Spring 2024 - EAP 0281

High Intermediate Structure for English Language Learners

Professor: Kate Baldridge-Hale

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Engagement Hours: Through engagement hours, I am available online Monday 10:00am-1:00pm, Wednesday 9:00-11:00am, Thursday 7:00-9:00am, and Friday 8:00-10:00am. I am available in person Tuesday 7:45-8:15am and 11:15-11:45am. In person office hours will be held in my office, 3-243, on West Campus.

Required Texts/Materials:

Pathways Reading/Writing, Foundations with Online Workbook

Grammar Explorer 1 with Online Workbook

Instructional Method: This is a mixed mode course. Students will be required to attend a weekly face-to-face meeting campus once a week in the assigned classroom and spend 4-7 hours per week outside of the scheduled meeting times completing learning activities and working on required assignments through Canvas.

Prerequisite/Corequisite: Demonstration of required level of English proficiency.

Course Description/Objective: Students develop sufficient elementary skill in English used for academic purposes to understand high-frequency vocabulary in oral contexts and respond to simple questions and phrases. Additionally, they will comprehend basic academic-level text, express themselves on personal topics in writing, develop control of basic grammatical structures, and use computer-assisted language learning facilities. Competencies: 1) elementary academic speaking/listening skills, 2) basic reading and vocabulary skills, 3) guided discourse writing skills, 4) basic grammatical structures and patterns, and 5) basic skill in using language learning software. Lab work is a required component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion. Credit does not apply toward any associate degree.

Competencies:

This course requires competency in the following areas:

- Develop an understanding of basic pronunciation.
- Use elementary oral grammatical structures and vocabulary.
- Comprehend spoken Standard American English.
- Use pre-reading techniques.
- Identify subject and/or topic of passage.
- Build vocabulary.
- Identify supporting details.
- Write simple and compound sentences.

- Recognize and include components of a complete sentence.
- Check for correct capitalization and end punctuation.
- Recognize and use simple present, past, and future tenses as well as present and past progressive tenses.
- Recognize and use statement and question word order including above mentioned verb tenses.

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 (College Level Academic Skills) Competencies:

These competencies are 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.

Class Policies

Attendance and Participation

Our class meets in person once a week, Tuesday from 8:30-11:15 in Building 4 Room 112. You are expected to attend each in person class on time. Attendance in the online portion of our course is also required and is shown through your active participation in class activities online. Due dates and method of submission for all assignments are posted in Canvas. In addition to the in person meeting, students can expect to spend 4-7 hours each week on this course.

In each week's module, there are Pre-Class Activities that should be completed before our class meeting every Tuesday. Those activities are due every Monday at 11:59pm.

There are also Post-Class Activities. These activities should be completed after our class meeting. Those activities are available Tuesday after our class meeting and are due every Friday at 11:59pm.

If you feel sick, please do not attend class. For the protection of our community, please stay home if you are sick. If you are unable to attend or participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in our course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

No-Show Policy | Required Attendance Activity

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. In an online course, attendance is shown through participation in course activities and submission of required course assignments. If you do not login to the course during the first week and complete the Week 1 Required Submissions, you will be withdrawn from the class as a "no show" during the No-Show Reporting Period. Just logging into the course does NOT count as active participation and does not fulfill the required attendance

activity. 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.

 For more information regarding Valencia's attendance policy, click on the link below.

(https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/

Required Submissions / Late Work

Assignments - Assignments (including Canvas assignments and My ELT assignments) can be submitted up to one week after the posted due date. 25% will be deducted from the grade for any assignment turned in late. No late assignments will be accepted more than one week after the assignment due date.

Quizzes and Tests - Quizzes and tests must be submitted by the posted due date. No late submissions will be accepted for quizzes and tests.

Drop/Refund Deadline

 In order to get a refund for the course, students must withdraw from the class in Atlas by the Drop/Refund Deadline posted on the college website. After that date, refunds will not be issued. College Policy: 6HX28:06-08.1 Student Fees

Withdrawal Deadline

Per Valencia policy, a student who withdraws from class before the established deadline for a particular term will receive a grade of "W. A student is not permitted to withdraw after the withdrawal deadline posted on the college website.

A student who withdraws from class before the withdrawal deadline will receive a grade of W. A student is not permitted to withdraw after the deadline; if a student remains in the class after the deadline, (s)he can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester. The professor will not withdraw any student; it is the responsibility of the student to withdraw before deadline and to be aware of the date of the deadline. Withdrawal may affect financial aid.

Important Note for International Students

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.

Extra Credit

There is no extra credit in this course. EAP course outcomes are designed to ensure students develop skills needed for success in future courses. Students show mastery of course outcomes through completion of required assignments.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the

responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct.](#)

Recording in Class

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers' rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College's Student Code of Conduct.

