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## Gina Dalle Molle



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## Course Information

- **Course Prefix and Name:** EAP1640C Advanced Composition for English Language Learners Syllabus
- **Term:** Spring 2024
- **CRN:** CRN21390 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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### Course Catalog Description

Students develop skills in planning, writing, revising, and editing sentences, paragraphs, and essays at the advanced 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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## Prerequisites

Demonstration of required level of English proficiency or minimum grades of C in EAP 1540C and EAP 1560C or EAP 1585C.

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## Course Learning Outcomes

- Distinguish informal and formal modes of written communication
- Comprehend advanced level writing structures
- Apply advanced level writing skills to develop sentences, paragraphs, and essays
- Demonstrate technology skills consistent with the course level

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## Required Competencies

1. Select a topic and choose an appropriate pre-writing technique,
2. Develop a topic sentence,
3. Select and organize appropriate support,
4. Write a first draft of the paragraph,
5. Use cohesive devices,
6. Edit the first draft of the paragraph
7. Produce a final four-paragraph essay
8. Recognize basic paragraph development from reading selections
9. Execute other academic writing tasks

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## Major Topics/ Concepts/ Skills/ Issues

- Writing based on reading
- Writing based on prompts
- Writing-related grammar and mechanics
- Writing, revising, and editing sentences
- Writing, revising, and editing paragraphs and essays
- Writing-related technology

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## Textbooks and Materials

Required Textbook:

Final Draft 4 with Writing Skills Interactive (Online Learning Pack)

- **Author:** Lambert, Jeanne

- **ISBN: 9781009345477 (You need this to prevent buying another prior versions, and so on.)**
- **Publisher: Cambridge**

To purchase your textbook for EAP1640 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 CambridgeOne. All EAP courses have a required online component that is in addition to your work from the textbook.

### **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.

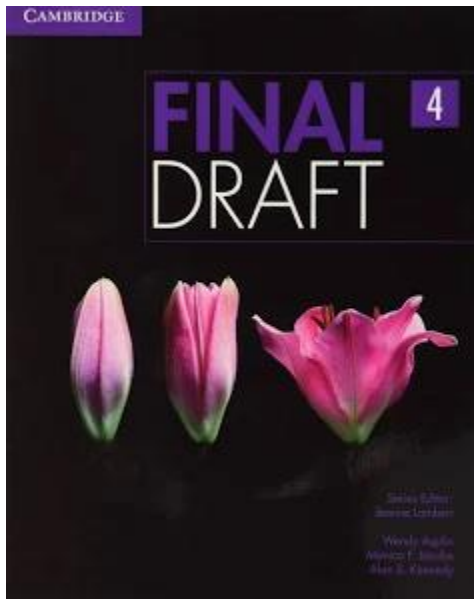
### **Valencia Online Bookstore**

<https://valenciacollege.textbookx.com/institutional/index.php?action=browse#/books/3962942>

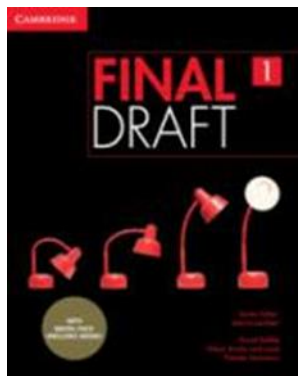
### **IMPORTANT NOTE:**

1. VALENCIA ONLINE BOOKSTORE PUT THE WRONG PICTURE ON THE PAGE WHERE YOU ORDER THE BOOK FOR THIS CLASS.
2. THE NAME AND ISBN ARE CORRECT, SO YOU SHOULD RECEIVE THE CORRECT BOOK IF YOU LINK TO THE VALENCIA BOOKSTORE THROUGH ATLAS OR GO DIRECTLY TO THE ONLINE BOOKSTORE. ALSO, MAKE SURE I AM THE INSTRUCTOR AND IT IS FOR EAP1640, AND YOU SHOULD RECEIVE THE CORRECT BOOK.

3. YOUR BOOK SHOULD BE FINAL DRAFT 4 AND LOOK LIKE THIS WHEN YOU RECEIVE IT. THIS IS OUR TEXTBOOK.



BELOW IS THE **WRONG PICTURE** OF FINAL DRAFT 1 SHOWN ON THE VALENCIA ONLINE BOOKSTORE, BUT AS MENTIONED ABOVE, THE BOOKSTORE HAS THE CORRECT ISBN FOR EAP1640 AND THAT IS WHAT THEY GO BY.



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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## 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. It will come from CambridgeOne.

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## 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 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.
- 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 updates regarding the dates of the final exam in Announcements of our Canvas course towards the end of the semester.

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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 EAP1640 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, 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](#).

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### 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, April 18th, 2024.**

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### Homework and Essays

Your work for EAP 1640 will come from three sources, and I will explain each of these in the first couple of weeks of our summer semester

1. Your textbook: I will specifically let you know if you need to submit a homework assignment in on paper that is NOT on Canvas. Most of the time, I will assign practices from the textbook as quizzes in Canvas based on practices from the textbook that you will submit through Canvas.
2. CambridgeOne: This is a website where you will find practices that will support and enhance your writing skills.
3. Writing Essays: You will submit these essays online through Canvas.
  - Typed essay 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. **PLAGIARISM INCLUDES THE USE OF TRANSLATION TOOLS AND AI.** 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.](#)
  - 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 the 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.
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## 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.

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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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### 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 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.

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## Grading Policy

### Grading Breakdown

Assignment Category	Weight
Paragraphs and Homework	65%
Cambridge Lab Online Lab Assignments	10%
Final Exam Paragraph	25%
Total	100%

### Grading Scale

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