

**EAP 1540 – High-Intermediate Composition for Non-Native Speakers of English
Summer 2014, West Campus – CRN31574**

Instructor: Jennifer Lotfi

Email: jlotfi@mail.valenciacollege.edu

Class Days: Monday/Wednesday

Class Times: 8:00-9:40PM

Classroom: Bldg 1, 147

Required Texts and Course Materials:

1. Writing Academic English level 4, 5th edition
2. Writing Skills Interactive 3, online practice (You need to purchase the code for this REQUIRED online access)
3. Notebook
4. College level dictionary

Important Room Numbers:

Communications Center & Writing Center

5-155

Tutoring Center

7-240

Reloadable Copy Cards (\$.10 per copy)

Library; Math Center, 7-240

Prerequisite:

Demonstration of required level of English proficiency or a minimum grade of C in EAP 0460.

Course Description/Objective:

Students develop the ability to use high-intermediate grammatical structures, verb tenses, and parts of speech appropriate to writing and speaking.

Valencia Competencies:

Valencia has defined four interrelated competencies that prepare students to succeed in the world community: (1) think (2) value (3) act, and (4) communicate. The college catalogue outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

CLAS: Evidence of College Level Academic Skills (CLAS) is a graduation requirement. To the extent possible, you will be encouraged to develop reading skills, essay skills, and English language skills as part of your work in this course. Additional information is available in the current Valencia College Catalog.

Course Communications:

- You MUST check your atlas/Valencia email everyday at least once in the AM and once again in the PM.
- I do not have office hours, but I can be reached via email.
jlotfi@mail.valenciacollege.edu My goal is to reply within 24 hours, usually much sooner.
- Atlas e-mail: I will use this to communicate to individual students and to communicate to the class as a whole.
- We will also be using Blackboard to communicate and collaborate. I will send any

announcements to the entire class through blackboard announcements. I will use the email copy function, which means that you will also receive an email to your atlas email account as well. <https://learn.valenciacollege.edu>, Log in with the same log in information you use for Atlas

- In addition to Blackboard and Atlas Email, I will be using Remind 101, which is a very helpful app. If you sign up for the Remind 101 announcements, you will be able to receive text message notifications from me.

Blackboard:

- If you need help with blackboard, you can visit https://help.blackboard.com/en-us/Learn/Reference/Blackboard_Learn_Videos
- Here is a link to a youtube channel with blackboard help. <https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

Faculty Front Door:

<http://frontdoor.valenciacollege.edu/?jlotfi>

Attendance and Participation: Attendance:

1. You are expected to attend class, to be on time, and to stay in class the entire class period. Any time you are not in class, you will be marked absent. There are no excuses for college and university classes.
2. If you are absent three times, you will receive an excessive absence warning in your Atlas email account, stating that you are subject to being withdrawn from the course. At four absences, you will be withdrawn from the course (unless you provide official written documentation due to emergency).
3. Attendance will also affect your participation grade. You are allowed one absence and for each absence beyond that one, your participation grade will fall by 15 points. If you are late to or absent from class, it is YOUR RESPONSIBILITY to learn what you missed in class.
4. You must be prepared for the next class meeting if you miss class. Absence is not an excuse. Make arrangements with another student to find out what information or material we covered, to find out the homework for the next class, and to get any missed handouts or assignments.
5. Any homework that is due on the day of an absence can be emailed to the instructor prior to the start of class time. You can then turn in the actual assignment the next class period if the instructor can verify that you completed the assignment before the class meeting that you are absent. If you do not email the assignment, it will not be accepted, will earn a grade of zero, and may not be made up. Any work missed during class due to a late arrival or absence may NOT be made up and will earn a grade of zero.
6. In case of an absence, you must complete any homework that is due for the next class.

