

---

---

## Gina Dalle Molle



---

---

## Course Information

**EAP1620**

**Professor Gina Dalle Molle**

Course Information

- **Course Prefix and Name:** EAP1620 Advanced for English Language Learners
- **Term:** Spring 2024
- **CRN: Fully Online CRN21385**

---

## Instructor Information

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

## Required Texts:

### 1. Reading Explorer 5 Student Book 3/e with Online Workbook Instant Access

ISBN: 9780357124741 (This MUST be the ISBN)

Heinle Cengage|NG Learning

### 2. Oxford Bookworm Stage 6: Oliver Twist

ISBN: 9780194237635 (This MUST be the ISBN)

Oxford University Press

### Textbook and Companion Software Information

- **The Reading Explorer 5 textbook must have the required online access code for the Online Workbook (MyELT). The Reading Explorer 5 from the Valencia bookstore online includes the required online access code for Reading Explorer 5 for the Online Workbook (MyELT).** All EAP courses have a required online component or companion software that is in Addition to your work from the textbook. In EAP1620, the required companion software is the **Online Workbook (MyELT)**.
- **There are numerous online options to access Oliver Twist, but you must have the Oxford Bookworm version or the chapters and the page numbers will not make sense.**
- I recommend buying the text book from the Valencia bookstore, and if you have financial aid, the easiest option might be to purchase your textbooks through the Valencia bookstore.
  - 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](#)**

- 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.
- 

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

**Prerequisite:** Demonstration of required level of English proficiency or minimum grade of C in EAP 1520C and EAP 1500C or EAP 1586C.

**Course Description/Objective:** Students develop the ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies.

**Competencies:** 1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading for study and enjoyment, and 5) reading a variety of materials, such as texts, periodicals, journals, and electronic materials. Required lab work is a component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion.

**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 a reading comprehension exam.
- The Final Exam will take place during the final exam period and will be available in our Canvas course.
- You will have access to the Final Exam during designated dates.
- The Final Exam must be completed in one sitting.
- The final exam is 25% of the final course grade. 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.
- The Final Exam will be available online in our Canvas course: (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, April 28th, at 11:59 P.M, but the final exam will be due a couple of days before this. Again, look for updates regarding the dates of the final exam in Announcements of our Canvas course towards the end of the semester.

- 
- 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.

---

## **Additional Materials:**

A computer with reliable internet access

A reliable Internet connection

---

## **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 Friday, January 12th. 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 in the Welcome Module that will be due by the end of the day at 11:59pm on Friday, January 19th.
- 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](#).
- 

## Expectations of Students

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week. ATLAS is for college business. Canvas is for course communication.
- Students are expected to read the professor's emails
- This is a three-hour course. Therefore, students can expect to devote 9-12 hours each week to this course.
- Students are expected to read the professor's feedback and review the grading rubric in order to improve their writing skills.
- Students are expected to read and follow the syllabus and respect the deadlines.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](#) from Valencia College's Peace & Justice Institute.

## Expectations of Instructor

- The instructor will provide a variety of feedback on submitted assignments within seven to ten days of the original due date of an assignment. Occasionally if a due date is extended, then it will take longer for me to circle back and complete the grading of an assignment.
  - The instructor will provide multiple opportunities to demonstrate your learning progress (See Course Schedule).
  - I will reply to your email as soon as possible. I will reply to emails within 24 to 36 hours Monday through Friday with the exception of official holidays and when Valencia College is closed. I will respond to email messages that are sent during the weekend or on holidays on the following business day.
  - The instructor will address students following the guidelines as indicated through [Our Practice of Respect and Community Building](#) from Valencia College's Peace & Justice Institute.
- 

## Course Communication

# Announcements

Announcements will be posted in Canvas. The instructor will notify students of changes to the course work or highlight important information through announcements. Therefore, read any course announcements as they may contain important information about assignments or class concerns. The announcements will appear on your Canvas dashboard when you log in and can also be sent to you directly through notifications.

