

## EAP 440 Syllabus

### Intermediate Composition for Non-Native Speakers of English

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<b>Semester:</b> 2015 Fall Term	<b>Professor:</b> Michelle Snider
<b>Time &amp; Day:</b> M and W 10:00 a.m.-11:15 a.m. <b>Section:</b> W02, CRN 16117	<b>E-mail:</b> <a href="mailto:msnider1@mail.valenciacollege.edu">msnider1@mail.valenciacollege.edu</a> A note about contact: -Use "EAP440" in the subject line when emailing me
<b>Class Location:</b> Building 4, Room 203 <b>Online: BlackBoard-</b> Used for course resources and posting of assignment's grades.	<b>Office hours:</b> Contact the professor by email to make an appointment.

#### **Required texts/materials**

- 1) 3 Longman Academic Writing Series, by Oshima and Hogue. 4<sup>th</sup> edition. ISBN: 9780133896114
- 2) My English Lab (purchase access code at the bookstore)
  - To register for the course you will need to go to <http://myenglishlab.com/courses-writing.html> and use this **Course ID#** **6em2-ibt6-rkt3-l6yo**

**Materials:** 1) a three ring standard size 1" or 1½" binder, 2) 5 bluebooks, 3) black or blue ink pens, 4) No. 2 pencils, and 5) 1 package of scantrons

**Suggested additional texts/materials:** College level dictionary

**Prerequisite(s):** Demonstration of required level of English proficiency or minimum grade of 'C' in EAP 340C.

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#### **Course Description/Objective**

Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences and paragraphs and/or essays at the intermediate level. A departmental final exam is required. Credit does not apply toward any associate degree. In order to pass this course, students must earn a passing score on the Comprehensive Departmental Final Exam and a minimum grade of C for required for successful completion.

#### **Competencies**

- 1) select and limit a topic and choose an appropriate pre-writing technique, 2) develop a topic sentence, 3) select and organize appropriate support, 4) write a first draft of the paragraph, 5) use cohesive devices, 6) edit the first draft of the paragraph, 7) produce a final one-paragraph essay, 8) recognize basic paragraph development from reading selections, 9) execute other academic writing tasks

**Other Objectives:** In addition to specific EAP objectives, the course will reinforce the following competencies wholly or partially.

## Valencia's Core Competencies

1. **Think** – Think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry.
2. **Value** – Make reasoned judgments and responsible commitments.
3. **Act** – Act purposefully, effectively, and responsibly.
4. **Communicate** – Communicate with different audiences using varied means.

**CLAS:** Evidence of College Level Academic Skills (CLAS) 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.

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## GRADING

### Grades

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%**

### Grading Scale

Homework	10%
Writings	30%
Lab Assignments	10%
Tests and Midterm	25%
Final Exam	25%
<b>Total:</b>	<b>100%</b>

### Homework (10%)

Homework is given to complete outside of class time. Homework is not optional and affects your learning and course grade. All assignments are to be completed legibly, neatly, and completely or points may be deducted from any given assignment. Homework is due on the announced date at the beginning of class. Once I have collected papers and put them away, you will have to turn in your assignment at the start of the next class.

Please label all assignments properly in the upper right-hand corner of the paper with your name, the course name (example: EAP440), and the assignment due date. All work must be done in blue/black ink.

If you are absent on the day an assignment is due, your assignment is still due; please email the assignment to your instructor at the start of the scheduled class time.

**Late work can be submitted up to one week after the due date. 25% will be deducted from the grade for any work turned in late. No late work will be accepted more than one week after the assignment due date.**

### **Writings (30%)**

In-class writings must be written in blue books. All essay revisions must be typed. Your essay must look like the format example posted on our homepage in ATLAS and be stapled to your original blue book correctly. Writings may go up 1 point after the revision process. This is only if there is a noticeable improvement. If I do not feel that the effort or improvement merits your essay's score going up a whole point, your score will go up a half point or not at all. It is not a guarantee. The writing rubric used to evaluate the writing is attached at the end of this document.

The Writing Center is located in 5-155 in the Communications Center. You will need to go to the Writing Center for at least one tutoring session for one writing.

### **Lab (10%)**

Lab assignments are an additional homework component of this course and are assigned weekly. Assignments are given that focus on particular writing skills using the **My English Lab program**. To earn full credit for the lab, you must complete all lab assignments. Any lab(s) not completed will earn a zero. See the **Late work Policy** below for the lab's grading if you are late.