Absence due to Illness or Emergency: If you are absent due to illness, you are responsible for the material covered in class and for any announcements made in class. Three absences will be allowed for medical or personal emergencies, but students may be officially withdrawn from the course upon their fourth absence. You may make up any missed test, quiz, or assignment when official written documentation of illness or emergency – signed physician note, document of hospitalization – is provided either in advance or by the class period upon your return. It is your responsibility to inform me of your absence in advance or as soon as possible. In the case of an illness or absence greater than three class periods, continuation in the course will be determined on a case-by-case basis and by discretion of the professor. Any tests, quizzes, or assignments missed during your absence must be completed in a

timely manner, usually by the next class period following your return to class. Any assignments not completed will receive a grade of zero toward your final grade.

Tardiness and Early Departure: Be on time to class. Attendance will be taken within the first five minutes of each class. If you are not in the classroom within that time, you will be marked late. Two such cases count as an absence and will affect your participation grade. In addition, students leaving class with five minutes or less of class time remaining will be marked late. Students arriving to class late or leaving class early by more than five minutes will be marked absent.

No-Show Policy: Because of Valencia College's Start Right policy, students must attend the first week of classes or be counted as a 'No Show.' A student cannot start class the second week. A student who does not attend the first two class meetings will be officially withdrawn from the class during the No-Show Reporting Period from **Tuesday, May 19 to Thursday, May 28th**. There will be no exceptions (unless due to emergency with official written documentation). If you are withdrawn as a 'No Show,' you will be financially responsible for the class and a 'W' will appear on your transcript for the course. In order to get a refund for the course, students must withdraw from the class in Atlas by the **Drop/Refund Deadline on Wednesday May 18, 2015, at 11:59 pm**. After that date, refunds will not be issued.

Classroom Policies:

Classroom Conduct: This is a college classroom and therefore you should conduct yourself in a professional manner. There are standards of classroom conduct, outlined in Valencia College policies and this syllabus, which all students in this class are required to follow. Behaviors that hinder or interrupt instruction and/or create a negative classroom atmosphere will not be tolerated. If you do anything "to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college," you may be asked to leave the classroom or be referred to the Dean of Communications or the West Campus Dean of Students. See <http://valenciacollege.edu/generalcounsel/policy/>, Volume 8: Students to read the policies in 8-03 Student Code of Conduct.

Classroom Behavior and Participation:

Participation makes up 15% of your final grade. All students are expected to participate actively in the class activities. Your participation grade is a reflection of your attendance in and punctuality to the class, your contribution to a constructive and productive learning environment, and your preparedness.

Therefore,

1. Attend every class
2. Arrive to class on time
3. TAKE NOTES IN CLASS
4. Do all of your homework thoughtfully, carefully, and accurately
5. Work individually on all assignments (unless stated otherwise by the instructor)
6. Stay on task during group work and class discussion
7. Save all materials – books, paper, pen – out on your desk when class begins
8. Speak in English
9. Be prepared to answer questions from assignments
10. Follow instructions
11. STAY IN THE CLASSROOM DURING THE ENTIRE CLASS (you will be marked absent if you leave the classroom regularly)
12. Show respect to everyone in the class.

13. Silence your cellphone, and only use it for lesson-related work (example: online dictionary)
14. Listen while others are speaking to the whole class or in groups
15. Be prepared for class (whether you have been absent or not)
16. Demonstrate polite and considerate behavior

Student Code of Classroom Conduct Policy Number: 6Hx28:10-18: Activities which disrupt the classroom setting and which are in violation of this Student Code of Classroom Conduct are those which, with or without intent to do so, are disruptive of the essence of the educational process. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. In the case of the violation of the Student Code of Classroom Conduct, the faculty member may initiate personal conferences, verbal and written warnings, referral to the director of student services for counseling, and removal from the classroom pending disciplinary action under policy 6Hx28:10-04. Examples of such disruptive or distracting activities include, but are not limited to, the following:

- Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as tardiness, leaving and returning during class, and early departure when not previously authorized;
- Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
- Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation;
- Utterances of "fighting words" or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence. Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28:10-04.

