Course Syllabus

Edit

CRN: 21387

Modality: Online

Professor: Milena Zaleckaite

Email: mzaleckaite@valenciacollege.edu (mailto:mzaleckaite@valenciacollege.edu) or Canvas Inbox

Instructional Method

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.

Prerequisite

Demonstration of required level of English proficiency or minimum grade of C in EAP 1520C and EAP 1500C or EAP 1586C.

Course Description/Objective

Students develop the ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies.

Competencies

1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading for study and enjoyment, and 5) reading a variety of materials, such as texts, periodicals, journals, and electronic materials. Required lab work is a component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion.

Course Calendar

Click on the little black triangles ▶ **to expand the information boxes and access the information.**

▶ **Week 1 | Orientation Module**

▶ **Week 2 | Words with Multiple Meanings**

▶ **Week 3 | Determining the Meaning of Root Words**

▶ **Week 4 | Reading Comprehension Test #1 & The Joy Luck Club Activities**

▶ **Week 5 | Main Ideas and Supporting Information**

▶ **Week 6 | A Mental Map of a Text**

▶ **Week 7 | Reading Comprehension Test #2 & The Joy Luck Club Activities**

▶ **Week 8 | Making Inferences**

▶ **Week 9 | Making Inferences**

▶ **Week 10 | Understanding Rhetorical Purpose**

▶ **Week 11 | Reading Comprehension Test #3 & The Joy Luck Club Activities**

▶ **Week 12 | Distinguishing Fact from Opinion**

▶ **Week 13 | Evaluating Arguments**

▶ **Week 14 | Inferring Author's Attitude & Reading Comprehension Test #4**

▶ **Week 15 | The Final Exam Week**

Required Materials & Textbooks

In this course, you are required to have these two books (see pictures below):

- Reading Explorer 5 Student Book 3/e ISBN 9780357124741 (The textbook could be purchased either new or used; no access codes are required to be purchased)
- Novel: Oxford Bookworms Stage 6: The Joy Luck Club ISBN 9780194237635 (The novel could be purchased either new or used)
- For this class, you do not have to create a MyELT account. We will be using "The Joy Luck Club" instead to avoid repetitive assignment and better prepare you for the next step -- ENC1101 and Humanities courses.
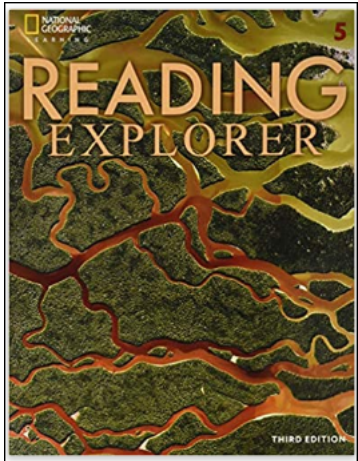
Purchasing Textbooks

To purchase your textbooks, go to the following link and follow the instructions below --> **Valencia College Bookstore: Find Your Course Materials** ⤢ **(https://valenciacollege.textbookx.com/institutional/?action=browse#books/3962925)**

You can also click on the "Online Bookstore" link located on the left side Canvas menu.

Course Guidelines & Expectations

Expectations of Students

- Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
- Students are expected to reply to the professor's comments and emails to confirm they read them.
- This is a three-hour course. Therefore, students can expect to devote 6-9 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 comments to confirm they read them.
- 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.
- Students are expected to use their own original ideas.
- 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) 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) from Valencia College's Peace & Justice Institute.

Guidelines for Course Communication

Professor Z.'s Engagement Hours:

- You can reach me via Canvas Inbox or Atlas email at any time; however, keep in mind that all replies are sent during my work hours.
- If you would like to meet with me via Zoom, just let me know. I am available during these hours:
  - Mondays, Tuesdays, and Wednesdays 4:00 -6:00 P.M.
  - Thursdays and Fridays 9:00 A.M. - 2:00 P.M.
- Monday through Wednesday, I am on the West campus teaching mixed-mode classes, so I am not able to answer your emails or Zoom requests in the morning. If you are on campus during those days, feel free to see me. I will be in building 5, room 230 most of the time.

Announcements

Announcements will be posted in Canvas. The instructor will notify students of changes to the course work via the Inbox or Announcement tools. Therefore, check announcements regularly as they may contain important information about assignments or class concerns. The announcements will appear on your Canvas dashboard when you log in and can also be sent to you directly through notifications. Set your notification preferences to receive announcement notifications at **How Do I Set My Canvas Notification Preferences as a Student?** (https://guides.instructure.com/m/4212/l/710344-how-do-i-set-my-canvas-notification-preferences-as-a-student)

Netiquette

It is important to recognize that the online aspect of courses still constitutes a classroom setting, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as 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.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Remember to keep e-mails professional, so do not write personal attacks, which can be interpreted as "bullying" behavior. If your tone and/or language are inappropriate, I will bring it to your attention. Sometimes, this happens due to the language barrier; thus, it is a great learning opportunity.
- 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.
- Make sure to start your emails with a salutation. Address the recipient by name to add a personal touch to your email, for example, "Hello, Prof. Zaleckaite," "Good morning, Ms. Zaleckaite."
- Avoid slang terms such as "wassup?" or "hey" and texting abbreviations such as "u" instead of "you."
- Stay on topic. Don't post irrelevant links, comments, thoughts, emojis, or pictures.
- Always remember to say "please" and "thank you" when soliciting help from your instructor or classmates.
- Remember that all college-level communication should have correct spelling and grammar. Poorly edited messages cause confusion.

