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## Gina Dalle Molle



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## Course Information

**EAP1586**

**Professor Gina Dalle Molle**

Course Information

- **Course Prefix and Name:** EAP1586 High Intermediate Integrated Reading, Speaking, and Listening For English Language Learners
- **Term:** Spring 2024
- **CRN:** CRN23563 Fully Online

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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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## Required Texts:

### 1. Reading Explorer 4 Student Book 3/e with Online Workbook Instant Access

ISBN: 9780357124734 (This MUST be the ISBN)

Heinle Cengage|NG Learning

### 2. Academic Encounters Level 3 Student's Book Listening and Speaking with DVD, 2/e

ISBN: 9781107673144

Cambridge University Press

There is no companion software for Academic Encounters 3, so buying a used copy on Amazon is not a problem. (It MUST be this version of Academic Encounters 3 or the chapters and content will not make sense, but it does NOT have to be in new condition.)

### 3. Oxford Bookworm Stage 5: Great Expectations

ISBN: 9780194237604 (This MUST be the ISBN)

Oxford University Press

(You must have the Oxford Bookworm version or the chapters and the page numbers will not make sense.)

- This book might not show on the Valencia Online Bookstore with the other textbooks, but it is needed.
- I will provide access to the chapters from Oxford Bookworms Stage 5: Great Expectations in our Canvas course in a couple of weeks once we start reading it, but there is time to look for a paper copy. I know it can be nice to have a paper copy of a book, particularly when reading a novel.
- Inexpensive copies of Oxford Bookworms Stage 5: Great Expectations are available on Amazon. There is no companion software for Oxford Bookworms Stage 5: Great Expectations, so buying a used copy on Amazon is not a problem. (It MUST be this version of Great Expectations or the chapters and content will not make sense, but it does NOT have to be in new condition.)

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- The books from the Valencia bookstore online includes the required online access code for Reading Explorer 4. All EAP courses have a required online component that is in addition to your work from the textbook. Online Workbook Instant Access.

- I recommend buying the Reading Explorer 4 textbook from the Valencia bookstore, and if you have financial aid, the easiest option might be to purchase your textbooks through the Valencia bookstore.

### **Textbook and Companion Software Information**

- You should have your textbooks by the Drop/Refund deadline on Tuesday, January 16th, at 11:59 P.M.
- Purchase your textbooks through the Valencia College bookstore so that you will be sure to have all of the required course materials.
- Important Note: Students who choose to purchase their course textbook(s) from a third-party vendor outside of the Valencia online bookstore are responsible for any returns, refunds, exchanges, or missed assignments due to having purchased incorrect textbooks and/or software access codes for access to online workbooks.
- You can also access the Valencia Online Bookstore through Canvas by clicking on Online Bookstore and ATLAS through your class schedule.
- Any additional costs, shipping, etc. are also the student's sole responsibility. Purchase course textbooks for your EAP classes from Valencia's online bookstore in order to avoid additional costs or delays and to avoid having the incorrect course textbooks, which could lead to missed or incomplete course assignments.

### **Valencia Online Bookstore**

**<https://valenciacollege.textbookx.com/institutional/index.php?action=browse#/books/3963186>**

- Additional information about purchasing your textbook and companion software were sent in a email the week before the start of classes and is also available in the Welcome Module in our Canvas course.
- Instructions for how to register for MyELT, the Online Workbook will be available in the second week of the semester in our Canvas course. You will be able to do this on your own, but assistance will also be available online in the Communications Center on West Campus.

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## **Prerequisites, Course Description, Competencies, Lab Work, and Final Exam**

**Prerequisite:** Demonstration of required level of English proficiency or minimum grade of C in EAP 0400C and 0420C.

**Course Description/Objective:** Students develop ability to comprehend longer texts and lectures on a variety of academically-related topics by applying appropriate reading and listening

strategies including note-taking. Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion.

**Competencies:** 1) improving English vocabulary 2) locating key concepts 3) reading critically 4) reading a variety of materials, such as texts, periodicals, journals, and electronic materials 5) reading to enhance personal life 6) speech preparation and delivery 7) academic lecture comprehension and note taking 8) general academic communication skills 9) developing effective study habits

**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 Exam:** The final exam consists of an oral presentation, an academic lecture with listening comprehension questions, and a reading comprehension exam. The final exam is 25% of the final course grade. You cannot receive a passing grade in the course without taking the final exam.

- Final Exam:
  1.
    1. Oral Presentation
    2. Academic Lecture with Listening Comprehension Multiple Choice Questions.
    3. Reading Multiple Choice Exam

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- Credit does not apply toward any associate degree.
  - **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
    - 2. Value - make reasoned judgments and responsible commitments
    - 3. Communicate - communicate with different audiences using varied means
    - 4. Act –act purposefully, effectively and responsibly.”
  - **CLAST Competencies:**

IIB. Transmit ideas and information in effective written language, which  
conforms to the conventions of Standard American English.