If you disrupt or interrupt the class, if you are rude, discourteous, ill mannered, or disrespectful, or if you refuse to follow instructions, you will be given a warning. If the disruptive behavior continues, a second warning will be given. If the disruptive behavior continues after the second warning, you will be asked to leave the class for that class period, you will be marked absent (see Syllabus, pages 2-3, Attendance and Participation), and your participation grade will fall by 15 points. Beyond that, if the situation still cannot be resolved, you will be required to meet with the Dean of Communications or Dean of Students before returning to the course. Any classes missed during that period will count as absences. With continued disruptive and disrespectful behavior, you will be expelled from the class and disciplinary action will be taken.

Any behavior that interferes with the teacher's management of the classroom or other students' or your own learning in this class is unacceptable and will result in disciplinary action taken against you and a reduction of your participation grade and/or assignments.

DO NOT

- Talk excessively with others or hold private conversations unrelated to the class
- Talk while another student or the professor is talking to the whole class.
- Copy assignments from another student or from outside resources

- Allow other students to copy your assignments, tests, or labs
- Have your cellphone in your hands or on your desk
- Use your cellphone during class, unless it is for a lesson related activity such as using an online dictionary.
- Leave the classroom during class
- Listen to music
- Work on homework for our or another class
- Arrive late
- Make distracting noises (clicking pens, smacking gum, yawning loudly, for example)
- Eat in the classroom
- Accept visitors in the classroom.

Personal Concerns:

Any question that involves a matter about an individual assignment of yours or about your personal circumstances should be discussed privately with me, not while class is meeting. Do not interrupt the class with personal matters or concerns. Speak with me at another time outside of class when I can give you the attention your concern deserves.

Homework and Quizzes: Assignments:

You are required to complete ALL class assignments. All assignments that are collected and graded become part of your final course grade; any assignment that is not completed will receive a grade of zero. Assignments will be collected at the beginning of class. If an assignment is not ready to be turned in, it will earn a grade of zero. Assignments should be double-spaced and hand-written in blue or black ink pen (NOT PENCIL) or typed. Your work must be stapled (if there are multiple pages) and formatted and labeled correctly before class and be completed and ready to hand in at the start of class. Compositions must be word-processed (see Syllabus, Compositions/Writing Assignments and Revisions, page 5). Late assignments are not accepted.

All assignments must follow the criteria below or an assignment may lose points, be returned ungraded, or earn a grade of zero. Assignments must

1. be your individual and original work- not copied from another person or allowed to be copied by another person and not plagiarized
2. be completed in blue or black ink pen and double-spaced (skip lines) or typed
3. be completed on standard 8½x11 college-ruled loose-leaf paper (with side edging removed from spiral notebook paper)
4. include your first name and last name (in that order), the course name, the assignment chapter and exercise number, and the assignment due date
5. be fully completed
6. be clean (no editing marks, no food or drink stains, no drawings)
7. be legible and neat
8. be stapled together in the UPPER LEFT HAND CORNER (if more than one page)
9. be ready to hand in at the beginning of class
10. have all pages in order

Late/Makeup Work:

All assignments are due during the first five minutes of class on the assigned day. Late work may be accepted, but will only receive partial credit.

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.

Late work is NOT accepted (unless due to illness or emergency with official documentation). There is no make-up or extra credit work. Some homework assignments may undergo revision. If you do not submit the assignment at the first due date, you may turn in that assignment at the second submission, but the grade will be reduced by 20 percentage points prior to being graded.

Quizzes:

Periodic quizzes may be given. If you are absent on the day of a quiz, that quiz will earn a grade of zero. There are no makeup quizzes (unless due to illness or emergency with official documentation).

Compositions/Writing Assignments and Revisions:

The writing assignments completed out of class will undergo revision. The grade on revised papers may increase when there are clear improvements made to the paper that warrant the higher grade. The grades from the two versions will be averaged. If you do not submit a composition at the first due date, you may turn in that assignment at the second submission, but the grade will be reduced by 20 percentage points prior to being graded. It is strongly recommended that you seek assistance with revisions in the Writing Center, 5-155, for ALL writing assignments in order to improve your writing and to receive instruction on the errors that occur in your writing. However, three Writing Center consultations are required.

