Syllabus
EAP 1585—CRN 32162—Online
High Intermediate Writing & Grammar for ELL
Summer Term A: 04 MAY—15 JUN 2020
Professor Michael Pierce

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e-Office: CANVAS
e-Office Hours: CANVAS—Monday-Thursday 9:AM-6:PM; Friday 9:AM-12N
E-mail address: Students must use CANVAS INBOX for communications
Location and Time: ONLINE

Textbook and Required Materials:
1. Understanding and Using English Grammar, 5/e with MyEnglishLab: Grammar
   ISBN 9780133994599 (You must have a new access code for its lab component.)
2. Longman Academic Writing Series Level 4, 5/e with Essential Online Resources
   ISBN 9780134663319
3. Computer/internet access.
4. Sufficient time to study/review and to complete assignments in half a summer session. Please note that having a full-time job and/or family responsibilities **does *not*** change the expectations for college-level studying.

Required Online Lab Component: PIERCE AZAR SUM20
This class has an online lab component for grammar. You are responsible for completing your lab assignments outside of class as assigned. This lab work is part of your final grade. You will receive detailed instructions regarding lab access and assignments in a separate document. Our class's Course ID: **J9R7-MCYN**.
Follow the instructions in your textbook to log in. You must log in as soon as possible; otherwise, any missed tests will result in **permanent zero (0%)**. Due to the expediency of this course schedule, ***no exceptions will be accepted.***

Course Description/Objective: Students develop ability to compose longer texts on a variety of academically related topics by applying appropriate writing and grammar strategies. In this course, a minimum grade of C (70%) is required for successful completion.

NOTE—Grammar Readiness:
You are expected to be proficient in the following grammar skills before attempting EAP 1585.
- Verb tenses: simple present, present progressive, simple past, past progressive, simple future, present perfect, and present perfect progressive
- Question forms and negative forms for all above tenses
- Basic modals
- Adverbs of frequency
- Adjectives: comparative and superlative adjectives, order of adjectives, -ing/-ed adjectives
- Nouns: singular/plural, count/noncount, regular/irregular, and expressions of quantity
- Articles
- Conditional "if" for real conditions
- Pronouns (subject, object, possessive)
- Gerunds as subjects/objects

Core Competencies
The faculty of Valencia College have established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are: Think, Value, Act, and Communicate. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry.

e-Communicating between Professor and Student, Particular to Summer 2020
Due to current protocols, **all** e-communications will be secured by using **CANVAS INBOX**. In the event of NON-course-related communication, the student may use the ATLAS email system. The instructor **will not respond** to a student's e-message sent from a source other than **@mail.valenciacollege.edu** or **Canvas**.

REQUIRED CANVAS ACCESS
EAP 1585 has a Canvas support site where I will post your grades and other important information and resources. It is imperative to check Canvas daily. *Assignments and announcements may change daily*. It is your responsibility to know any and all current assignments and changes. Contact me immediately through **CANVAS INBOX** if you have any questions or concerns about your grades or other issues.

Important Dates:
Please check the Academic Calendar for semester start-end dates, holidays, and final exam dates and times and plan your appointments and travels accordingly. Here are some of those key dates you should be aware of:

Classes begin: 04 MAY 2020
Classes end: 15 JUN 2020

Drop-Refund Deadline and Withdrawal Deadline: [Check Atlas for the latest schedule](#).

Students may withdraw at any time up to the Withdrawal Deadline and receive a grade of "W." If you do not withdraw but you stop attending class, you may receive a grade of "F" or be administratively withdrawn. If you withdraw or are withdrawn from a class during a 3rd or subsequent attempt in the same course, you will receive a grade of "F." For a complete policy and procedure overview, please go to http://valenciacollege.edu/generalcounsel/policy/
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Holidays: 31 MAY 2020 (Memorial Day)

Final Exam – ESSAY, June 12 and GRAMMAR, June 15
—Watch CANVAS closely for updated specifics.

Attendance/Participation – Attendance will be taken on Day One with an assignment due for uploading to CANVAS by the end of Week One. Failure to complete the attendance activity will result in dropping you from the course. No exceptions to the rule. Participation will be evidenced by your assignment submissions to CANVAS.

Late/Makeup Work: No late work is acceptable. CANVAS will prevent you from uploading an assignment after the due date and time. In some cases, writing assignments may be revised and resubmitted as instructed.

Academic Honesty:
No form of academic dishonesty will be accepted in the classroom or in the language lab. This includes "borrowing" or "sharing" of test answers, homework, presentations, etc., and plagiarism (the theft of another's

words, ideas, or thoughts and the misrepresentation of them as your own in speech or in writing). To avoid plagiarism, all work must be your own original work, and any words or ideas from another source must be properly cited. Any form of academic dishonesty will result in a grade of "0" for the work/test/lab hours involved for the first offense and will result in an F in the course for repeat offenses.

EAP West Academic Dishonesty Levels 5-

Students with Special Needs:
Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities. OSD determines accommodations based on appropriate documentation of disabilities.

Student Assistance
Academic Advising: Email: advising@valenciacollege.edu
         Link to "chat" https://valenciacollege.edu/students/advising-counseling/
Attendance: https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance
Calendar: https://valenciacollege.edu/academics/calendar/documents/important-dates-calendar-2019-2020.pdf
Career Center: https://valenciacollege.edu/students/career-center
Career Advisor: http://net4.valenciacollege.edu/forms/careercenter/contact.cfm
Enrollment Services: 407-582-1507or emailing enrollment@valenciacollege.edu.
Online tutoring (You can now work live with a writing tutor): https://libguides.valenciacollege.edu/distancetutoring
Virtual Answer Center: https://valenciacollege.edu/students/answer-center

Evaluation and Grading Scale: EAP courses use a ten-point scale, with C as the minimum passing and advancement grade for each course.

Passing this course:	Failing this course:
A 90-100%	D 60-69%
B 80-89%	F 0-59%
C 70-79%	

Determination of final course grade:

- Azar Grammar Online Lab 10%
- e-Assignments 50%
- Midterm Assessment 15%
- Final Exam 25%

**Disclaimer: Changes in the syllabus and/or course outline 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 or department.