Another part of your required lab component of EAP 440 will be making and attending Writing Center appointments. The Writing Center is located in 5-155 in the Communications Center. You will need to go to the Writing Center for at least one tutoring session for one writing.

### **Tests including the MidTerm (25%)**

Tests are given to assess accuracy of knowledge of content.

### **Final Exam (25%)**

Both the midterm and final are departmental exams. "A final exam, which will be administered college-wide, will assess mastery of the course outcomes and the competencies which indicate readiness for college-level work. Students must demonstrate mastery of those skills to successfully complete the course." Both the first and second round of the final exam will take place in the classroom.

**NOTE:** You are 100% responsible for obtaining materials, assignments, information that you miss if you are absent from or late to class.

### **Extra Credit**

There is NO CURVE for any test. Extra credit is normally not given; it may be offered to the entire class at the discretion of the instructor.

### **Make-up Policy and Procedure**

If you miss a quiz or test, you must contact the instructor to arrange a time to make-up the quiz or test *by/during* the next class meeting. If you do not communicate with the instructor *by/during* the next class meeting, you will not be allowed to make-up the quiz or test and will earn a zero.

### **Late work Policy**

**Late work (Homework and labs)** can be submitted up to one week after the due date. 25% will be deducted from the grade for any work turned in late. No late work will be accepted more than one week after the assignment due date.

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## CLASSROOM POLICIES

### Communication

Contact the professor by email to make an appointment. Allow a 48 hour waiting time before receiving a response during the work week. I will only answer student emails from your Atlas account, in order to minimize the risk of computer-virus transfers. I will delete unread emails from all other sources.

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

### Attendance and Participation

In order to maintain a positive learning environment in the classroom, certain guidelines must be followed:

- Participate in all activities and discussions. **Participation includes** paying attention, taking notes, actively engaging in class activities, having a positive attitude, and not talking out of turn. Show respect for fellow students and the instructor at all times.
- **Three absences** will be allowed with no questions asked to allow for medical or personal emergencies. **After three absences**, you will be notified via Atlas.
  - The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.
  - If you **miss class due to an emergency** or illness, be sure to contact the professor by email, and arrange to turn in any assignments due during that time period.
- Arrive to class on time and ready to learn. **Students arriving late to class or leaving early disrupt the learning process for everyone else in the class;** therefore, late arrivals and early departures will be documented, with four cases counting as an absence. Any student who arrives 20 minutes late or more will be marked absent.
- **Cell Phones/Electronics** – Please silence cell phones upon entering class and leave cell phones and other electronic devices out of sight during class. This means no texting! Only in an emergency should you excuse yourself to take a call or text for a few minutes. Failure to follow these guidelines will result in removal from the class.

### No-Show Policy

Because of Valencia College's Start Right policy, students must attend the first week of classes or be counted as a 'No Show.' A student cannot start class the second week. A student who does not attend the first two class meetings will be marked "No-Show" and will be officially withdrawn from the class during the **No-Show Reporting Period from Wednesday, Sept. 9<sup>th</sup>, to Friday, the 18<sup>th</sup>.** There will be no exceptions (unless due to emergency with official written documentation). If you are withdrawn as a "no show," you will be financially responsible for the class and a 'R' will appear on your transcript for the course. In order to get a refund for the course, students must withdraw from the class in Atlas by the **Drop/Refund Deadline on Tuesday, Sept. 8, at 11:59** pm. After that date, refunds will not be issued.

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## POLICY STATEMENTS

### Classroom Conduct

This is a college classroom, and you and your classmates are here to develop college-level English proficiency. Therefore, workplace behavior is required: behaviors that hinder (block, interrupt) instruction and/or create a negative classroom atmosphere will **not** be tolerated. If you are doing **anything** “to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college,” you may be referred to the Dean of Communications and/or the West Campus Provost. Refer to Valencia’s “Student Code of Conduct” policies and procedures for more information at [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0)

*\*Any student disrupting class or talking out-of-turn will be given a warning. If the disruptive behavior continues, a second warning will be given. If the disruptive behavior continues after the second warning, the student will be asked to leave class and will be counted as absent.* If the behavior continues as the semester progresses, I will ask you to leave and not return until you have met with the Dean of Communications (Dr. Elizabeth Renn)

### Academic Honesty

Students must do work which is completely a result of their own efforts - NO EXCEPTIONS.

**Plagiarism** is copying someone else’s ideas or work without permission.

- The **first instance** of proven plagiarism will result in your receiving an F for the assignment or test.
- The **second instance** of plagiarism will result in an F in the course.

