

Course Prefix: EAP1640C

Lake Nona Campus
Course Syllabus and Classroom Policies
 Fall 2021 Semester

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OFFICE LOCATION:	Lake Nona Campus, LN-001: Room # 101	CREDIT HOURS:	3
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COURSE OVERVIEW

Course Description

ADVANCED COMPOSITION FOR ENGLISH LANGUAGE LEARNERS

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. **Prerequisite:** Demonstration of required level of English proficiency or minimum grades of C in EAP 1540C and EAP 1560C, or EAP 1585C.

Major Topics / Learning Outcomes

By the end of the semester, the student will have met the following learning objectives:

- Demonstrate advanced academic sentence level skills—use Standard American English sentence structures, and correctly edit sentences, paragraphs and essays.
- Demonstrate Critical Thinking in a written response to reading—summarize, analyze, and evaluate information, situations, or ideas from a reading in a written response (paragraph or essay)
- Develop multi-level essays based on a prompt—follow the writing process to develop an essay that includes an introduction/thesis statement, body, and conclusion. Revise and edit effectively.
- Use technology related to writing—word process using MLA or APA style and utilizing online learning tools

Core Competencies of a Valencia Graduate

Valencia’s Student Core Competencies are complex abilities that are considered the essential elements of a successful student. This course will help you develop and demonstrate the abilities to: (1) think clearly, critically, reflectively, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Our goal is to provide these global competencies in the context of application; this means that students will be required to understand problems and effectively communicate an appropriate solution.

In this writing class, students should develop their TVCA abilities as follows:

- ❖ **Think** – Think critically about your writing: What are you writing? Who is your audience? What is your purpose for writing and what is your message? What tone have you used? Do you show bias? Do you provide sufficient and relevant information/evidence?
- ❖ **Value** –Value the importance of being able to write (and to edit your writing) in a professional/academic style. Work to develop your academic writing skills. You will need to be able to write effectively in all areas of life!
- ❖ **Act** – Act purposefully and effectively; apply the writing skills gained in this class to other college classes and to your life.
- ❖ **Communicate** – Communicate effectively in writing with different audiences.

Canvas

Significant portions of this course may take place online using Canvas. It is recommended that you review the tutorials before beginning this material and set up your phone or e-mail to give alerts for Canvas (support 407-582-5600). To manage notifications by text, log into Canvas (<https://online.valenciacollege.edu/login/canvas>) and click on:

- Account
- Settings – Other Contact – Contact Method (right side of screen) – enter text information – Register SMS
- A text will go to your phone with a code to enter to confirm your number
- Notifications – select the notifications that you want and where the notification should go to

Canvas also has a mobile app! Download the app, click Find My School, search for Valencia College, and enter your Atlas login. Click “allow” to enable notifications.

Required Course Materials/Textbooks

- ❖ **Textbook: Maximize Writing 4 print textbook + MEL Writing (value bundle from Valencia Bookstore).**

Lowest cost to students is to buy printed book + MEL access value pack from the Valencia bookstore: bundles should be \$32.99 (student book \$19.99 + code bundled \$12.99) + bookstore fee.

Students can also buy the [Maximize Writing 4 \(Links to an external site.\)](#) book from Pearson (\$19.99) or buy [MyEnglishLab Writing 4 code \(Links to an external site.\)](#) directly from Pearson (\$45).

- ❖ Sufficient time: 3-6 hours per week outside of class to **complete** 1640 coursework including but limited to reading, studying, taking notes, and complete writing assignments.

Recommended Educational Supplies

These supplies are not required but are strongly recommended. A student should own or have access to a current edition of a college-level English dictionary and thesaurus as well as a bilingual dictionary. If you cannot obtain a copy, you should have access to a computer or smart phone with online capabilities; I can recommend a number of websites to you (www.collinsdictionary.com/us/dictionary/english, www.learnersdictionary.com, or www.dictionary.com are excellent starting points). I'd also recommend purchasing a flash drive (small portable USB storage device) to assist in storing papers (this is a helpful tool through the rest of college). You may also want to investigate online cloud-based storage sites, like Google Drive or Dropbox. Additionally, students should bring a blue or black pen to each class and have access to paper – we will be completing exercises in class. Any paper will do just fine, so long as it absorbs ink and can be handed in. Alternatively, having a laptop or tablet that can e-mail/message me the assignment will be acceptable.

Additional Student Services/Resources

The Open Access Computer Lab is located in Room 236. Tutoring is located in Room 230. The Testing Center is located in Room 206.

