, LOL, BTW.
* If you are sending an attachment, make sure that it is attached before sending the e-mail.
* Edit your message for grammatical and mechanical (spelling, punctuation) correctness. E-mail is relatively informal, but poorly edited messages cause confusion.
* Keep your emails as concise as possible without leaving out any important information.
* Sign your e-mail by including your full name, and the class you are in, e.g., Samuel Jones, EAP 381, MW 8:30 a.m. Never share your VID# with anyone other than instructors or college staff.
* Remember to keep e-mails professional, so do not write personal attacks, which can be interpreted as “bullying” behavior.

**Withdrawal:**

Withdrawal Policy: The last day for a student to withdraw from a class is January 30, 2018 at 11:59 p.m. If you withdraw or are withdrawn by the professor before the withdrawal deadline, you will receive a ‘W’ as your final grade in the course. You do not receive credit for the course, and the ‘W’ is not calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. To withdraw, you must access registration on Atlas. After the deadline, the professor may withdraw a student for excessive absences or other reasons. A student is not permitted to withdraw after the withdrawal deadline.

**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 full-time enrollment requirements.

**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.

**Security Statement**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It’s important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**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.

**Required Lab:** Weekly lab is required in all EAP courses. Lab assignments will come from Prism Intro Reading and Writing and Prism Intro Listening and Speaking www.cambridgelms.org/splash. You are responsible for knowing your lab due dates and for asking ahead of time if anything is not clear or if you are not sure what to do. **The assignments will be in Blackboard in the Lab Folder in the second week of classes, and the due dates will be on the Class Schedule, so please do not tell me that you did not know or did not understand what to do or when to do it. It is your responsibility to ask if you are not sure.**

**Important Dates:**

Refund Request Deadline January 16, 2018

 Withdrawal Deadline for a “W” March 30, 2018

Writing Midterm Exam Monday, February 26, 2018

Grammar/Reading Midterm Exam Wednesday, February 28, 2018

Writing Final Exam Monday, April 23, 2018

 1:00pm-3:00pm

 Grammar and Reading Final Exam Wednesday, April 25, 2018

 1:00pm-3:30pm

**No classes (college closed):**

Labor Day Monday, January 15, 2018

Learning Day Friday, February 9, 2018

Spring Break Monday, March 12-Sunday, March18, 2018

**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:**

Lab reports 15%

In-class quizzes/paragraphs 35%

Participation/ Homework, including preparation in textbooks 10%

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).

**Names, phone numbers, and e-mail addresses of classmates you can call or contact for help:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***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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