All writing assignments must be word-processed, contain accurate heading information, be correctly formatted, and be submitted by the due date given. Writing assignments must also be submitted with all planning papers and previous drafts. That includes prewriting, an informal outline or an organizational map, any rough drafts or graded drafts, any grading sheets or rubrics, and the final draft. Assignments that are not turned in with any graded previous drafts and the grading rubric not be graded. Essays must be of a minimum of 300 words and no more than 500 words (1-1/2 to 2 pages typed). A paper that does not meet this minimum requirement will lose one letter grade prior to being graded.

Compositions will be assessed on the criteria in the grading rubric (see Syllabus, EAP 1540C Scoring Criteria Rubric, page 11). Be sure to incorporate into your papers elements of sentence structure and writing that we study in order to demonstrate your learning and understanding of these elements. The use of an online translator, copying, and plagiarism will not be tolerated and will result in a grade of "F" for the assignment for the first offense and a grade of "F" in the course for the second offense and any other disciplinary action by Valencia College.

Writing Assignment Format: Use Times New Roman, 12-point font, 2-line spacing (double spaced), align text left, and one-inch page margins. Writing assignments that are not typed and double-spaced will not be accepted and will be returned ungraded.

Tests and Quizzes:

There are no makeup tests or quizzes unless due to illness or emergency with documentation.

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. Your lab assignments will consist of completing assignments in Writing Skills Interactive 3 on Blackboard Learn and meeting with an instructor in the Writing Center (5-155) for a minimum of three writing consultations. For Writing Skills Interactive 3, you need an access key, which comes printed on an Access Card. This is available in the bookstore.

Assignments:

You are required to complete ALL assignments. Homework is not optional and affects your learning and course grade. All assignments are to be completed legibly, neatly, and completely or points may be deducted from any given assignment. Homework is due on the announced date at the beginning of class. Please label all assignments properly in the upper right-hand corner of the paper with your name, the course name (example: EAP 1540), and the assignment due date.

NOTE: You are 100% responsible for obtaining materials, assignments, information that you miss if you are absent from or late to class.

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 _____

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. The date and time of the final exam will be announced in class.

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.

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:

Writing Assignments	35%
Lab work/homework/tests/quizzes/writing center	25%
Attendance and Participation	15%
Final	25%

Writing Standards:

Writing assessments will be evaluated according to four indicators indicated in Valencia’s “Rubric for the Assessment of Written Communication” (Meaning and Development, Organization, Language, and Conventions) and the four levels of achievement. The aim of this course is to help students approach the “Competent” level of achievement in all four indicators.

<http://www.valenciacc.edu/learningevidence/documents/rubrics.pdf>

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. Do not copy from other students’ homework and tests. Copying from others will not help you learn. Do your own work! Cheating has negative consequences in college.

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 **July 19th** 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.”

***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.

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. On East Campus, OSD is located in Building 5, Room 216, Ph: 407-582-2229, Fax:, 407-582-8908, TTY: 407-582-1222, and On West Campus, OSD is located in the SSB Room 102, Ph: 407-582-1523, Fax: 407-582-1326, TTY: 407-582-1222

Communication Center (West Campus):

Open to currently registered students in EAP classes, preparatory English classes, Communication, Foreign Language, and preparatory reading classes only. Supports learning for students in the above courses. Phone 407-582-1812, RM 5 - 155

Writing Center (West Campus):

The Writing Center is staffed with faculty-level English, Reading, and EAP instructors. The instructors go over essays and other writing assignments with students. Open to all students. Appointments are required. Phone 407-582-1812Rm 5-155A

Computer Access Lab (West Campus):