\*\* While you might complete some of the writing assignments in this course outside of class, **all writing assignments must be your original work**. Only seek assistance with writing assignments during the revision process. While many of the assignments in this course allow you to work in small groups, most assignments will require individual effort. **Unless I explicitly state that you may work with other students on an assignment or a test, you should assume that you should complete the assignment on your own**

**Proven cheating** on the final exam/state competency exam (whether it is the first or second instance) will result in an automatic F in the course.

- It is the student’s responsibility to keep his/her answer sheet covered during objective tests. Failure to keep an answer sheet covered will be considered as aiding cheating. Such behavior will lead to the consequences stated earlier in this note.

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.

Refer to Valencia’s “Academic Dishonesty” policies and procedures for more information at [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0)

### Students with Special Needs

Your success is very important to me! I encourage all of my students who feel they may need some type of accommodation due to a disability or special leaning need to meet with or contact me by email during the first week of the semester so that we can work together to address it.

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (SSB, Rm 102, phone 407-582-1523 and Fax: 407-582-1326.) 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."

### **Security Statement**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.

Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

### **Baycare Behavioral Health's Student Assistance Program**

Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24 hour unlimited access to the **Baycare Behavioral Health's confidential student assistance program** phone counseling services by calling **(800) 878-5470**. Three free confidential face-to-face counseling sessions are also available to students.

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## **IMPORTANT DATES**

- **Drop/Refund** deadline (11:59 PM)– Tue, Sept. 8th
- **Withdraw deadline** for "R" grade – **Friday, Nov. 13th**
  - A student who withdraws from class before the **withdrawal deadline** will receive a grade of "R." A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B,C,D or F. Failure to make up the work during the following semester will result in you getting a grade of F in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of "F." *The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.*"  
For a complete policy and procedure overview on Valencia Policy 4-07 please go to:  
[http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID\\_1=4&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0)
  - Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student which he or she must know about to make an informed decision before

withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

- **Midterm Exam:**
  - Wednesday, Oct. 21 Composition
- **Final Exam:** Pass/Fail
  - First Round Composition Exam
    - Wednesday, Dec. 9<sup>th</sup> in the classroom
  - Second Round Composition Exam
    - Monday, Dec. 14<sup>th</sup>, 10:00-12:30 -In CLASS

**Holidays:**

- Monday, Sept. 7<sup>th</sup> – Labor Day
- Wed, Nov. 25 to 29 – Thanksgiving holiday

\*\*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.

**COURSE OUTLINE**  
**EAP 440 –Intermediate Composition for Non-Native Speakers of English**  
**Fall 2015-Mrs. Snider**

Week (Wk) 1	Monday (M) Classmate Introductions Syllabus Review	Wednesday (W) Diagnostic Test
Wk 2	M <b>NO CLASS- Labor Day</b>	W Writing Center Orientation (Meet in Communication Center 5-155)
Wk 3	M Ch 1 Academic Paragraphs	W Ch 3 Basic Paragraph Structure HW Writing#1
Wk 4	M Ch 3 Basic Paragraph Structure	W Ch 5 Process Paragraphs
Wk 5	M Ch 5 Process Paragraphs	W Writing #1
Wk 6	M Ch 2 Narrative Paragraphs: Sentence Structure	W Ch 4 Logical Division of Ideas HW Writing#2
Wk 7	M Ch 4 Logical Division of Ideas: Sentence Structure and Organization	W Test 1
Wk 8	M Midterm Review	W Midterm- Composition
Wk 9	M Ch 6 Definition Paragraphs: Sentence Structure	W Ch 6 Definition Paragraphs HW Writing#3
Wk 10	M Ch 6 Definition Paragraphs	W Writing #2
Wk 11	M Ch 4 Logical Division of Ideas: Sentence Structure and Organization	W Ch 8 Comparison/Contrast Paragraphs
Wk 12	M Ch 8 Comparison/Contrast Paragraphs	W Writing #3
Wk 13	M Test 2	W <b>NO CLASS</b> <b>Thanksgiving Holiday</b> <b>Nov. 25-29</b>
Wk 14	M Ch 7 Cause/Effect Paragraphs	R Ch 7 Cause/Effect Paragraphs



		HW Writing#4
Wk 15	M Final Review	R Final Review FINAL First Round Composition Exam
Wk 16	M Final- Composition Second Round : Monday, Dec 14 <sup>th</sup> , 10:00-12:30 -In CLASS	R NO CLASS

**\*Disclaimer:** Changes in the schedule may be made at any time during the term by announcement by the instructor. A revised schedule may be issued at the discretion of the instructor.