CLASSROOM POLICIES

Attendance Policy

Attendance is a major contributing factor to student success; as such, attendance is mandatory. Students are expected to attend our face-to-face meetings (Tuesday and Thursday from 7:00 PM to 8:15 PM). **Students are allotted a maximum of 2 absences.** After a third absence, a student may be withdrawn from the course. Three lates (including leaving early) counts as an absence. **However, if you are experiencing sick like symptoms and/or have contracted COVID-19 – please do not come to class and stay at home (contact me via Canvas email).** As a student, here is my expectation of you: Arrive on time, complete all required assignments before class, and remain in class for the duration of the course, except on scheduled breaks. In the event of an absence, students are responsible for making up any missed work, as well as keeping up with announcements made during class time. I recommend you contact me with any questions regarding missed material.

“No Show” Status

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.

Tardiness

Students are expected to be in class on time; please try to avoid any scheduling conflicts with this course. Special instructions for current assignments are often given at the beginning of class, so it is best to arrive at least five minutes early. If tardiness is excessive, a direct intervention and future plan may be required from the professor.

Class Preparation

Please come to class prepared, meaning that you have a utensil or device for taking notes, have all required course material, and are prepared to be actively engaged in the course. Reading assignments should be completed prior to the class period where they will be discussed. All assignments must be submitted by designated deadlines.

Online Participation

Students are expected to maintain proper decorum while online. Proper etiquette includes, but is not limited to, treating your fellow students with respect online, using appropriate language in all work submitted online, and acting the same way you would behave in a classroom – consider the digital classroom to be no different from the physical classroom you attend each week. Also, students are expected to go to Canvas to check their grades, access and submit assignments, and access study resources.

Class Participation

Students are expected to **actively participate** in class discussions and activities. This will affect your performance in this course (students who are actively involved in course material tend to be more successful). **Be prepared** to discuss all materials in class: take notes while reading at home, complete all assigned tasks on the weekly schedule, and have at least one question or comment about assigned readings every session. Please be aware that participation doesn’t just mean talking in class (though I encourage you all to join in classroom discussions). Participation includes being attentive, joining in group work, and communicating with your professor.

Classroom Conduct for a Positive Learning Environment:

In order to maintain a positive learning environment in the classroom, please follow these guidelines for civil conduct. Failure to follow these guidelines demonstrates that you are not engaged in learning, and you may be asked to leave class and/or meet with the Dean:

- ✓ Arrive to class on time and remain in the classroom for the entire class period.
- ✓ Be ready to participate and learn. This means that you bring your book, notebook, and completed homework and other assignments and you participate cooperatively in all activities and discussions.
- ✓ Practice academic honesty at all times; do your own work (no cheating, plagiarism, or other forms of academic dishonesty).
- ✓ Silence cell phones upon entering class and leave cell phones and other electronic devices out of sight during class. No texting! Only in an emergency should you excuse yourself to take a call or text.
- ✓ Show respect for classmates and the instructor at all times.
- ✓ Practice professional interpersonal communication skills:
 - ❖ Use academic English for all in-class activities and discussions.
 - ❖ Listen when your instructor or classmate is speaking.
 - ❖ Do not interrupt or talk over others.

Academic Dishonesty

Students are expected to do work which is completely a result of their own efforts – NO EXCEPTIONS.

- ✓ Cheating = sharing answers or copying another student’s homework in part or in whole.
- ✓ Plagiarizing = copying someone else’s work in part or in whole, including classmates’ work or information from the Internet, books, or magazines. This includes pre-preparing and/or memorizing ideas from another source and then regurgitating them on a writing assignment. It also includes resubmitting assignments that you previously

submitted in another course (known as self-plagiarism). Plagiarism may be intentional (done knowingly) or unintentional (done unknowingly), but both are plagiarism!

- ✓ Any assignments completed in the above manner will be given a grade of 0/F the first time, and further plagiarized assignments may result in 0/F in the course and an academic dishonesty meeting with the dean(s).

Improper Technology Usage

While you are allowed to use technology as a resource in class, it is expected that you will use the resource **maturely**. Please try to avoid using your cell phone/laptops for personal reasons during class time; please note you are encouraged to use these devices for material relevant to the class discussion. The occasional emergency is understandable: please leave class to check your phone if that is necessary. Otherwise, it is extremely disrespectful to the professor and your fellow classmates. Excessive texting, use of social media in class, playing digital games without inviting the professor, or any other inappropriate activities may result in you being removed from the class for the day and marked absent.

International Students (F-1 or J-1 Visa)

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirements of 12 credit hours. Consult the International Student Service office for more information.

