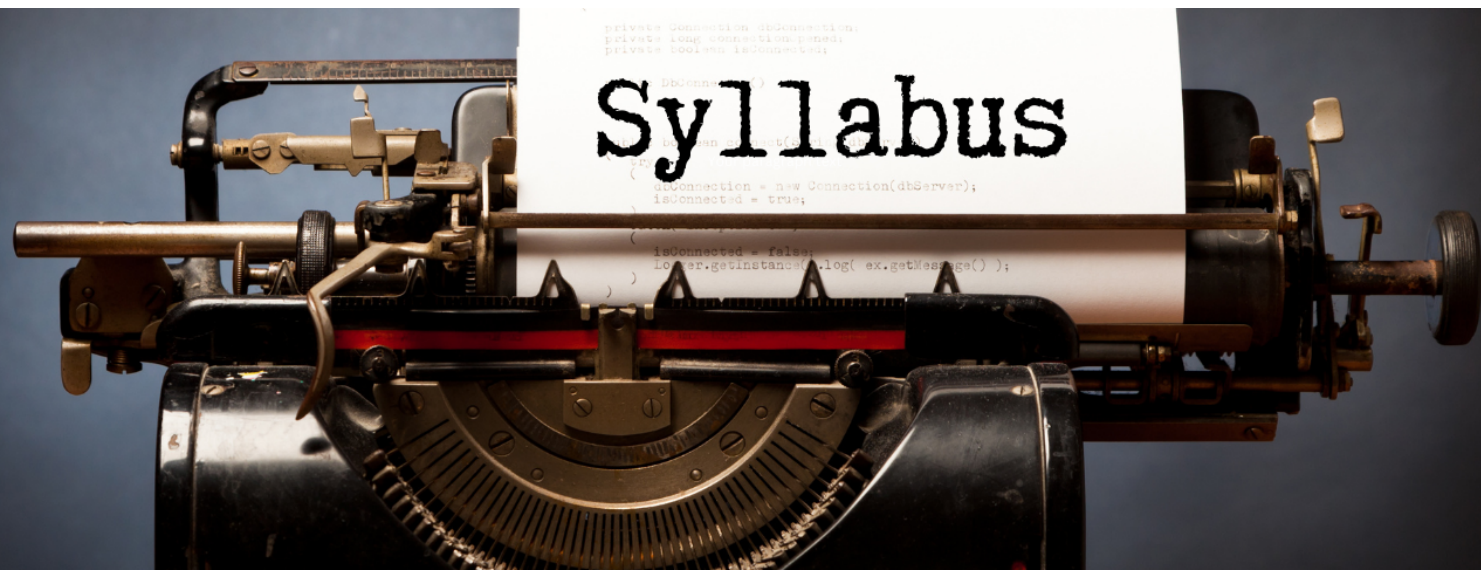


Course Syllabus

Edit



Class CRN: 26349

Modality: Online

Professor: Milena Zaleckaite (mzaleckaite@valenciacollege.edu (<mailto:mzaleckaite@valenciacollege.edu>))

» Modality:

This is an online course, which means that all activities have to be completed online in Canvas. There are no required Zoom or face-to-face meetings. This is a self-paced course, so you choose your schedule. However, don't forget to follow the due dates and log in to the course regularly to have a rich learning experience.

» Prerequisites:

Demonstration of required level of English proficiency or minimum grades of C in EAP 0381C (or EAP 0340C and EAP 0360C). Corequisites: EAP 0460C.

» Catalog Description:

Students develop skills in planning, writing, revising, and editing sentences and paragraphs at the intermediate level. Students utilize online learning resources related to the coursework. Required lab work is a component of this course. A departmental final exam is required. A minimum grade of C is required for successful course completion. Credit does not apply toward any associate degree.