Open to all students with an active Atlas account. Internet & word processing for research papers. Atlas & e-mail, access to course software. Lab staff available to help students with software applications. Software catalog available on the Computer Access Lab web page. Phone 407-582-1646, RM 6-101

Library (West Campus):

Computer workstations open to all students with an active Atlas account. Internet & word processing are available for research papers. Librarians help students locate, access, evaluate and cite information & sources for research papers., Phone 407-582-1432, RM 6-201

BayCare Behavioral Health Assistance Program:

Valencia College is interested in making sure that all its students have a rewarding and successful college experience. For that purpose, Valencia students can get immediate assistance with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as problems dealing with school, home, or work. Students have 24-hour unlimited access to the BayCare Behavioral Health's confidential student assistance program phone counseling services by calling 1-800-878-5470. Three free confidential face-to-face counseling sessions are also available to students.

Student Code of Conduct:

Valencia Community College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook

Helpful Valencia Links:

College Catalog

<http://www.valenciacollege.edu/catalog/> (includes a full description of all VC policies)

Policy Manual

<http://www.valenciacollege.edu/generalcounsel/>

Student Handbook

<http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

*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.

How to Email a Professor

- 1) Write from your college email account.
- 2) Include the course number in the subject line, e.g. "Question about EAP 1640"
- 3) Choose an appropriate greeting, e.g. "Mr. Vonnegut," "Ms. Monroe" or "Professor Hawking"
- 4) End your email with your full name, course number, and meeting time:

Tanya Smith
SPN 1121, TR 11:40-1:20pm

- 5) Proofread what you have written. Use formal spelling, grammar and punctuation. If an email to your professor is not worth writing correctly, it is probably not worth writing.
- 6) It is important to understand that a teacher (or potential employer) will judge you not only by your work but also by how you *communicate* with him or her. Below is an **example** of what a proper email to your teacher should look like:

Subject: EAP 420 Website

Professor Martinez,

I have been trying to locate the website you recommended to help me study for the organizational patterns quiz on Wednesday. Could you please email the link to me at your earliest convenience?

Thank you!

Francisco DiCerbo
EAP 420, MW 10:00-11:15am

Your Name

EAP 1540C

Assignment Name

January 6, 2014 (Date Submitted: Month Date, Year)

Title of Your Essay

These are the formatting guidelines for writing assignments, and this is what the first page of your writing assignment should look. Use the font Times New Roman for your paper and use 12-point font size throughout the entire paper – for the heading, the title, and the paragraphs of the essay. For the entire paper, set the line spacing on 2.0. Also, keep the page formatting on “Align Text Left” and one-inch margins on all sides of the paper.

After you have typed the heading information, space one double line between the heading and the title of your essay by hitting the *Enter* key one time. Center the title of your essay. Do not put quotation marks around the title, do not underline the title, and do not put a period after the title. Also, do not put the title in bold or italics. Capitalize only the major words in the title, including the first word. Small connecting words within a title such as *a*, *an*, *the*, *of*, *for*, *in*, and *to* are not capitalized. The title should consist of several words that tell what the paper is about; it should not be a complete sentence. The first sentence of the paper should be independent of the title. For example, if the title of your essay is *My Favorite Room*, the first sentence of the essay should **NOT** be “It is the kitchen.” Instead, the first sentence might read, “The kitchen is my favorite room in the house.”

Now, space one double line between the title and the first line of the text by hitting the *Enter* key one time. Always keep the line spacing on ‘2’ so that the entire paper is double-spaced.

Indent the first line of each paragraph five spaces from the left margin by hitting the *Tab* key once. Leave one space after a punctuation mark. Do not put a space before a punctuation mark; the space should come **AFTER** the punctuation. Also, do not begin a new line with a punctuation mark. In addition, do not divide words in the paper between lines and do not press the *Enter* key to move to the next line of

writing unless you are beginning a new paragraph. While typing, the cursor will move to the next line on its own. Be sure to continue typing to the last line of the page; the cursor will go to the second page on its own. Paragraphs can be divided between pages; in other words, you don't have to have a complete paragraph on one page -it may go on to the next page (just like this paragraph does).

