

**EAP 0340 – Low-Intermediate Composition for Non-Native Speakers of English
Spring 2015, West Campus – CRN23274**

Instructor: Jennifer Metzger Lotfi		
Email: jlotfi@mail.valenciacollege.edu		
Class Days: Tuesday/Thursday 1, Room 151	Class Times: 5:30- 6:45PM	Classroom: Bldg.

Required Texts and Course Materials:

1. Longman Academic Writing Series Level 2, 3rd Edition
2. My English Lab: Writing Level 2 (Access Code)
3. Notebook
4. College level dictionary
5. Two (2) blue writing books

Prerequisite:

Demonstration of required level of English proficiency or a minimum grade of C in EAP 0281

Co-requisite:

or Pre-requisite: EAP 0360C

Course Description/Objective:

Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences and paragraphs at the low-intermediate level. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion.

Stated Learning Outcomes:

1) select and narrow a topic; 2) use brainstorming to create a paragraph plan; 3) develop a clear topic sentence; 4) select and organize supporting details that are adequate and relevant; 5) write the first draft of a paragraph; 6) use a variety of transition words and sentence types (coordination and subordination); 7) edit for grammatical and mechanical errors; 8) produce a final one-paragraph essay; 9) recognize elements of effective writing from reading selections. Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences and paragraphs at the low-intermediate level. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion.

In addition to the specific course competencies listed above, this course will also reinforce the *Valencia Student Core Competencies: Think, Value, Act, & Communicate*. These competencies are outlined in the College Catalog. These competencies will be reinforced through classroom lecture, discussions, group work, academic presentations, and other learning activities. This course will also reinforce *CLAST Communication Skills*. These competencies include essay writing, reading, the use of the English language, and logical reasoning skills.

Attendance & Participation:

Attendance is required, but preparedness and participation are equally important. All students are expected to be in class on time with all required materials and ready to participate. Simple presence in the classroom DOES NOT constitute attendance. Presence in combination with preparedness and participation does. Two incidences of a lack of preparation/participation or of tardiness of more than 5 minutes will be considered the same as an absence. Students who show up after attendance has been taken are responsible for notifying the instructor of their presence in the classroom. Failure to do so will result in an absence. Students will be permitted 2 absences provided they have given advance notice and have proper documentation. Absences without advance notice and/or documentation will be considered unexcused absences. Students with 2 unexcused absences cannot earn a

grade higher than B in the course. Students with 4 unexcused absences may be withdrawn at the discretion of the instructor.

Late/Makeup Work:

All assignments are due during the first five minutes of class on the assigned day. No late work will be accepted. However, make up work can be given if students request it, but only at the discretion of the instructor.

All assignments must be completed and turned in on time. Following an absence, it is the responsibility of the student to determine what was missed and get important notes, assignments, and due dates from other students in the class. **Students are responsible for all material covered or assigned during class.** Students are not guaranteed make-up tests. In addition, **all quizzes will be given at the beginning of class. If you are late to class, you will not be allowed to take the quiz. No make-up quizzes will be given.**

In case of an absence, record the names, phone numbers, and email addresses of a few classmates in order to contact them:

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Academic Honesty:

Each student is expected to be in complete compliance with the college's policy on academic honesty as set forth in the college catalog and student handbook. Please refer to the Academic Honesty section of the Valencia Student Handbook (pg. 116). Any student cheating on an exam or assignment will receive a zero and may be withdrawn. It is expected that all work submitted is the student's original work. **Cheating and plagiarism are not tolerated and will be dealt with according to college policies and at the discretion of the instructor.**

Classroom Conduct:

Students are held to the Valencia Student Code of Classroom Conduct.

Withdrawal Policy:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **withdrawal deadline of March 27, 2015** will receive a grade of 'W'. A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F."

Students with Special Needs:

Any student with special needs that may affect his/her progress in this course should notify the instructor as early in the semester as possible. Students with special needs who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD). OSD will determine accommodations based on appropriate documentation of disabilities.

For Lake Nona appointments, please call East Campus.

East Campus	West Campus	Osceola Campus	Winter Park Campus
Bldg. 5, Rm. 216	SSB, Rm. 102	Bldg. 2, Rm. 102	Bldg. 1, Rm. 212
Ph: 407-582-2229	Ph: 407-582-1523	Ph: 407-582-4167	Ph: 407-582-6887
Fax: 407-582-8908	Fax: 407-582-1326	Fax: 407-582-4804	Fax: 407-582-6841

Required Lab:

Students in EAP courses are required to complete a minimum of two hours' worth of lab assignments each week. Weekly lab is required in all EAP courses and is worth 10% of the final class grade. Lab assignments will be explained by the instructor.

Final Exam:

A final exam, which will be administered college-wide, will assess mastery of the course outcomes and the competencies which indicate readiness for college-level work. Students must demonstrate mastery of those skills to successfully complete the course.

****Final Exam Date and Time: Thursday April 30, 2015 from 5:00PM-7:30PM**

Course Evaluation:

Your final grade will be determined by attendance, participation, and completion of all tests, quizzes, assignments, and homework. EAP courses use a ten-point scale, with 'C' as the minimum passing and advancement grade for each course.

Important Dates:

Spring Break: No Class March 10 or March 12

Grades that satisfy the EAP course requirement:

A	90% - 100%
B	80% - 89%
C	70% - 79%

Grades that do NOT satisfy the EAP course requirement:

D	60% - 69%
F	0% - 59%

Determination of Final Grade:

The determination of final grades will be as follows:

Quizzes	25%
Coursework	25%
Lab	10%
Mid-term	15%
Final	25%

*Disclaimer: Evaluation standards, syllabus information, and class schedule are subject to change by the instructor at any time. Any change will be preceded by an announcement. A revised syllabus may be issued at the discretion of the instructor.