» Course Outcomes

- Identify simple, compound, and complex sentences
- Identify sentence errors (fragments, run-ons, and comma splices)
- Identify word choice and word form consistent with the written communication context

- Identify subject-verb agreement
- Identify rules of capitalization and punctuation
- Identify the writing process (pre-writing, developing, revising, and editing)
- Identify parts and format of an academic paragraph
- Identify rhetorical/organizational patterns (Suggested patterns: chronological order (narrative, process), simple listing, and read-to-write response)
- Utilize the college-approved learning management system
- Utilize online learning resources related to the coursework

» Other Objectives:

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

» Valencia Competencies:

Valencia has defined four interrelated competencies that prepare students to succeed in the world community: (1) think, (2) value, (3) act, and (4) communicate. The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

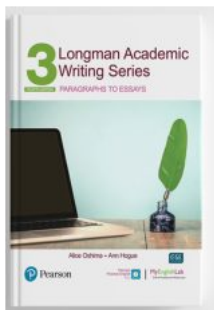
» CLAS (College Level Academic Skills) Competencies:

These competencies are 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.

» Required Texts/Materials:

To purchase your textbook, go to the following link and follow the instructions below. Link: [Valencia College Bookstores: Find Your Course Materials. \(https://www.valenciabookstores.com/buy_textbooks.asp\)](https://www.valenciabookstores.com/buy_textbooks.asp)
(https://www.valenciabookstores.com/buy_textbooks.asp) Online assignments will begin the first week of class. Students who do not have their textbooks will not be able to complete their assignments on time.

In this course, you are required to have this textbook (see picture below):



- Textbook "Longman Academic Writing Series 3" (4th edition) [with Digital Resources](https://www.valenciabookstores.com/buy_textbooks.asp) (Pearson, ISBN: 9780136838531)
 - Here is the [LINK](https://valenciacollege.textbookx.com/institutional/?action=browse#books/3963097) [↗](https://valenciacollege.textbookx.com/institutional/?action=browse#books/3963097) (<https://valenciacollege.textbookx.com/institutional/?action=browse#books/3963097>) to purchase the textbook.
- A reliable computer with the Internet access
- A notebook and writing utensils to take notes

» Course Policies

» » Attendance and Participation

Attendance in the course is shown through your active participation in class activities online. Each weekly module begins on Monday and ends on Sunday. You should work on the weekly assigned activities throughout the week. Do not wait until the weekend to begin working on your assignments. Students can expect to spend 6-9 hours each week on this course. This means that it is not enough to log in to this Canvas course only once a week if you want to be successful.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

» » **No-Show Policy | Required Attendance Activity**

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. In an online course, attendance is shown through participation in course activities and submission of required course assignments. If you do not log in to the course during the first week and complete the Week 1 Required Submissions, you will be withdrawn from the class as a "no show" during the No-Show Reporting Period. Just logging into the course does NOT count as active participation and does not fulfill the required attendance activity. There will be no exceptions (unless due to an emergency with official written documentation). If you are withdrawn as a "no show," you will be financially responsible for the class and a 'W' will appear on your transcript for the course. For more information regarding Valencia's attendance policy, click on this [LINK \(https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/\)](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/).

» » **Required Submissions**

Some assignments will be completed in My English Lab and some will be completed in Canvas. It is your responsibility to complete all required assignments. You must submit assignments by the due dates posted in Canvas. It is your responsibility to be aware of due dates and to submit your work on time.

» » **Late Policy**

Assignments (including discussion boards, writing assignments, and My English Lab assignments) can be submitted up to one week after the posted due date. 10% will be deducted from the grade for any assignment turned in late. No late assignments will be accepted more than one week after the assignment due date.

Grammar Tests and the Final Exam must be submitted by the posted due date. No late submissions will be accepted.

» » **Drop/Refund Deadline**

In order to get a refund for the course, students must withdraw from the class in Atlas by the Drop/Refund Deadline on **January 16, 2024, at 11:59 P.M.** . After that date, refunds will not be issued. [College Policy: 6HX28:06-08.1 Student Fees \(https://catalog.valenciacollege.edu/financialinformationfees/refundoffees/6-08_1-student-fees-and-refunds.pdf\)](https://catalog.valenciacollege.edu/financialinformationfees/refundoffees/6-08_1-student-fees-and-refunds.pdf)

» » **Withdrawal Deadline**

Per [Valencia policy \(http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/\)](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/) 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. The withdrawal deadline is March 15, 2024. A student who withdraws from class before the withdrawal deadline will receive a grade of W. A student is not permitted to withdraw after the deadline; if a student remains in the class after the deadline, (s)he 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. The professor will not withdraw any student; it is the responsibility of the student to withdraw before deadline and to be aware of the date of the deadline. Withdrawal may affect financial aid.

