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| **Part I. Class Information** |

**Meeting Time/Place:** (CRN22221) 5:30-6:45 M,W 6-218

**Credit Hours:** 3 (1 hour lab)

**Instructor:** Melissa Derr

**Email:** mderr1@valenciacollege.edu

**Office Hours**: by appointment only

**Required Text/ Materials:**

1. *Longman Academic Writing Series 4*, 5th Edition, 0132915693
2. Blackboard <https://learn.valenciacollege.edu/> (your Atlas username and password)
3. An English-English or bilingual/translation dictionary
4. Computer access and printer access (available on campus)

**Prerequisite:** Demonstration of required level of English proficiency or minimum grade of C in EAP 440C

**Course Description/ Objective:** Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the high-intermediate level. Minimum grade of C required for successful completion.

**Lab work of one hour per week is a required component of this course.**

**Major learning outcomes:**

1. **Develop sentence level skills (**use Standard American English sentence structures and correctly edit sentences, paragraphs, and essays).
2. **Develop multi-paragraph essays based on a prompt** (summarize, analyze, and evaluate information, situations, or ideas from a reading in a written response).
3. **Use technology related to writing** (word process using standard MLA and/or APA style and utilize online learning tool(s).

**Valencia College Competencies:** Besides specific course objectives, EAP 1540 will also reinforce the following Valencia Student Core Competencies: **Think, Value, Act, & Communicate.**

*Think*- Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.

*Communicate*- Communicate with different audiences using varied means.

*Value*- Make reasoned value judgment and responsible commitments.

*Act*- Act purposefully, reflectively, and responsibly.

The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

**Grades that satisfy the EAP course requirement**

A= 90%-100%=900-1000 points

B= 80%-89%=800-899 points

C= 70%-79%=700-799 points

**Grades that DO NOT satisfy the EAP course requirement**

D= 60%-69%=600-699 points

F= 59% and below=599 points and below

\*You will lose 5 points for every missed class or coming more than 15 minutes late to class 3 times. You will also lose 5 points for not doing homework.

**The Final Exam**

The final exam must be taken on the assigned day and time (see the syllabus). The final exam will not be offered *earlier or later* to any student unless a student has documented proof of a medical emergency; the medical documentation must be submitted to the instructor in person or by email within 24 hours of the student’s medical release. Please plan your semester accordingly and check the date(s) of the final exam(s) stated either in the syllabus and/or calendar.

**Grade Distribution:**

**\*Attendance & Homework 150**

**6 Lab groups (24 exercises): 120**

1. LAB SVA: 1A, 1B, 1C, 1D = 20
2. LAB Types of Sentences I: 1, 2, 3, 4 = 20
3. LAB Types of Sentences II: 5, 6, 7, 8 = 20
4. LAB Adjective & Adverb Clauses: 4A, 4B, 4C, 4D = 20
5. LAB Capitalization, Punctuation, & Pronouns: 5A, 5B, 5C, 5D = 20
6. LAB Editing Exercises = 6A, 6B, 6C, 6D = 20

**Quizzes: 205 points (5+ [5 x 40]) 205**

Syllabus quiz = 5 points

Quiz 1= SVA

Quiz 2= Simple and Compound Sentences

Quiz 3= Complex and Compound-Complex Sentences

Quiz 4= Adjective and Adverb Clauses

Quiz 5= Capitalization, Punctuation & Pronouns

**3 In-class Writing Assignments: (50 x 3) 150**

**5 At-home Writing Assignments: (25 x 5) 125**

**Final (Editing 100 points + Final Essay 150 points) 250**

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**Total: 1000**

**\*You will lose 5 points for every missed class and for coming more than 15 minutes late to class 3 times. You will also lose up to 3 points per day for not doing homework or otherwise not participating in class.**

**Important Dates:**

**Full Term:**

No Show Reporting Period-- January 18-27, 2017

Withdrawal deadline for refund-- January 17, 2017

Withdrawal deadline for W grade -- March 31, 2017

Final exam week— April 24-30, 2017

Final exam for this class—April 26, 2017

Final Grades due—May 1, 2017

Final Grades viewable in Atlas—May 2, 2017

**College Closed (Credit Classes Do Not Meet):**

January 16; March 13-19, 2017

See the College Calendar for important dates and final exam schedule at [http://valenciacollege.edu/calendar](http://www.valenciacollege.edu/calendar)

**Important Places and Phone Numbers:**

1. Communications Center (the Writing Center) 4-120 (407) 582-2795
2. EAP Lab 4-105 (407) 582-2098
3. Library 4-second floor (407) 582-2459
4. Testing Center 4-123 (407) 582-2704

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| **Part II. Class Policies and Requirements** |

**Attendance Policy**

1. It is in your interest to attend each class not to miss the class material. Attendance is part of the grade.
2. You will lose 5 points for every missed class unless you present written documentation of a medical emergency on the *first day of your return* to class.
3. Coming more than 15 minutes *late to class three times* is considered one absence.