EVALUATION AND GRADING

Course Evaluation & Grading Scale

COURSE COMPONENT	WEIGHT
Preparation/Practice and Online Labs ***All coursework is important, whether it is class-preparation work for completion points only or graded coursework. Preparation coursework includes chapter reading, note-taking, and doing exercises. It also includes formative writing/editing practice that is discussed as a class to help students prior to their writing for a grade. ***Assess for completion as part of necessary regular skills practice.	10%
Graded, untimed Writing Assignments and Editing Assignments ***Students demonstrate ability to produce level-appropriate academic writing (e.g., create an outline, write an effective thesis statement, write effective topic sentences, use of appropriate transitions to introduce major points, five specific details, write an effective conclusion, use sentence variety, write complete and correct sentences, etc.) ***Assessed based on how well students follow the directions and demonstrate mastery of the learning outcomes.	15%
Timed Writing Tests	25%
Editing Tests	25%
Final Exam (timed writing, no retakes)	25%
TOTAL	100%

70% or higher is considered passing. The sum of points earned throughout the course will determine a letter grade as follows:

A: 1000-900	A: 90% - 100%
B: 899-800	B: 80% - 89%
C: 799-700	C: 70% - 79%
D: 699-600	D: 60% - 69%
F: below 599	F: below 60%

College-Wide Midterm/Final Examinations

There is no official midterm exam for this course. However, the final exam is a college-wide departmental exam and is a MANDATORY part in this course. Any student not completing the exam will receive a grade of “F” for the course. The final exam may only be taken once. There are no retakes.

Extra Credit Assignments

The availability of extra credit opportunities is at my discretion.

Exam/Test/Project Make Up Policy

Make-up exams will be given in emergency situations, provided the instructor is notified within a reasonable time frame. In the event of an emergency, the exam will be placed in the testing center. The exam must be made up before the next class meeting, or at an approved date set by the professor. Please note that missing an exam will have an adverse effect on your grade. Please also note that the final exam is required; missing the final exam will result in an automatic “0” on the final exam.

Late Work Make Up Policy

Homework and quizzes cannot be made up; if a student is absent, **the student is responsible** for determining required work, completing the assignment, and coming to the next class meeting prepared. If a student is absent on the day of a quiz, that student will receive a “0” for the quiz.

Course Assignments

Weeks	In-Class (8-23-21 to 12-13-21)	Homework
1 to 8	Review Course Syllabus Letter of Introduction Activity – Can you find someone that? The Writing Process / Patterns of Organization The Writing Process: Audience and Purpose: Power Point Presentation The Writing Process: Audience and Purpose: Quiz Prewriting Strategies – Freewriting, Brainstorming, and Clustering Paragraph Power Point Presentation The Writing Process Quiz # 1 Organization Thesis Statement, Topic Sentence, & Conclusion Organization Intro, Body, and Conclusion Paragraph In Class Timed Writing # 1 Organization Intro, Body, and Conclusion Paragraph, Outlining Chain and Block Organization, Cause and Effect In Class Timed Writing # 2	Maximize Your Writing (online grammar practice) Lab Registration: Bring the lab access card. Course ID: KRHA-ERWA Complete the 50-minute timed Diagnostic Test After registering for the lab, plan to work approximately 1-2 hours per week in Maximize Your Writing online lab. Complete all of the assigned lab work assignments accordingly.
9 to 16	The Writing Process: Hooks The Writing Process: Supporting Details The Writing Process: Conclusions	

Student Code of Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning, but the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current *Valencia Student Handbook*.

Academic Honesty

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression, unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. At Valencia, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with policy 6Hx28: 8-11 upheld by the Vice President of Student Affairs (<http://valenciacollege.edu/generalcounsel/policy/>). Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

Plagiarism

Plagiarism is the act of taking another individual's writings or ideas and passing them off as your own. This includes directly copying even a small portion of the text, indirectly taking thoughts by paraphrasing ideas without correctly attributing to the source (meaning both with signal phrases and in-text parenthetical citations), using papers written in previous courses (self-plagiarism), and using another individual's research without the correct attribution. Any act of plagiarism or academic dishonesty will result in an automatic failing grade on the assignment, no matter how small the infraction; to clarify, this means the assignment will receive no points. Additional action may be taken with the college's administrative offices. Do not endanger your academic career: If there is a severe issue, you are confused about what constitutes plagiarism, or you feel dishonesty is your only solution, contact me immediately and we will discuss the matter. Remember, once the assignment has been submitted, there is no distinction between unintentional plagiarism and intentional plagiarism – it's just intentional in my eyes. Students' work will be submitted through Canvas's plagiarism assessment tool.