» » **Important Note for International Students**

Please be advised that withdrawal from this course may negatively impact your visa status. Consult the [International Student Services office \(https://international.valenciacollege.edu/\)](https://international.valenciacollege.edu/) for more information on full-time enrollment requirements.

» » **Extra Credit**

There is no extra credit in this course. EAP course outcomes are designed to ensure students develop skills needed for success in future courses. Students show mastery of course outcomes through completion of required assignments. There are already more than 50 assignments in this course. Adding one more wouldn't make a big difference in your final grade. I want you to focus on doing well in the assignments you already have. Instead of extra credit, I have a great rule where I drop the lowest grade in certain categories. This helps you out without needing extra assignments.

» » 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 \(https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/\)](https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/).

» » Technology Requirements

Since all assignments are submitted on Canvas, access to a computer is required for this course. Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. Canvas lists [minimum computer specifications \(Links to an external site.\) \(https://community.canvaslms.com/docs/DOC-10721\)](https://community.canvaslms.com/docs/DOC-10721), and [supported browsers \(Links to an external site.\) \(https://community.canvaslms.com/docs/DOC-10720\)](https://community.canvaslms.com/docs/DOC-10720) to ensure compatibility. The [Chrome browser \(Links to an external site.\) \(https://www.google.com/chrome/browser/desktop/index.html\)](https://www.google.com/chrome/browser/desktop/index.html) is recommended. Students are also encouraged to install the Canvas app on their [Android \(Links to an external site.\) \(https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en\)](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en) phone or [iPhone \(Links to an external site.\) \(https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8\)](https://itunes.apple.com/us/app/canvas-by-instructure/id480883488?mt=8) to receive mobile notifications and to access your courses via your mobile device.

» » Technical Skills

Students should consider the basic computer skills needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

If you require assistance with Canvas, there are resources available through the Help function on Canvas. The Help function is on the left-hand global navigation panel. You can [Chat with Canvas Support \(Students\) \(https://cases.canvaslms.com/liveagentchat?chattype=student&sfid=001A000000KJsPQIA1\)](https://cases.canvaslms.com/liveagentchat?chattype=student&sfid=001A000000KJsPQIA1), live chat with Canvas Support or call the Canvas Support Hotline at +1-407-582-5600.

» » Academic Integrity

All forms of academic dishonesty are prohibited at Valencia College. 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.

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.

First Offense

- Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved

Second Offense:

- Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved
- Student meets with the dean of students and/or the dean of communications.

Third offense:

-Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.

-Student receives an 'F' in the course.

-Student meets with the dean of students and/or the dean of communications.

Click the link to review the [EAP Departmental Academic Honesty Policy \(https://online.valenciacollege.edu/courses/170915/files/38215817?wrap=1\)](https://online.valenciacollege.edu/courses/170915/files/38215817?wrap=1). [↓ \(https://online.valenciacollege.edu/courses/170915/files/38215817/download?download_frd=1\)](https://online.valenciacollege.edu/courses/170915/files/38215817/download?download_frd=1) .

» » Using Generative AI in Coursework

Examples of AI in everyday life include face recognition, smart cars, apps, and Google predictive search algorithm to mention a few. It is up to you how you use AI in your daily life. HOWEVER, translators and ChatGPT, also examples of AI- are NOT ALLOWED in this class.

I firmly believe in the value of students engaging in the learning process without relying on AI-generated content. I want you to develop your critical thinking and problem-solving skills independently, owning your learning journey from start to finish. Therefore, the use of generative AI is not allowed in this course.

The purpose of education is to work hard, think for yourself, think critically, discuss ideas with other human beings, not robots, and improve your English, not just get a letter grade. By asking ChatGPT to think for you and do work for you, you cheat yourself. I am curious to see your growth, not read impersonal machine-generated ideas. I am here for YOU.