**Withdrawal Policy**

1. If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.
2. 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.”

**No Show Policy**

1. Students who ***do not*** *attend* this class or ***do not*** *contact* the instructor by e-mail or phone regarding an approved documented emergency by the end of the first week ***will be withdrawn*** by the instructor during the “No Show Reporting Period.” (see the “**Important Dates”**)

**Makeup Policy**

1. Late assignments are not accepted unless the student provides written documentation of an ongoing medical condition or medical emergency *on the first day of the student’s return* to class.
2. The documentation must impact *all days of the assignment availability*.
3. The instructor will review the documentation, and if it meets the criteria above, a deadline extension will be permitted.
4. Jury duty, military duty, and religious observances are not considered emergencies that warrant make-up/late work. However, course work may be *submitted early* due to these absences pending notification to the instructor at *least one week prior* to the absence.

All in-class writing assignments are announced. If an in-class writing assignment is missed, it cannot be made up. If the schedule permits, a 4th in-class writing assignment will be given toward the end of the semester. If done, this assignment will replace 1) a missing in-class writing or 2) the lowest in-class writing grade.

**Required Format**

All essays and paragraphs done outside of class (including revisions of in-class writing) must be typed using Times New Roman font, size 12; double-spaced; properly identified. There must be a title, and each page must have 1” margins all the way around.

**Academic Dishonesty**

All forms of academic dishonesty are prohibited at Valencia College.

1. 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.
2. 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.
3. The professor considers the act of academic dishonesty to be an academic offense. In case of student’s academic dishonesty, the professor will discuss the matter with the student, and the academic penalties will include, without limitation, loss of credit for an assignment, examination, or project. If the student disagrees with the decision of the professor, the student may seek a review of the decision subject to and in accordance with Policy 6Hx28:8-10.

**Computer Use Policy:** *Mozilla Firefox* is the preferred server for Blackboard**.**

1. You can have access to computers in Building 4 (main floor) or EAP lab (room 105).
2. If you choose to use your own computer, you need to verify that your computer meets the [system and browser requirements](http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-started-online/system-requirements.cfm) for Valencia college distance learning.

**Technology Support for Blackboard**

1. 24/7 Phone Support: 407-582-5600
2. Email Support (M-F 8am-5pm): [onlinehelp@valenciacollege.edu](mailto:onlinehelp@valenciacollege.edu)

**Technology Access/ Skills**

You are expected to log in to Blackboard at least twice a week. You are required to have basic skills:

* to type in English,
* to learn how to send emails and messages via Blackboard (your instructor or a lab assistant will show you how to do it),
* to learn how to send an attachment (your instructor or a lab assistant will show you how to do it).

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| **Part III. Valencia College Policies** |

**Academic honesty policy**

[Academic Dishonesty (College Policy 6HX28:08-11)](https://webmail.valenciacollege.edu/OWA/redir.aspx?C=kyKf1Ma4sjPZ_SgIizUW5aWkz1DUA2Zaf5nPOHTf938R9P6-HzXUCA..&URL=http%3a%2f%2fvalenciacollege.edu%2fpdf%2fstudenthandbook.pdf)

**Withdrawal policy**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), 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. 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 intend to complete the course, you must withdraw yourself prior to the withdrawal date. Review the complete policy at [http://www.valenciacollege.edu/generalcounsel/](https://webmail.valenciacollege.edu/OWA/redir.aspx?C=auLWYp1zpv2ZyFxmzEnEZlrFXRjGu8CJww31nxhY8IQR9P6-HzXUCA..&URL=http%3a%2f%2fwww.valenciacollege.edu%2fgeneralcounsel%2f)

**Office for Students with Disabilities disclaimer**

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. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**Student assistance program information**

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. Free face-to-face counseling is also available.

**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, which can be reviewed at

[http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID\_1=8&navst%20=0](https://webmail.valenciacollege.edu/OWA/redir.aspx?C=ZwKu3gdZLe4pa9tXFy3LVMFj4CBBFhjlpAKgHKlbkUoR9P6-HzXUCA..&URL=http%3a%2f%2fvalenciacollege.edu%2fgeneralcounsel%2fpolicy%2fdefault.cfm%3fpolicyID%3d180%26volumeID_1%3d8%26navst%2520%3d0)

**College Catalog** - [http://catalog.valenciacollege.edu/](https://webmail.valenciacollege.edu/OWA/redir.aspx?C=KnY79uWSmWrc_K3CFCVQydhwGX44FUdWiVaIBh77MhsR9P6-HzXUCA..&URL=http%3a%2f%2fcatalog.valenciacollege.edu%2f)

**Course Support:** library, onsite, online tutoring, writing help, etc.

[http://valenciacollege.edu/learning-support/](https://webmail.valenciacollege.edu/OWA/redir.aspx?C=IbXcE53vUQBuU0Qvz57WLfz8YqlE2UXRo1G_8zlzx9ER9P6-HzXUCA..&URL=http%3a%2f%2fvalenciacollege.edu%2flearning-support%2f)