Valencia College

FALL2013 – EAP 1640C SYLLABUS\*

**ADVANCED COMPOSITION FOR NON-NATIVE**

## Days: Tuesday/Thursday Time: 8:30AM –9:45PM Room: 3-118

**Professor: Jelitza Rivera**  **Telephone:** N/A (use Atlas e-mail).

**E-mail Address:** **jelitza.rivera@valenciacollege.edu**(check your e-mail address regularly as course information and/or assignments may be sent via your Atlas account).

**Office Hours:** By appointment only (Available Tuesday and Thursday)

**Required Texts/Materials:**

1. Grammar and Beyond 4, book and workbook;

2. standard 81⁄2 x 11 college-ruled paper (for writing and class assignments);

3. Blue Books

4. blue or black ERASABLE ink pens,

5. a stapler

Important Room Numbers:

Communications Department / Building 5-231 Testing Center / Building 11-142

Communications Lab / Building 5-155 Tutoring Center / Building 7-240

**Note:** You are 100% responsible for obtaining materials, assignments, information that you miss if you are absent from or late to class. Contact a classmate before you contact the professor.

**Classmates to Contact (for help or class news):**

**Name Phone Number E-mail Address**

1.

2.

3.

**Prerequisite**:Demonstration of required level of English proficiency or minimum grade of ‘C’ in EAP 1540C and 1560C.

**Course Description/Objective**: Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the advanced level. Required lab work is a homework component of this course. In order to pass this course, students must earn a passing score on the Essay Comprehensive Departmental Final Exam (3 or 75%), and a minimum grade of C in the course is required for successful completion. In order to be recommended to the 2nd round of testing for the final exam – a student must have a 70% or C- grade, in all other classwork prior to taking the essay the first time around.

**Competencies**:(1) narrow a broad topic, (2) select an appropriate pre-writing technique, (3) develop a thesis, (4) support the thesis, (5) construct an organizational plan/pattern, (6) write an introductory paragraph, (7) write body paragraph(s), (8) write a concluding paragraph, (9) write the first draft of the essay, 10) revise the essay, (11) edit for grammatical errors, (12) edit for mechanical errors, (13) produce a final multi-paragraph essay, (14) identify elements of effective writing from reading selections in the disciplines, (15) perform other academic writing tasks.

**Other Objectives**:In addition to specific EAP objectives, the course will reinforce the following competencies wholly or partially.

**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 catalog 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.

**Classroom Policies:Review the Student Code of Conduct, for more specific info.**

***Important - “NO SHOW” STATUS Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.***

**Attendance:** You are expected to attend class and be on time. Any time you are not in class, you will be marked absent. 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 due to an emergency with official written documentation). Attendance will also affect your overall grade since any work that you missed while you were absent **CANNOT** be made up. If you are late to or absent from class, it is YOUR RESPONSIBILITY to learn what you missed in class.Absence is not an excuse. Contact 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.

**Participation:**You must come prepared for class in order to contribute to the class and to best benefit your learning.In order to succeed in this course, bring all required materials to class, do all the required homework thoughtfully, and be prepared to participate actively during class.

Any behavior that disrupts the teacher's conduct of the classroom or other students' learning in this class is unacceptable. Rude or inconsiderate conduct or behavior toward another student or the instructor will also not be tolerated. Any student that disrupts the learning environment in class will be asked to leave. If disruption is consistent, the student will be referred to the office of student conduct on the second offense.

**Absence due to Illness**:If you are absent due to illness, you are responsible for the material covered in class and for any announcements made in class.You may make up any missed class test, quiz, or assignment due to absence when official written documentation of illness or emergency – physician note, document of hospitalization – is provided by the next class period. A doctor’s appointment is not an emergency as you could have scheduled it at another time. It is your responsibility to contact me to inform me of your absence from class as soon as possible. Absences will not be forgiven. In the case of a lengthy illness greater than two class periods, continuation in the course will be determined on a case-by-case basis and by discretion of the professor. Missed tests, quizzes, or assignments must be completed in a timely manner, usually by the next class period upon your return to class, or will receive a grade of zero.

**Late Arrivals and Early Departures**: Come to class on time and leave when class is dismissed. If you arrive more than 5 minutes late or leave early, you will be considered tardy. Two tardies equal one absence. If you arrive more than 15 minutes late, you will be considered absent (for that class session). \*If a student is absent from any class period, additional assignments will need to be completed & turned in upon returning.

**Homework and Quizzes:**

**Assignments: No late assignments will be accepted!**

You are required to complete ALL assignments. Homework is not optional and affects your overall course grade. Any assignments that are not turned in will receive a grade of zero. All assignments are to be completed legibly, neatly, and completely, or points will be deducted from any given assignment or the assignment may not be graded. Also, all assignments may be typed or hand-written in blue or black ink – NO pencil. If an assignment isn’t, it will be returned ungraded. It can then be turned in at the next class period for a reduction of one full grade. Assignments that are not double-spaced will not be graded. We will further discuss formatting of papers in class.