» » Turnitin | Valencia's Plagiarism Detection

Valencia uses Turnitin, a plagiarism detection software, to scan student work for matched text by comparing the work to a large database of student work, publications, and materials on the internet. By submitting your work to Canvas, you acknowledge that your ideas are original, and not generated by ChatGPT or other sources. In other words, you state that every single idea you shared is your own. If Turnitin detects plagiarised content, your work will earn a zero. To learn more about consequences, please go back and read the Academic Honesty policy above.

» » Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.

» Assignments

Video Lessons | Writing Practice | Week #1 Assignments & Discussions - 10%

My English Lab Assignments - 10%

Textbook Assignments - 25%

Grammar Tests & Timed Writing - 20%

Not Timed Writing - 10%

Final Exam - 25%

Total -- 100%

» Evaluation & Grading Scale

Grading is not personal; they are earned. Assignments will be graded within one week of submission.

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%

» Important Dates & Calendar

First day of classes: January 8, 2024

Drop/ Refund Deadline: January 16, 2024, at 11:59 P.M. In order to get a refund for the course, students must withdraw from the class in Atlas by this due date. After that date, refunds will not be issued.

No-Show Reporting Period: January 18-27, 2024

Withdrawal Deadline - "W" Grade: March 15, 2024, at 11:59 P.M. Students who find they cannot complete the course have the option to withdraw from a course, which will result in a 'W' on their transcript, and they will be required to repeat the course.

Final exam period: April 22-27, 2024

The semester ends: April 28, 2024

Final exam: April 22-25, 2024

College Closed (Credit Classes Do Not Meet)

Martin Luther King Jr. Day: January 15, 2024

Learning Day: February 9, 2024

Spring Break: March 18-24, 2024

Course Schedule

Time Frame	Learning Goals	Assigned Activities
Week 1	<ul style="list-style-type: none">• Course Navigation• Course expectations and learning goals• Introduction to the class	<ul style="list-style-type: none">• Being Successful in Online Classes (https://online.valenciacollege.edu/courses/189140/quizzes/1485058?wrap=1)• Syllabus Quiz (https://online.valenciacollege.edu/courses/189140/quizzes/1485073?wrap=1)• Discussion Introducing Yourself to Your Classmates (https://online.valenciacollege.edu/courses/189140/discussion_topics/2603306?wrap=1)

Week 2 -3	<ul style="list-style-type: none"> Identifying nouns & verbs Capitalization Subject-verb agreement Fragments 	<ul style="list-style-type: none"> Chapter 1
Week 4	<ul style="list-style-type: none"> Simple and compound sentences Punctuation rules 	<ul style="list-style-type: none"> Chapters 2 Grammar Test #1
Weeks 5-6	<ul style="list-style-type: none"> Basic paragraph structure Effective topic sentences MLA format Transitions Supporting details Concluding sentences Adjectives 	<ul style="list-style-type: none"> Chapter 3
Weeks 7-9	<ul style="list-style-type: none"> Sentence variety Run ons and comma splices Logical division of ideas Unity and coherence 	<ul style="list-style-type: none"> Chapter 4 Grammar Test #2 Paragraph #1
Week 10	Narrative paragraphs	Chapter 2
Weeks 11	Spring Break	No assignments
Week 12	Narrative Paragraphs	Chapter 2
Weeks 13-14	<ul style="list-style-type: none"> Process paragraphs 	<ul style="list-style-type: none"> Chapter 5
Week 15	<ul style="list-style-type: none"> Review and practice for the final exam 	
Week 16	<ul style="list-style-type: none"> Final Exam 	

» Course Communications and Online Engagement Hours

» » Contact Your Instructor

The best way to contact me is through Canvas Inbox. I check Inbox messages regularly throughout the week.

If you email me outside of Canvas at mzaleckaite@valenciacollege.edu (<mailto:akennedy30@valenciacollege.edu>), you must use your Valencia email to contact me. *I will not respond to any emails sent from an address that is not a Valencia email address due to privacy and computer security purposes.* In the subject line, put the course number and your name. I will respond to you within 24 hours Monday through Friday. If you email on Friday after office hours, I will respond to you on Monday.

