

VALENCIA COLLEGE
EAP 1640C: Advanced Composition for Non-Native Speakers of English
FALL 2020

CRN: 11841

Professor: Kathryn Wells

E-mail: kwells20@valenciacollege.edu

Office: Building 3, Room 251

Zoom ID: 247-660-3020

Office Hours: M 10-11 am, W 10-11 am

Classroom: N/A [online only]

FrontDoor: [Kathryn Wells](#)

Prerequisite:

Students must demonstrate the required level of English proficiency or minimum grade of “C” in EAP 1540C and EAP 1560C.

Course Catalogue Description:

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 component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion. College credit may apply.

Course Learning Outcomes:

The student will:

- Develop sentence level skills
- Demonstrate critical thinking in a written response to reading
- Develop multi-paragraph essays based on a prompt
- Use technology related to writing

Required Texts and Materials:

1. *Final Draft Level 4*, Lambert
2. Online readings/handouts [provided by the professor]
3. Reliable internet access
4. Microsoft Word [you may download a free copy of this through Valencia]
5. Pen/pencil/highlights for annotation

Contacting the Professor:

Currently, the email listed at the top of the syllabus is the best email to use. Please keep in mind that I teach 4 classes besides yours – unless your name is Madonna, a first name is probably not enough detail to identify you. **Please include your full name, course, and time in the email.**

On that note, emails are not texts or instant messages: use correct grammar and punctuation. Capitalize “I” when you are talking about yourself. “Wanna” and “gonna” are not, in fact, words. This is practice for talking to clients and colleagues in the real world. Use it to your advantage.

I will generally respond to emails within 24 hours on weekdays and within 48 hours on weekends.

You can also contact me through **Zoom** 247-660-3020 for face-to-face help.

Online Expectations:

Expectations of Student:

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- Students can expect to devote at least 4-8 hours each week to this course (this can vary depending on your level of preparation and familiarity with prerequisite material).
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [How We Treat Each Other](#) from Valencia's Peace & Justice Institute. The focus in this course is to create a hospitable and accountable community.

Expectations of Instructor:

- The instructor will reply to emails within approximately 24 hours on weekdays and 48 hours on the weekends.
- The instructor will provide feedback on submitted work within 2 weeks of submission.
- I will notify you of any changes to the coursework via the Inbox (Canvas email) or Announcements. Please check Announcements weekly for any updates in the course and reminders on due dates.

Withdrawal Policy:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of October 30, 2020, for Fall classes will receive a grade of W. A student is not permitted to withdraw after the withdrawal deadline. A faculty member may withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of W. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of F.

If you do not review the Orientation Module and complete the Introduction discussion within the first week of class (see course calendar), you will be withdrawn from the course (No-Show Policy). After that period, if you wish to withdraw from the course, you must do so by October 30, 2020, to receive the grade of W. If you do not withdraw and do not take the final exam, you will receive F in the course.

Attendance Policy:

In general, you are expected to keep up with the classwork and abide by all posted due dates. If you have an issue, you need to contact me before the assignment is due – not after. Each type of assignment has a late policy attached. If you are unable to participate in the course for a prolonged timeline due to a long-term illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan for the best course of action. Again, I am willing to work with you if you contact me within a reasonable timeline.

Plagiarism:

Plagiarism will not be tolerated. The first instance of cheating or plagiarism will result in a failing grade for the assignment. The second instance will result in an “F” for the course. All work submitted must be totally original or properly cited.

Plagiarism is the use of someone else's words, ideas, pictures, designs, and/or intellectual property without the correct documentation and punctuation. Likewise, all work submitted for this course must be new work, and cannot have been submitted for credit in any other course.

Important Dates:

- Classes begin – August 24
- Labor Day – September 7
- Veteran's Day – November 11
- Thanksgiving Break – November 25-29
- Final Exams – December 7-11

Grading Scale:

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	0-59%

Assignments and Methods of Assessment:

Assignments & Discussions – 10%

You will be assigned a variety of assignments & discussions throughout the semester. As part of your daily homework, you will be asked to read and complete grammar work, paragraphing and planning assignments, and discuss reading concepts and revisions. **If an assignment is turned in after the deadline, it will lose an automatic 10% for each day late. After two days, no late work will be accepted.**

Essays – 40%

You will be assigned **three essays**. Specific rubrics and guidelines will be posted for each essay. I will give you starting points and suggested topics for each essay, but you are encouraged to use your own personal experiences and interests to strengthen your responses. You are also required to show improvement through the submission of drafts and peer review. **If an assignment is turned in after the deadline, it will lose an automatic 10% for each day late. After two days, no late work will be accepted.**

Cambridge – 5%

You will be assigned a series of units throughout the semester in order to improve grammar and writing skills sets. These must be done using the online platform you sign up for using your textbook. **No late assignments will be accepted.**

Peer Reviews – 5%

You will be asked to participate in several peer reviews. Each peer review will have a rubric to complete with substantial, considered feedback. You must complete all reviews for your peers on time to receive credit – **no late peer reviews will be accepted.**

Midterm – 15%

You will be asked to complete a midterm exam based on a randomly assigned writing prompt. Students will be asked to show understanding of writing concepts, including organization, grammar, cohesion, critical thinking, etc. **No late essays will be accepted.**

Final Essay – 25%

Your final essay will be a showcase of the grammar, reading, and writing skills you have learned in the course. You will be asked to complete an essay based on a randomly assigned writing prompt. **No late essays will be accepted.**

Final Note:

This syllabus is subject to change as the course proceeds. I will announce any changes on Canvas or submit an updated daily schedule.

Additional Student Information:

Academic Resources

We want you to stay connected to the latest academic resources we have available for you during this transitional time.

Online Tutoring Services:

In response to COVID-19, Valencia's tutoring services have moved online and are now being offered for accounting & economics, computer programming, math, EAP and foreign languages, science, writing, and more! To get started, visit [Online Tutoring](#) and self-enroll in the tutoring courses in Canvas. This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, services, and additional topics through Smarthinking.

Quick Start Library Guide:

Use this handy guide to learn about and gain access to all the library resources from home or on-the-go. Visit [Quick Start LibGuides](#) to get started!

Keep Learning:

Visit [Keep Learning](#) if you are still unable to find what you are looking for, please visit our Keep Learning webpage to get information on a wide range of resources and online learning tips.

Health Assistance:

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.

Students with Disabilities:

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. West Campus SSB, Rm 102, phone number 407-582-1523.

Writing Center:

The West Campus Writing Center is an appointment-based resource located in HSB 105. At the Writing Center, consultants help students at any point of the writing/learning process. The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping

with grammar assignments; pronunciation; understanding main ideas and other reading skills; organizing and developing a speech; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes. The Writing Center consultant will not edit or proofread the paper. The student should make attempts at revising and editing on his or her own before coming to the Writing Center.