Homework is due on the announced date at the beginning of class, and all assignments should be completed and prepared to turn in **BEFORE** class. Assignments must be stapled, in ink, double-spaced, formatted, and labeled correctly before class. Assignments will be collected at the beginning of class. If they are not ready to be turned in at the beginning of class, then that assignment can be turned in at the next class period and will be considered late with a reduction of one full grade. Once the assignment is turned in, if it is not stapled, in ink, double-spaced, formatted, or labeled correctly, the assignment will be returned ungraded. It can then be turned in at the next class period for a reduction of one full grade. Label all assignments in the upper right-hand comer of the paper **ABOVE** the title line with your name, the course number, the name and page number(s) of the assignment, &the date the assignment is submitted (as shown below).

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| (title line – the title should be centered on the title line and may extend into the margins.)Your NameEAP 1640C, Section 05Assignment NameAssignment DateEXAMPLE: |
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|  |  When completing an assignment for class, write the heading information above the |  |
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|  | title line in the upper right hand corner. Double space your writing - write on every other |  |
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|  | line. Write on only one side of the paper and complete your work in blue or black ink pen. |  |
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|  | Also, do not write into the margin - don’t write to the very end of the paper. |  |
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I will collect your work at the beginning of class and all assignments must meet the criteria below. If an assignment does not meet these criteria, it will be returned ungraded. It can then be turned in at the next class period for a reduction of one full grade. Assignments that are not double-spaced will not be graded. **All assignments must:**

1. be your own original work
2. be completed on standard 8½ X 11 loose-leaf paper
3. include your first and last name in the upper right hand corner (first name first; last name second)
4. be labeled with the course number and days
5. be labeled with the assignment name and date in the upper right hand corner
6. be fully completed
7. be copied out as a clean copy (no editing marks, no items crossed out, no food stains, no drawings)
8. be legible and neat
9. be stapled together in the upper left hand corner
10. have the side fringe removed from the notebook paper
11. be completely ready to hand in at the beginning of class
12. be completed in blue or black ink pen
13. have pages in order
14. be on time
15. be turned in at the next class meeting if you were absent (ABSENCE IS NOT AN EXCUSE)

**Tests and Quizzes:** If you are absent on the day of a test or quiz, that test or quiz will earn a grade of zero.There are no makeup tests or quizzes.

**Late Work:**No late work will be accepted. Assignments are due on the day as announced at the beginning of class. There will be no exceptions unless due to illness with documentation. Do not get behind in your work. If you are absent from class, you must turn in your work to me in class at the next class period or it will not be accepted and will earn a grade of zero.

**Essay Assignments:**

The essays must be arranged in clear paragraphs with a clear thesis, introduction, supporting details, and a conclusion. Your essays will be graded on the ability to communicate the paper’s thesis, supporting details, and conclusion as well as content, organization, formatting, vocabulary, spelling, grammar, punctuation, and sentence structure(see the College Rubric below). The essays must be typed and turned in in class by the deadline given in.Be sure to incorporate the elements that we have studied in classinto your essay in order to demonstrate your learning and understanding of the elements of academic writing.

**Writing and Revising:** All writing assignments will undergo revisions.Also, throughout the semester, you will be working in groups to revise and edit other group members’ essays in order to practice and improve your own revising and editing skills. This will be explained in greater detail in class. It is required to seek assistance with revisions in the Writing Center, 5-155 for ALL writing assignments. All writing assignments should be labeled with the name of the assignment in order to keep track of assignments.The names of the assignments will be given in class.

For timed writing assignments, it is also required to seek assistance with revisions in the Writing Center. The grade on revised papers can increase by only one letter grade when there are clear improvements made to the paper that warrant the higher grade (further details will be provided).

**Essay Format:**Tahoma, Arial, or 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. Essays will be collected at the beginning of class. If an essay is not ready to be turned in at the beginning of class, that assignment can be turned in at the next class period and will be considered late with a reduction of one full grade. To turn in the essay at the beginning of class, it must be stapled, formatted and labeled correctly before class. If it isn’t, the paper will be returned ungraded. It can then be turned in at the next class period for a reduction of one full grade. Essays that are not typed AND double-spaced will not be graded.

The use of an online translator and/or plagiarismwill not be tolerated. The first instance of a copied or plagiarized paper will result in a zero on that assignment. If a second paper is copied or plagiarized, that will result in a grade of “F” for the course and any other disciplinary action by Valencia College.