- Finally, be clear. Tell me what I can do to help you. Writing "I am sick" or "I will be late to submit my homework," does not tell me what kind of professional assistance you may need from me.

Example: Below is an example of what a proper email to your professor should look like:

Subject: Michael Smith, EAP 1620C, CRN 14674, Discussion: Getting to Know Each Other

Dear Professor Zaleckaite,

I have submitted my initial post and replied to my peers as it was stated in the directions. However, when I checked the discussion again 2 days later, I could not see my posts. Could you please check at your earliest convenience if you can see my posts?

Thank you.

Michael Smith

Academic Integrity

You <u>must </u>complete all assignments yourself without help from another person or other sources, like magazines, books, or the internet, unless I state otherwise. Cheating is copying from another student or allowing another student to copy from you. Plagiarism is taking someone else's ideas or words and turning them in as your own work.

All work submitted must be totally original, which means you cannot submit the same work for 2 classes or 2 different professors. This is called *self-plagiarism*. Do not read a website, change a few words, and assume it is acceptable. Part of this course is showing me you can think for yourself. Letting someone else think for you is not acceptable in this class. For more information about Valencia Colleges' policies on Academic Dishonesty, go to **http://valenciacollege.edu/generalcounsel/policies.cfm (http://valenciacollege.edu/generalcounsel/policies.cfm)** , Volume 8: Students.

Cheating and plagiarism will not be tolerated. For any **instance of cheating or plagiarism, the following consequences will apply:**

1st offense:

- The Incident is reported as "Information-only" 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

2nd offense:

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

3rd offense:

- The Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- The student receives an 'F' in the course.
- The student meets with the dean of students and/or the dean of communications.

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.

Important Dates

First day of classes: January 8, 2024.

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 in the second week. In an online course, attendance is shown through participation in course activities and submission of required course assignments. A student who does not participate in the course during the first week will be marked "No-Show" and will be officially withdrawn from the class during the No-Show Reporting Period **from January 18-27, 2024.** There will be no exceptions (unless due to an emergency with official written documentation).

Attendance: Attendance is required in online classes and is shown through your active participation in class activities online. Due dates and methods of submission for all assignments are posted in Canvas. Students can expect to spend 6-9 hours each week on this course.

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 our 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. If you miss many several weeks in a row and don't communicate with me, you might be withdrawn from the class.

Deadlines: Deadlines are important so that I could provide prompt feedback that is needed to be successful in your future assignments.

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.

Withdrawal Deadline: Students who find they cannot complete the course have the option to withdraw by **March 15, 2024, at 11:59 P.M.** Withdrawing from a course will result in a 'W' on your transcript, and you will be required to repeat the course.

Important Note for International Students (F-1 or J-1 Visa):

Please be advised that withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements, 407-582-5400.

Final exam period: April 22-28, 2024

Final exam: April 24-27, 2024

The semester ends: April 28, 2024

Grades viewable in Atlas: April 30, 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

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%

Assignments

Week #1 Module, Reflections, Video Quizzes, Practice Activities & Discussions - 10%

Reading Explorer 4 Assignments - 30%

Reading Comprehension Tests - 20%

The "Joy Luck Club" Activities - 15%

Final Exam - 25%

Course Policies

"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 login to the course during the first week and complete required attendance activity, 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 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 the link below.

https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/ **(https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/)**

Late Work/Makeup Policy

Each assignment contains a due date. Assignments coincide with course topics and help to prepare/review the important course content, so it is important that you stay current with our assignments to have the richest learning experience possible. Students may submit certain work late, but there is a **10% penalty** for every late day. This is done to be fair to the rest of the students and to reward those who submitted their work on time. All missing/late work must be submitted in a week. After a week, there is nothing that could be done, so please make sure you submit your work on time if you don't wish to lose points. Some assignments (e.g. discussions and group activities) and the final exam cannot be submitted late.

Extra Credit Assignments

There are no extra credit assignments in this class for several reasons.

1. **Lots of 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.
2. **Improving Your Grade:** 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.
3. **Smart Choices:** I want every assignment to be important for your learning. That's why I am not adding extra activities– what you're already doing is super helpful.
4. **Not Too Much Work:** I know you have a lot going on. Adding extra credit could make things more stressful. I want you to manage your workload well and really understand what you're learning.

Copyright Policy

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

Final Exam Policy

Departmental final exams are required and total 25% of the final grade. They must be taken during the assigned final exam time frame(s) in **Weeks 16.** The final exam(s) will not be offered earlier or later to any student unless a student has documented proof of a medical or life emergency or an ongoing medical condition; the medical documentation must be submitted to the instructor by email or Canvas notification 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.

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)** and **supported browsers (Links to an external site.)** **(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)** 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)** phone or **iPhone (Links to an external site.)** **(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, Flipgrid, 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)** live chat with Canvas Support or call the Canvas Support Hotline at +1-407-582-5600.

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%7C0** 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/ (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.