

Spring 2013 SYLLABUS
EAP 0340 – Low Intermediate Writing for Non-Native Speakers

Professor: Kevin Novenario

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Class Time: Tue/Thu 1:00 PM – 2:15 PM

Office Hours: by appointment

Required Texts/Materials:

- First Steps in Academic Writing, 2nd Edition, Hogue

Prerequisites: Demonstration of required level of English proficiency OR minimum grade of C in EAP 0281.

Course Description/Objective: Students develop writing and reading skills necessary for participation in classroom discussions, with an emphasis on clarification through rewording and asking questions.

Competencies: 1) basic academic writing/reading skills; 2) classroom interaction skills; 3) introduction to critical listening skills and strategies. Required lab work is a homework component of this course. In order to pass this course, student must earn a C or above in course.

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 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:

Cell Phones: All cell phones and electronic devices must be turned off and out of sight before the beginning of class. Text messaging is not allowed during class.

Languages: All students will improve language skills by speaking only English during class.

Attendance: Your attendance will be a part of your participation grade and you are expected to attend every class. More than three absences will result in your withdrawal from the course. Work missed due to absences may **NOT** be made up.

Participation: A reduction in your participation grade may occur for the following

- Lack of active participation or preparation
- Not following standards of classroom conduct (cordiality, electronic devices silenced, English only)

Late/Makeup Work: No late work will be accepted unless extraordinary circumstances are involved. These circumstances will be determined on a case-to-case basis and ultimately decided by the instructor. If you have an extraordinary circumstance, please contact the instructor immediately to discuss possible options.

Academic Honesty: Plagiarism and other forms of cheating will not be tolerated. If your name is on an assignment, it must be your original work. Keep your eyes on your own paper during quizzes and tests. If you're not sure if something is permitted, ask your instructor. Academic dishonesty can result in expulsion from the college.

Withdrawal: If you miss three classes you will be sent an email stating that you are in danger of being withdrawn from this course. On your fourth absence from class (unless discussed previously with your instructor) you will be withdrawn from the course. If you withdraw from the course prior to the withdraw deadline you will receive a "W." Refer to your student handbook for more information.

Withdrawal deadline: March 22, 2013

Required Lab: Lab is required in all EAP courses. Your instructor will give you details.

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.

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%

Approximate determination of final course grade:

Papers	20%
Participation (including attendance)	20%
Final exam	20%
Midterm exam	20%
Homework (including labs)	20%

Disclaimer: Changes in the syllabus or a revised syllabus may be issued at the discretion of the instructor any time during class