The second page of your paper should look like this one does. There should be no heading information.

For timed writing assignments in a blue book:

Title Line		
	When completing a writing assignment for class, write on only one side of the paper.	
	Double space your writing; in other words, write on every other line. Write the	
	heading information above the title line. Center the title on the top line of the first	
	page, and begin writing on the third line of the page. Indent the first line of every	
	paragraph one inch from the left margin (about five spaces), and do not write to the	
	very end of the paper; write only to the right margin of the page. At the bottom of the	
	paper, write to the last line on the page. Additionally, write your final copy in ink, but	
	your planning and rough drafts may be written as you choose. If your work goes on to a	
	second or third page, do not write heading information on that page. On pages after	
	the first page, begin writing on the line just below the title line. Nothing should be	
	written on the title line but the title.	

EAP 1540C Scoring Criteria Rubric

Passing Scores

Score of 5
(Grade of A) The paper has a clearly established main idea that the writer develops effectively with specific details and examples. Organization is logical and coherent. Vocabulary and sentence structure are mostly varied and effective. Errors in sentence structure, usage, and mechanics are few and do not interfere with the writer's ability to communicate.

Score of 4
(Grade of B) The paper has an adequately stated main idea that is developed with some specific details and examples. Supporting ideas are presented in a mostly logical and coherent manner. Vocabulary and sentence structure are somewhat varied and effective. Occasional errors in sentence structure, usage, and mechanics may interfere with the writer's ability to communicate.

Score of 3
(Grade of C) The paper states a main idea that is developed with generalizations or lists. The paper may contain occasional lapses in logic and coherence and is often ineffective. A variety of errors in sentence structure, usage, and mechanics sometimes interferes with the writer's ability to communicate.

Failing Scores

Score of 2
(Grade of D) The paper presents an incomplete or ambiguous main idea. Support is developed with generalizations and lists. Organization is mechanical. The paper contains occasional lapses in logic and coherence. Word choice is simplistic, and sentence structure is disjointed. Errors in sentence structure, usage, and mechanics frequently interfere with the writer's ability to communicate.

Score of 1
(Grade of F) The paper has no evident main idea. Development is inadequate and/or irrelevant. Organization is illogical and/or incoherent. Vocabulary and sentence structure are garbled and confusing. Significant and numerous errors in sentence structure, usage, and mechanics interfere with the writer's ability to communicate.

EAP1540C
WORD-PROCESSED AND IN-CLASS WRITING ASSIGNMENT FORMAT

Out-of-class assignments:

1. All assignments must be word-processed. Use Times New Roman, 12-point font, 2-line spacing (double spaced), align text left, and one-inch page margins. Essays must be typed, stapled, formatted, and labeled correctly.
2. Indent all paragraphs.
3. Double-space the essay (that means write or type on every other line). Do *not* add an extra space between paragraphs.
4. Keep a one-inch margin on both the left and right sides of the page.
5. One-page typed contains approximately 250 words. Writing assignments will require specific requirements of length. The final draft of essays must be 250-300 words. A paper that does not meet this minimum requirement will lose one letter grade.
6. Order your papers (prewriting, outline, rough drafts) from least to most recent (that means to put the most recent paper on top). The typed essay should be the top paper. Staple all papers in the UPPER LEFT corner of the page. Be sure to turn in all the papers from the writing process.
7. Do not place assignments in folders or plastic covers.
8. Do not place assignments in folders or plastic covers.

In-class assignments in a blue book:

1. Write heading information - name, course number, assignment name, and date on the front of the blue book in the appropriate spaces.
2. Write on *one* side of the page. Do not write on the back.
3. Do not write into the right margin or to the end of the page.
4. Indent all paragraphs five spaces.
5. Use blue or black ballpoint pen.
6. DO NOT write heading information on the first page inside the blue book.