VALENCIA COMMUNITY COLLEGE

**EAP0360 Syllabus**

**Low Intermediate Structure for Nonnative Speakers of English**

**Fall  2013**

**Professor: Ms. Rivera**

**E-mail address:****jrivera386@valenciacollege.edu**

**Dates/ Times  T/R 8:30am-9:45am**

**Location:    Building 1-129**

**Required Textbook and workbook:**

**“Grammar and Beyond 1” by Kerry S. Vrabel (2012), ISBN 978-521-14293-9**

**Grammar and Beyond 1 workbook**

***Materials***

1. Three ring standard size 1” or 1½” binder.

2. College-ruled, 8-1/2” x 11”, single sheet, lined

3. No. 2 pencils

4. Index cards (any size).

**Required Additional Texts/Materials:**  USB flash drive, College level dictionary, notebook and folders for homework, assignments, and classroom notes.

**Prerequisite:** Demonstration of required level of English proficiency Or a minimum “C” in the EAP 281.

**Course Description/ Objective:** Students develop the ability to use low intermediate level grammatical structures appropriate to classroom discussion, oral presentations, and writing of academic paragraphs, with an emphasis on increased accuracy.

**Course Competencies:**

(1) controlling verbs,

(2) forming questions,

(3) using nouns and noun phrases,

(4) using prepositions,

(5) using a variety of sentence types,

(6) using subordinate clauses,

(7) developing some editing ability.

Required lab work is a homework component of this course. Besides specific course objectives, EAP 360 will also reinforce the following Valencia Student Core Competencies: Think, Value, Act, & Communicate.

**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 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**

**Attendance**

Attendance is mandatory. Students are expected to arrive on time. Class begins promptly at 8:30am. According to college policy, after three absences, students will receive an excessive absence warning.

After five absences, the student will be withdrawn from the course. Being late two times fifteen minutes or more will count as an absence. It is your responsibility to tell the professor if you were late for class, so you can be marked late; otherwise, you will be marked absent. This needs to be done the same day that you were late.

All students arriving late to class or leaving early disrupt the classroom routine and learning process for everyone else in the class**.** Early departures will be documented, with two such cases counting as an absence.

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| Attendance and participation = 100 points6 points are deducted for each day absent |

**Homework**

This course requires preparation for each session. **If for some reason you’re not able to attend a session, it is your responsibility to complete the work assigned.**

* All homework will be posted on Blackboard. Check your Blackboard daily.
* **Once the homework deadline is past due, the system nor I will not accept your work.**

Plan your time wisely, so you can deliver your work on time. **Late work will not be accepted.** Even if you talk to me about not doing your homework, homework is expected on time.  Do not send your homework via email, it will not count as a submission and will be given a zero. All assignments are to be turned in on Blackboard. If you had an emergency and missed homework, I suggest you don't miss any other homework, so it doesn’t affect your grades.

**Homework Submission:**

All homework needs to be submitted through Blackboard. This is the only way your homework will be corrected. **If you email your work, it will not be graded**.

If you experience any problem submitting your work, you can contact the Online Courses Help Desk through email at onlinehelp@valenciacollege.edu or by

calling 407-582-5600.

For tutorial and getting you started with Blackboard, access the following link*:*

<http://valenciacollege.edu/oit/ltad/StudentResources/>

It is required to seek assistance in the Writing Center, located on building 5-155, for ALL writing assignments. Make your appointments on time for the semester to assure you will be given time to work with an instructor. In addition, it is also required to seek assistance in the Writing Center for your recorded speeches.

**Departmental Examination**

In order for you to have plenty of time to complete a test, it is expected that you come to the classroom on time. Once you are taking the test, you will not be allowed to leave the classroom. If you choose to leave the classroom, you will need to hand in your test and your test will be completed. Any question should be directed to the instructor. Talking during a test will result on terminating your testing time. Neither the midterm nor the final can be rescheduled due to an absence.

**Personal Concerns**

For any question that involves a personal matter, should be discussed privately with me, not while a lesson is delivered. Every decision made to solve a particular matter will be handed through email. You email me your concern, and I will respond in writing.

**Participation**

It is essential that you come to class prepared. Participation includes taking notes, actively engaging in class activities, and not talking out of turn. You need to keep evidence of all notes taken. This is part of your participation grade.

**Cell phone/Electronic Device Policy**

All cell phones must be must be turn to silent or vibrate. Students using the cell phone during class will be asked to leave the classroom. Do not text during class. Computer use (Web Surfing, Email) is only allowed when instructed by the professor.

The computers are only used for academic purposes and are an additional learning tool to accomplish all course objectives. If any electronic device is used for any other purpose than learning, you will not be able to use any electronic device in the classroom.

When taking a quiz or a test, all your belongings need to be left near the door. All cell phones or any other electronic device should also be left with your belongings. Any student that takes a test with a cell phone near her/his desk will not be able to take the test. In other words, the test will be taken away, and a zero will be given**.**

**Students with Disabilities**

Students who need special accommodations need to provide a letter from the Office of Students with Disabilities (OSD). If you need special accommodations due to a disability, please notify your instructor on the first week of class.

**Evaluation and Grading Scale**

In order for a student to pass this course, a grade C or above needs to be obtained. Grades required to pass this course:

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

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Grades required to pass this course:

 A 90-100%

 B 80-89 %

 C 70-79 %

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| --- | --- |
| Participation and attendance |  10% |
| Portfolio: Lab. Assignments |  15% |
| Mid Term Test |  25% |
| Final Test |  25% |
| Speeches and Quizzes  |  25% |

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**Portfolio**

Lab work is a requisite in this course.

Homework and assignments should be documented in the student’s portfolio.

Your portfolio should include a cover page with your name, course name, instructor name, and course (10 points). It should be neatly typed following the APA format.

Divide the portfolio in the following sections:

1. Notes: all notes and exercises completed in class. **Every note should be dated. 20 points**
2. Lab Work:Lab work is a requisite in this course. *You will have a lab assignment every week. You must log onto Blackboard to see your lab assignment.* ***30*  points**

Always provide evidence of lab work in your portfolio. Every work provided as evidence must show a date, time spent, and lesson practiced. Some evidence recommended:

* Copies of all exercises completed.
* Notes or answers to the exercises completed.

Example of lab. work evidence

|  |
| --- |
| Date \_\_\_\_\_\_\_\_Objective: (To learn past participles).Website title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. A
2. B
3. C
4. D
 |

**College-Wide** **Midterm/Final Examination**

The midterm and final are departmental college-wide exams. The mid-term exam will be given in the seventh or eighth week of the semester. Comprehensive Departmental Final Exam will be given during the week prior to final week. The final exam will take place in the classroom.

**Withdrawal**

To withdraw from this course, you need to go to the Records Office prior to the withdrawal deadline or to the Communications Department after the deadline. Students who do not take the final exam will receive a grade of WF and be required to retake the course.

**Please Read**

**Special Announcement**


Valencia College is interested in making sure 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. Free face-to-face counseling is also available.

*\*\*Disclaimer: A revised syllabus may be provided at the discretion of the instructor during any time of the course work to suit any academic need if required.*

**College-wide Midterm/Final Examinations:**Both the midterm and final examinations are college-wide departmental exams.   The midterm exam will be given in the eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during final exam week (the last week of the semester).

**Names and phone numbers of classmates you can call for help.**

**1.**

**2.**

**3.**

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