
Gina Dalle Molle



Course Information

- **Course Prefix and Name:** EAP4440C Intermediate Composition for English Language Learners Mode Syllabus
- **Term:** Spring 2024
- **CRN:** CRN23564
- **Instructor:** Professor Gina Dalle Molle. (My first name is Gina. My last name is Dalle Molle.)
- **Class Time Information:** W 10:00am-11:15am
- **Classroom Information:** 2-213
- **Additional Information:** (2-213 is noted as our official classroom, but we will meet in the Communications Center 5-155, so please go to the Communications Center 5-155 during the semester. Also, of course be sure to check our Canvas Announcements and Canvas email in case I need to be out for the day.

Instructor Information

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

Course Catalog Description

Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences and paragraphs and/or essays at the intermediate level. Required lab work is a component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion. College credit may apply.

Course Learning Outcomes

- Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences and paragraphs and/or essays at the intermediate level.

Major Topics/Concepts/Skills/Issues

- Writing based on prompts
 - Writing based on reading
 - Writing-related grammar and mechanics
 - Writing and editing sentences
 - Writing and editing paragraphs
 - Writing-related technology
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Prerequisites

- Demonstration of required level of English proficiency
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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 one-paragraph essay
8. Recognize basic paragraph development from reading selections
9. Execute other academic writing tasks

10. Use technology related to writing
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Textbooks and Materials

- It is highly recommended to purchase new textbooks through the Valencia College bookstore so that you will be sure to have all of the required course materials.
 - 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.
 - 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.
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- You should have your textbooks by the Drop/Refund deadline on **Tuesday, January 16th, at 11:59 P.M.**
 - I highly recommend purchase your textbooks through the Valencia bookstore. **Valencia College cannot assist you with any problems that might occur with purchasing your materials if you use another option, including the Pearson website.**
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Textbook and Companion Software Information

Required Textbook:

You may use the print book OR the digital book:

Print Book

- [Longman Academic Writing Series : Paragraphs To Essays Sb W/App, Online Practice & Digital Resources LVL 3, Fourth Edition](#)
- **Author:** Oshima, Alice and Hogue, Ann
- **ISBN:** 9780136838531
- **Publisher:** Pearson

Digital Book

- **Longman Academic Writing Series 3 E-Reader + with Digital Resources**
- **Author:** Oshima, Alice and Hogue, Ann

- **ISBN:** 9780136838500
 - **Publisher:** Pearson
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There is no required companion software for Longman Academic Writing Series 3, so buying a used copy is not a problem. There is companion software, and it is good practice, but it is up to you if you register for it and use it. (It MUST be this version of Longman Academic Writing Series 3 or the chapters and content will not make sense, but it does NOT have to be in new condition.)

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.

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 paragraph on an assigned topic and will be submitted online in our Canvas course.
- 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.
- 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 Paragraph for the summer semester will be available online.
- **Please look for 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 it to avoid being reported as a No Show. This is a mixed mode class, and I look forward to meeting you in person, but this quiz needs to be completed to verify your attendance for the first week.

- 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 EAP440 course homepage in Canvas at least every other day. This is a mixed mode class, and I look forward to working with you in person, but If you have any symptoms for any illness or are not feeling well, just contact me. You will be able to stay active in the class with the online materials and most assignments will be submitted online.
- SPECIAL NOTE#2: If you send me an email or post a response to an Announcement, I will reply within twenty-four hours Monday through Thursday. Friday through Sunday, the response time will be longer, but I am trying to answer questions as quickly as possible, and I am here for you.
- SPECIAL NOTE #3: Be sure you have reliable computer and Internet access. “Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.” Be sure to read Valencia's [attendance policy](#).

Late/Make-Up Work:

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.

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. No use of AI or translation tools, websites, or apps is allowed. Work individually on your assignments! Do your own 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 paragraphs 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 paragraphs. 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 plagiarized content in your writing, the grade on the final exam 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 2-4 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: 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

Homework and Paragraphs

Your work for EAP 440 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 Canvas. Most of the time, I will assign practices from the textbook and then post the appropriate answer keys in the Answer Key Module in Modules in Canvas. Sometimes I will post quizzes in Canvas based on practices from the textbook that you will submit through Canvas.

2. Lab Assignments: I will post online practices from outside of Canvas that will support and enhance your writing skills. I will post these in the Modules in Canvas.

3. Writing Paragraphs: You will submit these paragraphs online through Canvas.

Typed paragraph 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.

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.

Mask Policy

- For now, masks are not required, but masks are welcomed when indoors at any Valencia College facility. This includes employees, students, visitors, and vendors, regardless of vaccination status.

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

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

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.

Laptop Request

Valencia College has a limited number of laptops available on a first come, first serve basis for student use during this time. To submit a request, complete the [request form](#). For questions, please email laptops@valenciacollege.edu or call Enrollment Services at 407-582-1507.

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 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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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%
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%