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## Additional Materials:

A computer with reliable internet access

A reliable Internet connection

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### Attendance and Participation

- I will post a short quiz about the syllabus to verify attendance in Canvas in the Welcome Module for you by 12:00pm on Tuesday, January 9th at 12:00pm. You will need to complete the syllabus quiz by the end of the day at 11:59pm on day, Sunday, January 14th.
  - The syllabus quiz will verify your attendance in the class, and you must complete it to avoid being reported as a No Show.
  - There is also an assignment about meeting your classmates and your previous reading and speaking experience in the Welcome Module.
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- 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, kaltura videos, and handouts, email me with questions when something is not clear to you, check you Canvas email, and check Announcements in our EAP420 course homepage in Canvas at least every other day.
- 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, it 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.” • Things do happen, so be sure to get assignments in on time in case you do end up having to deal with a true emergency. Be sure to read [Valencia's attendance policy](#).

**Late/Make-Up Work:** If you are ill or traveling or have other matters that come up, 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, April 18th at 11:59pm.

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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.

- - - This course is designed to develop YOUR college-level skills in speaking and listening and in reading. Therefore, you must complete assignments individually with your own ideas and in your own words. Do NOT use any outside sources for any of your assignments in this course. Any submitted work that is not created and written by you and is not given proper citation means that it has been copied or plagiarized. Cheating is copying information from another source or allowing someone to copy your assignments. (Just say NO!) Plagiarism is the act of copying someone else's ideas, words, or information from a magazine, book, article, or website, for example, and submitting it as your own work. Cheating and plagiarism, whether intentional or unintentional, are unacceptable, are detrimental to your learning, will not be tolerated, and will result in severe consequences. You must complete assignments individually. If you copy any information, assignments, or tests or quizzes from another student or source (such as from a book or magazine or from the Internet) or share information with another student, the consequences will range from receiving a zero on the assignment to receiving an F in the course. No use of AI or translation tools, websites, or apps is allowed. Work individually on your assignments! Do your own work.

Please be advised, as per standards of academic integrity and honesty, that all of your assignments must be completed individually and must be your own original thoughts and answers without the use of outside resources unless your instructor states otherwise.

Read through the presentation on Academic Dishonesty below. The presentation contains information on what cheating and plagiarism are and how to avoid them. You are responsible for learning and understanding the information and for following the guidelines outlined in the presentation. Be sure that you clearly understand the consequences for cheating and plagiarism.

[EAP West Academic Dishonesty Levels 5-6.pdf](#)

# Valencia College Policy on Academic Dishonesty

See [Valencia College Policy Statement on Academic Dishonesty](#) to read Valencia College's policy statement on Academic Dishonesty.

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students may be subject to both the Student Code of Conduct and academic sanctions as determined in the academic judgment of the professor in cases where there is a combination of alleged violations of academic and non-academic regulations.

Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course.

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## Homework, Assignments, and Exams:

Your work for EAP 1586 will come from three sources:

**1. Your textbooks: Reading Explorer 4 Third Edition and Academic Encounters Level 3:** I will specifically let you know if you need to submit a homework assignment in Canvas. I will also assign practices from the textbook and then post the appropriate answer keys in the assignment itself or as a separate item in one of the Modules in Canvas. You will have tests based on the skills from your textbook.

**2. Your novel: Oxford Bookworm Stage 5: Great Expectations:** I will specifically let you know if you need to submit a homework assignment in Canvas. Most of the time, I will post

assignments and work Canvas using the novel. You will have quizzes and tests based on your novel. If you purchase your textbooks somewhere else besides the Valencia Online Bookstore, be sure you get the Oxford Bookworm Stage 5: Great Expectations. If you purchase a different version of the novel, the chapter and page numbers I refer to will not make sense.

**There will be additional assistance through the Communications Center (5-1550 with your Oxford Bookworm Stage 5: Great Expectation as well.**

**3. Reading Explorer 4 Student Book 3/e with Online Workbook Instant Access website known as MyELT where you will find practices that will support and enhance your writing skills.**

The textbook from the Valencia Bookstore comes with the Access Code needed for the MyELT website. You will also need a Course Key. I will post this in Canvas by the beginning of the second week of classes.

Lab assignments are required in all EAP courses. The assignments will be completed at [MyELT](#). To gain access to MyELT, you will need an access key, which is in your textbook purchased from the bookstore, and you will need the course key provided by your instructor. There are details on how to register for MyELT in the Week #1 module.

(The Reading Explorer 4 textbook has a big number 4 on it, but this is the correct book for EAP reading Level 5. The number 4 on the book is just a number the publisher assigned it.)

- Any 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.

