# Description: Valencia

# EAP 440C Syllabus

 Intermediate Composition for Non-native Speakers of English

## Kathleen McOwen

***Course Information***

**Session:** **EAP 440-CRN**

**Days, Times: Tuesday and Thursday 5:30pm – 6:45pm**

**Location: West Campus Building 5 room 214**

***Instructor Information***

**Professor: Kathleen S. McOwen**

**E-mail Address: kmcowen@valenciacollege.edu**

**Emergency Texting Number: 321-662-1739 Text Only. Please Identify Yourself**

**Provide your name and course with your message.**

Throughout the course the instructor will ALWAYS be available for help if needed. Please feel comfortable in speaking with the instructor periodically.

***Required Textbook***

* ***Longman Academic Writing Series, Level 3, 4th edition Oshima and Hogue*** ***with the Access code to My English Lab:***

***Additional Materials***

* **College Level Dictionary**
* **Three ring standard size 1” or 1½” binder. This is required**
* **College-ruled, 8-1/2” x 11”, single sheet, lined**
* **No. 2 pencils and pens**
* **Blue books**
* **Flash Drive or computer cloud account to save documents and presentations**

***Prerequisite:***

* Demonstration of required level of English proficiency OR minimum grade of a C in EAP 0340 and EAP 0360
* Corequisite: EAP 0460.

***Important Dates for fall 2019 semester (see academic calendar):***

**Classes begin:  Tuesday, Thursday classes begin August 26, 2019**

**Drop/Refund Deadline: September 3, 2019**

**Holidays/No Classes: September 2, November 11, November 27 – December 1, 2019**

**Withdrawal Deadline /“W” Grade:  November 1, 2019**

**Midterm Exam: October 17, 2019**

**Final Exam: Week of Dec 9 -Dec 15, 2019. It will take 2 hours**

**Go to** <http://valenciacollege.edu/generalcounsel/policy/>

\*\*Note: Valencia stipulates that students MUST take the final exam; if they do not, they will automatically receive a grade of “F” per Valencia policy.

1. The withdrawal deadline is November 1. 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 (F-1 or J-1 Visa): Be advised that withdrawal may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements.

***Course Description / General Objectives***

Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences and paragraphs and/or essays at the intermediate level.

Required lab work is a 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. (Special Fee: $24.00).

***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**

In order to maintain a positive learning environment in the classroom, certain guidelines must be followed:

* Arrive to class on time and ready to learn.
* Remain in classroom for duration of the class period once class begins.
* Participate in all activities and discussions.
* Turn off all cell phones and other electronic devices and l**eave out of sight for the duration of the class unless otherwise instructed.** The first two violations of this policy will result in a warning. Upon the third violation, the student will be referred to the Dean of Students in violation of the [Student Code of Conduct](https://outlook.office365.com/owa/redir.aspx?REF=saJ-uJXH1gaFkQwI3rg1pgBzgER6_fw0UQNXgiZQNhM9GgHI4SjXCAFodHRwczovL3ZhbGVuY2lhY29sbGVnZS5lZHUvYWJvdXQvZ2VuZXJhbC1jb3Vuc2VsL3BvbGljeS9kb2N1bWVudHMvdm9sdW1lOC84LTAzLXN0dWRlbnQtY29kZS1vZi1jb25kdWN0LnBkZg..). Failure to respect this policy will result in an immediate call to security, who will be asked to remove the student from class for obstructing the learning environment of other students.
* Show respect for fellow students and the instructor at all times.

**Failure to follow these guidelines will result in removal from the class**.

***Attendance***

* You are expected to attend all classes.
* Regular attendance promotes success in college and influences the grade you receive. Attendance will be taken every day at the beginning of class, and absences will be recorded. After three absences, you will receive an excessive absence form and will need to have a conference with the instructor.

***Late/Makeup Work***

* All assignments must be completed and turned in on time.
* Late work will not be accepted unless with special permission.
* I will automatically drop the lowest essay and test grade. This entitles you to miss one writing assignment and one test during the semester. If you complete all tests and assignments, your lowest grade for each will be dropped at the end of the semester.

***Homework***

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

* Homework will be posted on Canvas. Check your Canvas daily.
* Required lab work is a homework component of this course.

Plan your time wisely, so you can deliver your work on time. Even if you talk to me about not doing your homework or if you send me an email, homework is expected on time.  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:***

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.

It is greatly advised to seek assistance in the Learning Center, located in building 5 for **ALL** writing assignments.

***Test Taking Rules***

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. Any question should be directed to the instructor. Talking during a test will result on terminating your testing time.

***Personal Concerns***

Questions that involve 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 handled through email. Please email me your concern, and I will respond in writing.

***Vocabulary Journal***

You are responsible for keeping a Vocabulary Journal that will be collected at the end of the semester. This will count as a writing assignment. Every time you see beautiful words and expressions when working on your homework or lab assignments, add them to your journal. Create new sentences with the new words so you know how to use them and remember for a longer time. Students will be required to keep a well-organized writing portfolio as a system to organize writing assignments and to demonstrate progress and proficiency.

All homework assignments must be done on size 11 x 8 ½ paper, be labeled properly (name, date, course, and assignment name/page number in the upper-right-hand corner for any hand-written assignments and in the upper-left-hand corner for all typed assignments), and stapled in the upper-left-hand corner. All work that is not typed must be done in blue/black ink

***Writing Assignments***

All in-class paragraphs are written by hand. All paragraphs revisions must be typed. Your final typed paragraph revision must look like the format example posted in Canvas and be stapled on top of the blue book containing your original in-class paragraph.

Put your Writing Center Version inside the back cover of the blue book.

All essay revisions must be typed on size 11 x 8 ½ paper, follow proper MLA format, be labeled properly (name, EAP440 TR Ms. McOwen, and date), and be stapled in the upper-left-hand corner. Otherwise, assignments will not be accepted. Paragraphs may go up 10 or 5 points after the revision process. This is only if there is a noticeable improvement. If I do not feel that the effort or improvement merits your paragraph’s score going up

***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.

***Students with special needs***

**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. (Building 2, Room 140, ext. 4167)

**Free Counseling:** 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.

***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 Grade**:

Quizzes 20%

 Writing Assignments 20%

 Classwork 10%

Lab 10%

Midterm Examination 15%

Final Exam 25 %

Note: In order to pass the course, students must earn a 70% or above in the course.

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| --- |
| **Name****Professor’s name****Course****Date****assignment****Title** |
|  |  |
|  When completing an assignment for class, write the heading  |  |
|  |  |
| Information above the title line in the upper left hand corner. Double  |  |
|  |  |
| space your writing - write on every other line. Write on only one side of  |  |
|  |  |

 **\* 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.**