Internet Research Statement

Because of the variety of sources, ease of publication, lack of central control, and proliferation of commercial information on the free Internet, it is often hard to tell if information obtained online is reliable. Many sites contain research and information of high quality; however, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in use of the free Internet for their research needs. For academic topics that are addressed in scholarly literature, use of electronic databases or visiting the library may better meet your needs. However, each professor makes the final determination of what is, or is not, accepted as a valid source, so review the syllabus for specific guidelines from your professor.

Students with Disabilities

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 their professor, preferably during the first two weeks of class.

<http://valenciacollege.edu/osd/>

Personal Policy: If you require any special accommodations for the course, do not hesitate to let me know. You have my permission to tape record anything in the course; any additional accommodations must go through the Office for Students with Disabilities (see below).

From the Office for Students with Disabilities: *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. All requests will be kept in strict confidence.*

Student Assistance Program

Valencia College is interested in making sure all of 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

The syllabus, assignments, and due dates are subject to change at the discretion of the professor.

Additional Important Information from Valencia College:

Now, I want to share an update on Valencia's efforts to prioritize the health and safety of students, employees, and community, along with lots of supports!

Free Vaccinations on Valencia Campuses

The most important step that we can take to protect ourselves and one another is to get vaccinated. Valencia has scheduled more than 70 on-site vaccination clinics across our campuses between now and the end of September. The vaccinations are free to all (students and non-students). Here is a link to the vaccination sites on campus or elsewhere in Orange and Osceola counties: valenciacollege.edu/vaccines.

Physical Distancing on Campus

Valencia College has measured each classroom and other campus spaces, from our libraries to cafeterias, and has arranged them to accommodate physical distancing.

Masks

We expect everyone on campus to wear masks when indoors at any Valencia College facility, until CDC guidance for Orange and Osceola counties indicates that masks are no longer recommended indoors. This includes employees, students, visitors, and vendors, regardless of vaccination status. If someone forgets to bring a mask, masks will be widely available near building entrances, in classrooms, student services offices, and other campus facilities.

Taking Care of Ourselves and One Another

If you find yourself feeling unwell and suspect you might be experiencing symptoms of COVID-19, please stay home and let your professors know so that they and you can create a plan that will allow you to keep up with classwork. Any student or employee who has a positive COVID diagnosis, has COVID-like symptoms, or has been in contact with someone who has a positive COVID diagnosis should contact Valencia's COVID case management team at COVIDillness@valenciacollege.edu for guidance before returning to campus.

Free Nutritious Food on All Valencia Campuses

Did you know that every Valencia Campus has a food pantry ("Pooky's Pantry") where any student can walk in and get a free healthy snack or meal? If you are ever on campus and in need of something to eat, visit Pooky's (Osceola Campus 2-150 inside the Student Development office). Valencia is currently sponsoring a Pooky's Pantry restocking campaign: <https://valenciacollege.campuslabs.com/engage/event/7147037> Please donate if you can to help us keep our shelves stocked and ensure that all Valencia students have access to nutritious food and necessities. And please let your friends and others in the community know about this food drive too.

Student Development Week of Welcome

All students and employees are invited join the annual Week of Welcome (WOW) celebration from Monday, August 23 through Thursday, August 26, 2021.

Welcome Tables

Dates: Monday, August 23 and Tuesday, August 24, 2021

Time: 8 a.m. – 3 p.m.

Location: All Campuses, except Downtown Campus

If you'd like to work a shift at a welcome table, which includes welcoming students with a smile, a snack or directions to their first class, sign up [here](#).

Ask SGA! (IG Live and Discord)

Date: Wednesday, August 25, 2021

Time: 1 – 2 p.m. and 3 – 4 p.m.

Location: Student Development Instagram and Student Development Discord Server

Our 2021-2022 Student Government Association (SGA) leaders will introduce themselves and answer any questions about Valencia, their leadership journey or how to get involved on campus.

Virtual Game Night

Date: Thursday, August 26, 2021

Time: 6 – 8 p.m.

Location: Zoom. Visit Engage for the Zoom link to participate.

This student-led virtual game night will be focused on meeting new friends and having a great time.

Follow the collegewide Student Development Instagram page for updates on all Week of Welcome activities. For questions, contact Student Development at studentdevw@valenciacollege.edu. Or visit the Student Development webpage: <https://valenciacollege.edu/students/student-development/>

I wish you a healthy and engaging semester of learning and sharing! Let's all stay well!

Thanks,

Professor Sanchez