## Canvas Email

- To contact me, email me through the Canvas Inbox. Click on INBOX in the global navigation panel to the left. See further details below.
- I will reply to your email as soon as possible. I will reply to emails within 24 to 36 hours Monday through Friday with the exception of official holidays and when Valencia College is closed. I will respond to email messages that are sent during the weekend or on holidays on the following business day.
- Be sure to always give the course you are emailing about. For this class it would be EAP1620 CRN21385. Also, if you have a question about an assignment, please give the EXACT name of the assignment as it appears in the Canvas Modules. This will help me assist you as accurately and efficiently as possible.

## Contacting Your Instructor

- Check your Canvas e-mail regularly for course information.
- You may email me through the [Canvas Inbox](#) Monday-Friday. Use the INBOX located in the global navigation menu at the lower-left corner of the screen to read or send an email. You can either check your email messages in the Canvas system or set notifications to your preferred method of contact to receive email notifications. See [How Do I Set My Canvas Notification Preferences as a Student? \(Links to an external site.\)](#)
- You must use Canvas or your Valencia College Outlook (available through Atlas) email account to contact me.
- I will not read or respond to and will delete any email sent from a personal email account. In the subject line of your email, put your name, the course name, course CRN, and assignment name.
- Be specific in your request. If you have questions about a particular assignment, provide the full name of the assignment so that I can best assist you.
- Out of consideration, do NOT wait until the last minute to email me with questions about assignments. Please contact me in a reasonable time—at least two to three days—before an assignment is due so that there is time to resolve any issues. Otherwise, I will not be able to assist. Therefore, do not wait until the last minute to complete assignments in case you encounter any issues.
- Email to your instructor is considered formal communication. Therefore, when submitting messages, please follow the guidelines as outlined in Netiquette and Guidelines for Course Communication.

---

## Netiquette

When engaged in online interaction, it is important that we all follow netiquette. Some netiquette guidelines to follow are:

- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Remember to keep e-mails professional, so do not write personal attacks, which can be interpreted as “bullying” behavior. If your tone and/or language are inappropriate, I will bring it to your attention. Sometimes, this happens due to the language barrier; thus, it is a great learning opportunity.
- Don't write anything that sounds angry or sarcastic even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
- Make sure to start your emails with a salutation. Address the recipient by name to add a personal touch to your email, for example, “Hello, Prof. Dalle Molle,” “Hello, Prof. Gina, or “Good morning, Ms. Gina.”
- Avoid slang terms such as “wassup?” or “hey” and texting abbreviations such as “u” instead of “you.”
- Stay on topic. Don't post irrelevant links, comments, thoughts, emojis, or pictures.
- Always remember to say “please” and “thank you” when soliciting help from your instructor or classmates.
- Remember that all college-level communication should have correct spelling and grammar. Poorly edited messages cause confusion.
- Finally, be clear. Tell me what I can do to help you. Writing “I am sick” or “I will be late to submit my homework,” does not tell me what kind of professional assistance you may need from me.

---

**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 20th at 11:59pm.

---

## 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 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. Work individually on your assignments!

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.

---

## Homework, Assignments, and Exams:

**Your work for EAP1620 will come from three sources:**

**1. Your textbook: Reading Explorer 5 Third Edition:** I will specifically let you know if you need to submit a homework assignment in that is Not 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 6: Oliver Twist:** 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 6: Oliver Twist. 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 6: Oliver Twist as well.**

**3. Reading Explorer 5 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 5 textbook has a big number 5 on it, but this is the correct book for EAP reading Level 6. The number 5 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.
- 

## **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 Module. 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](#).
-

## **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.
- 

### **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
- 

## **Comprehensive Departmental Final 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 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. 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.
  - You will have access to the Final Exam during designated dates.
  - The Final Exam Essay will be available online in our Canvas course: (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, April 28th, at 11:59 P.M, but the final exam will be due a few day before this. Again, look for
- 

### **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 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.
- 

## 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.**)
- 

## Approximate Determination of Final Course

## Grade :

Assignment Category and Weight  
Reading Exams, Quizzes,  
and Homework 65%

(Based on Reading Explorer 5 and  
Oxford Bookworms Stage 6 Oliver  
Twist)

Reading Explorer 5  
Online Workbook  
Assignments 10%

Final Exam 25%

Total 100%

## Letter Grade

	<b>Percentage</b>
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
E	0%-59%