Academic Integrity

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

First Offense
-Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
-Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved

Second Offense:
-Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
-Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved
-Student meets with the dean of students and/or the dean of communications.
Third offense:
-Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
-Student receives an 'F' in the course.
-Student meets with the dean of students and/or the dean of communications.

Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

Contact Your Instructor

The best way to contact me is through Canvas Inbox. I check Inbox messages regularly throughout the week.

If you email me outside of Canvas at kbaldridgehale@valenciacollege.edu, you must use your Valencia email to contact me. *I will not respond to any emails sent from an address that is not a Valencia email address.* In the subject line, put the course number and your name. I will respond to you within 24 hours Monday through Friday. If you send a message after posted engagement hours on Friday, I will respond during the next scheduled engagement hours.

You can also schedule a one-on-one appointment with me. Send me an Inbox message stating which day and what time you'd like to meet and your preferred method of contact--phone or Zoom--and I will schedule this with you. My phone number is 407-582-1531.

Email Etiquette

When writing a message, it is important to use appropriate email etiquette and state your question clearly. If I cannot understand your question, I will not be able to respond appropriately.

- Begin with a greeting: Hello, Kate.

- Write a clear message. Use complete sentences.

- Include your name and your course (EAP 0281)

Example Email:

Hello Kate,
I hope you are having a nice day. I am working on my assignment for Writing Assignment #2, and I want to make sure I am doing it correctly. I have attached the first two sentences of my assignment here. Could you check my ideas and let me know if they are OK?
Thanks and have a nice day.
Student Name Here
EAP 0281

Canvas Notifications

If you do not currently receive notification of Canvas announcements on your phone, email or other accounts, I suggest revising your setting to receive these notifications. I will use the announcements to communicate with you regularly.

For instructions on how to revise your settings to receive notifications, go to https://community.canvaslms.com/videos/1072-notification-preferences-all-users.

Netiquette

When engaged in online interaction, it is important that we all follow netiquette. Some netiquette guidelines to follow are:

- Treat your instructor and classmates with respect in email or any other communication.

- Use clear and concise language.
- When you contact your instructor with a question, be specific. The instructor cannot help you if she does not know what you are asking.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Don't write anything that sounds angry or sarcastic even as a joke because without hearing your tone of voice, your peers might not realize you're joking.
- Always remember to say "please" and "thank you" when asking for help from your instructor or classmates.
- Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
- Be forgiving. If your classmate makes a mistake, just let it go.
- Be thoughtful about sharing personal or sensitive information and do not share information posted by your classmates with others to protect their privacy.

Technology Requirements

For this course, you will need:

- Active Valencia Atlas email account
- Internet access
- Microsoft Word software
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It is free for you to download Microsoft Office through ATLAS. (Instructions.)

Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer or tablet is required for this course. Students are encouraged to download the Student Canvas App on to their mobile device. However, this is not required.

Internet Browser:
The latest versions of Firefox, Chrome, and Safari are all good choices for working in Canvas.
  - Download Google Chrome.
  -Download Mozilla Firefox.
  -Download Safari. (Mac OS only.)
Valencia College also provides student support and resources for general technical issues or frequently asked questions.

Technical Skills

Students should consider the basic computer skills needed to be successful in this course, which include:

- Reading and responding to emails

- Software application skills (PowerPoint, Word, Office365, etc.)
- Accessing My English Lab to complete assignments and assessments
- Copying and pasting
- Saving files in different formats
- Working with attachments
- Submitting assignments through Canvas
- File management

Technology Privacy Policies

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA), including third-party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- [Valencia College privacy policy](#)

- [Canvas privacy policy](#)

Valencia College is committed to supporting students. The college offers various services to meet student needs.

Learning Support Centers

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skill shops to students. To locate available resources for the campus closest to you, view the Learning Support website.

Library

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. Learn about how to access and use these resources and view the Library website for more information.

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.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance 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.

Brainfuse

Brainfuse is an online tutoring tool available to all Valencia students. You can access Brainfuse through the link on the left menu in our Canvas course. If you need tutoring assistance outside of the hours provided by Valencia's tutoring team or if you need tutoring in a subject that is not offered through Valencia's online tutoring (e.g., nursing and information technology), you can access additional tutoring services through Brainfuse.

Evaluation and Grading Scale: EAP courses use a ten-point scale, with a 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 course grade:

- Assignments: 30% - These are pre- and post-class activities completed in Canvas.

- Lab Work: 10% - These are online workbook assignments completed in MyELT.

- Quizzes: 25% - Quizzes may be completed in Canvas or in class.

- Midterm Exam: 10% - The midterm exam will be completed in Canvas.

- Final Exam: 25% - The final exam will be completed in Canvas.

*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.