**In-Class Timed Writing Assignments**: Timed writing assignments must also follow an appropriate format and will be written in blue books.If you are absent from class during an in-class timed writing assignment, you may arrange with me to complete that writing assignment in the Testing Center. It is your responsibility to make arrangements with me to complete this writing assignment. Any missed writing assignments will earn a zero. Any missed writings will negatively affect your performance and ultimately your overall grade in this course.

**Lab Work:**

**Required Lab:**Lab work is required in EAP 1640C. The lab work will consist of completing exercises in the Grammar and Beyond 4 Workbook to be submitted on Blackboard and revising essays in the Writing Center. To earn full credit for the lab assignments, you must complete all assignments. There will be no makeup labs. Any lab not completed will earn a zero. Only partial credit will be earned for incomplete lab assignments.

**Other Policies:**

**Cell Phone Policy:** Please turn your cell phone to silent or vibrate when entering the classroom, and do not keep it out for use during the actual class time. The use of a cell phone in class is completely against class behavior. Individuals using the cellphone to speak with others, and/or sending - viewing text messages during class will be asked to leave and will be recorded as absent for that day.

**Students with Special Needs**: 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).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.

**Withdrawal Policy:**If you withdraw, or are withdrawn by the professor for excessive absences or other reasons, on or before the withdrawal deadline, you will receive a W (Withdrawn) as your final grade in the course. After the deadline, you may be withdrawn by the professor for excessive absences or other reasons.If you receive a “W”, you will not receive credit for the course and the “W” will not be calculated in your grade point average.

**Plagiarism and Academic Dishonesty:**This course is designed to improve your academic writing. Therefore, the work you do in this course must be created and written only by you. Any work that is not your own – thought of, created, and written by you – is copied or plagiarized. Plagiarism is the act of copying someone else's work – another student’s, a book or magazine, information from the internet – and submitting it as your own work. It is also a form of cheating. **Allowing someone to copy your work is also considered cheating.**You must complete assignments individually unless I state otherwise. Plagiarism and copying are serious offenses and are detrimental to your learning and progress, and they will not be tolerated. If you copy work or information from another student, both students will receive a zero on that assignment. If this happens a second time, both students will receive an F in the course. If you copy from a book or magazine or from the Internet, that assignment will also earn a grade of zero. If this happens a second time, you will receive an “F” in the course. Go to <http://valenciacc.edu/generalcounsel/policies.cfm>, Volume 8: Students, and read the policies on Academic Dishonesty.

**Course Evaluation:**

**Evaluation and Grading Scale**: 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%**

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| **College-Wide Midterm/Final Examinations:** The Midterm and Final is a college-wide departmental, comprehensive exam. **You must be present and on time the days these assessments are given**, because the Midterm and Final Exam cannot be rescheduled.**Determination of Final Course Grade:**In order to pass this course, students must earn a passing score on the Comprehensive Departmental Final Exam, and a minimum grade of C is required forsuccessful completion.**The final grade will be determined by the following:** |
| **Participation and Attendance** | **15 %** |
| **Writing Assignments - In class and out of class**  | **20 %** |
| **Homework, Quizzes, Lab Work** | **20 %** |
| **Tests****Comprehensive Final Exam (Essay)** | **20 %****25 %** |
| **TOTAL** | **100%** |

**Final Exam and Retest**:

The final writing exam will be given in class at the penultimate or second to last class meeting. A passing grade of 3 to 5 on the essay is required to pass the course. If a student does not pass the first round of the final exam, the retest will be given in class at the last class meeting.

**Important Dates: 2013 Summer Term starts on 8-26-13 and ends on 12-15-13**

September 3rd, 2013 (11:59 p.m.) / Drop/Refund Deadline

November 1st, 2013 (11:59 p.m.) / Withdrawal Deadline for “W” Grade

Faculty Work Day (Credit Classes Do Not Meet) College Wide – Sep. 2nd, Oct 17th

College Closed (Credit Classes Do Not Meet) – Nov. 27-29

**\*Disclaimer: Changes in the syllabus may be made at any time during the term by announcement by the instructor. A revised sy1labus may be issued at the discretion of the instructor.**

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Scoring Criteria for EAP Writing Final Exams

**Passing Scores**

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| **Score of 5**A = 95% | The paper has a clearly established main idea that the writer develops effectively with specific details and examples. It demonstrates a clear understanding of the reading passage. 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**B = 85% | The paper has an adequately stated main idea that is developed with some specific details and examples. It demonstrates a sufficient understanding of the reading passage. 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**C = 75% | The paper states a main idea that is developed with generalizations or lists. It demonstrates some understanding of the reading passage. 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**

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| **Score of 2**D = 65% | The paper presents an incomplete or ambiguous main idea. It reflects an insufficient understanding of the reading passage. 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**F = 55% | The paper has no evident main idea. It reflects no recognizable understanding of the reading passage. 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. |