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## Support Services

Here are some of the top resources to get you started and connected to some great tips, tricks, and tools! I will be adding more information about support services to our Canvas course homepage and continue to add updates in the Welcome Mod. The faculty and staff and Valencia College want you to be successful at every step of your journey towards a better education. Resources are available to help you succeed. Please click on this link for more on [Student Support Services](#) available to you.

### Virtual Answer Center

- You can now connect with an Answer Center advisor virtually through Zoom in our [Virtual Answer Center](#).
- Student services advisors are available to assist you with questions about admissions, financial aid, assessment, transcripts, residency and more. Visit to learn more and get started.



## Tutoring Service

- **Updated Learning Support Statement**
  - Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)
  - **Please note:** Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

## The Writing Center

- In person and online appointments are available at the Writing Center in Building 5 on West Campus. Information on how to book an appointment is available in the Welcome Module of this course and [can be found here.](#)

## Quick Start Library Guide

Use this [handy guide](#) to learn about and gain access to all the library resources from home or on-the-go. Visit our [Keep Learning](#) webpage for additional resources specifically for students taking online courses if you are still unable to find what you are looking for to get information on a wide range of resources and online learning tips.

## Valencia Counselors

- [Our Valencia Counselors](#) are here for guidance and support. Please visit the website to set up a non-emergency appointment. Please note that it may take up to 24 hours for a counselor to contact you. If you are experiencing a mental health emergency, please contact BayCare (800) 878-5470 or 9-1-1.
- We know this is a time of change, so if you find yourself in need of additional assistance, suggestions for local and national resources that may be helpful to you or your family can be provided as we navigate this together.
  - Baycare Student Assistance Services/Counseling Services
- - Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression,

adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor

## **Students with Disabilities**

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

## **Learning Technology Support**

- [EAP Distance Tutoring](#)
- [Distance Tutoring](#)
- [Getting Started with Zoom for Tutoring](#)

## **Canvas FAQs**

Canvas support is available 24 hours a day by calling the Canvas Support Hotline at 407-582-5600. You may also use the "Help" button on the navigation menu to obtain help with Canvas Chat Support (available 24/7). For additional information related to Canvas, visit the [Canvas Student Guide](#) for written and video tutorials.

## **Atlas Support**

All Atlas related questions, please reach out to 407-582-5444 or contact the student help desk at [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu) to receive assistance with Atlas or your Atlas account

- College Catalog/Student Handbook/Policy Manual

A full description of all College policies can be found in the [College Catalog](#).

- [The Student Handbook](#).
  - [The Policy Manual](#).
  - [The College Calendar](#).
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## **Important Dates and Deadlines Important Dates**

- Refund Request Deadline: Tuesday, January 16th, at 11:59 P.M.
  - Withdrawal Deadline for a “W”: Friday, March 15th, at 11:59 P.M.
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### **No Classes/College Closed:**

- Martin Luther King Jr. Day (college closed credit classes do not meet): Monday, January 15th
  - Learning Day (credit classes do not meet): Friday, February 9th
  - Spring Break (college closed credit classes do not meet): Monday, March 18th-Sunday, March 24th
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## **Comprehensive Departmental Final Exam**

- Final Exam:
    1. Oral Presentation
    2. Academic Lecture with Listening Comprehension Multiple Choice Questions.
    3. Reading Multiple Choice Exam
  - You will have access to the Final Exam during designated dates, and the exam must be completed in one sitting.
  - You will have two hours to complete the exam.
  - It must be done 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.
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## **Withdrawal:**

- 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 full time enrollment requirements.

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## Course Communication:

**Canvas:** I will use this tool to create a record of all that we do in the course. The syllabus and handouts. I will be using Canvas tools to communicate with you. Canvas can be access from the Valencia homepage. The tools include **Email and Announcements:** I will use this tool in our Canvas course to communicate with you.

It is your responsibility to know how to access Canvas and to check your e-mail, class announcements, and course files for information! If you encounter ANY trouble using Canvas, I have posted information in the Resources Module in our Canvas class. If you continue to have difficulty, let me know, and I will find where to direct you for additional assistance.

**E-mail Etiquette:** I will be e-mailing you through Canvas 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. 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. 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: 1586 Homework for Wednesday, January 11th.” (This is an example. **Put in the correct date.**)
  - Address the recipient by name to add a personal touch to your letter, for example, “Hello, Ms. Gina,” “Good morning, Prof. 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, EAP1586, CRN24305. (This is an example. **Put in the correct CRN for your class.**)
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# Approximate Determination of Final Course

## Grade :

### Assignment Category and Weight

Reading Exams, Quizzes,  
and Homework 65%

(Based on Reading Explorer 4, Academic  
Encounters 3 and Oxford Bookworms Stage 5  
Great Expectations)

Reading Explorer 4 Online    Workbook  
Assignments                      10%

Final Exam                      25%

Total                              100%

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