» » Office Hours

Through Online Engagement Hours, I am available:

- Mondays, Tuesdays, and Wednesdays 4:00 -6:00 P.M.
- Thursdays and Fridays 9:00 A.M. - 2:00 P.M.

You can also schedule a one-on-one appointment. Send me an Inbox message stating which day and what time you'd like to meet and your preferred method of contact--phone or Zoom--and I will schedule this with you. (The Zoom link is on the left side Canvas menu).

» » Email Etiquette

When writing a message, it is important to use appropriate email etiquette and state your question clearly. If I cannot understand your question, I will not be able to respond appropriately.

- Begin with a greeting: Hello, Professor Zaleckaite.
- Write a concise message.
- Conclude with your name, course name (EAP 0440), and course CRN.

Example Email:

Hello Professor Zaleckaite,

I hope you are having a nice day. I am working on my paragraph #2, and I want to make sure I am responding appropriately to the writing prompt. I have attached the first two sentences of my paragraph here. Could you check my ideas and let me know if they are OK?

Thanks and have a nice day.

Student Name Here

EAP 0440 (CRN)

» » Canvas Notifications

If you do not currently receive notifications of Canvas announcements on your phone, email, or other accounts, I suggest revising your setting to receive these notifications. I will use the announcements to communicate with you regularly.

For instructions on how to revise your settings to receive notifications, go to [Notification Settings \(All Users\)](https://community.canvaslms.com/videos/1072-notification-preferences-all-users). (<https://community.canvaslms.com/videos/1072-notification-preferences-all-users>)

» » Netiquette

When engaged in online interaction, it is important that we all follow netiquette. Some netiquette guidelines to follow are:

- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language.
- When you contact your instructor with a question, be specific. The instructor cannot help you if she does not know what you are asking.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Don't write anything that sounds angry or sarcastic even as a joke because without hearing your tone of voice, your peers might not realize you're joking.
- Always remember to say "please" and "thank you" when asking for help from your instructor or classmates.
- Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
- Be forgiving. If your classmate makes a mistake, just let it go.
- Be thoughtful about sharing personal or sensitive information and do not share information posted by your classmates with others to protect their privacy.

» » Expectations of Students

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- This is a three-hour course. Therefore, students can expect to devote 9-12 hours each week to this course.
- Students are expected to read the professor's feedback and review the grading rubric in order to improve their writing skills.
- Students are expected to reply to the professor's emails so that she knows that you read it.
- Students are expected to read and follow the syllabus and respect the deadlines.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Community Building](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php) (<https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php>) from Valencia College's Peace & Justice Institute.

» » Expectations of Instructor

- The instructor will provide a variety of feedback on submitted assignments within seven days of the original due date of an assignment.
- The instructor will provide multiple opportunities to demonstrate your learning progress (See Course Schedule).
- The instructor will reply to emails the same day if they are sent during her office hours. (See communication policy).
- The instructor will address students following the guidelines as indicated through [Our Practice of Respect and Community Building](https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php) (<https://valenciacollege.edu/students/peace-justice-institute/who-we-are/principles.php>) from Valencia College's Peace & Justice Institute.

» Student Support Services

» » 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 <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794> (<https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fc.php%3Fg%3D1014597%26p%3D7348794&data=02%7C01%7Ckwells20%40valenciacollege.edu%7C9540daf36da840b3547908d7edfbd5b9%7C0e8866953d1741a88544135b0a92a47c%7C1%7C%3E&isredir=1>) 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.

» » Students with Special Needs:

Students with disabilities who qualify for academic accommodations must provide a letter from the [Office for Students with Disabilities](https://valenciacollege.edu/students/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 (West Campus, SSB-102, 407-582-1523).

» » Baycare Behavioral Health's Student Assistance Program:

Valencia is committed to making sure all our students have a rewarding and successful college experience. For 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 consultations are also available to students.

» » Title IX:

Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name and detailed information shared with me. We take privacy very seriously at the College, and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit <https://inclusion.valenciacollege.edu/>.

Disclaimer

Changes to the course (including the syllabus) may be made at the discretion of the professor, and students will be notified of any changes in class.
