



**CRN: 26923**

**Modality: Online**

**Professor: Milena Zaleckaite**

**E-mail: [mzaleckaite@valenciacollege.edu](mailto:mzaleckaite@valenciacollege.edu)**

## **Course Description & Communication**

### **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.

### **Course Communication**

Online "Office" and Learning 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.

To contact me, email me through the Canvas Inbox. Click on INBOX in the global navigation panel to the left. I will reply to your email within the hour during the times listed above. Outside of these hours, I will reply to emails within 24 hours Monday through Friday except for official holidays and when Valencia College is closed. I will respond to email messages that are sent during the weekend or on holidays on the following business day. This means that if you work on the assignments only on the weekends, which is outside my work hours, I will not be able to help you and will answer your question on the next work day. Please be proactive.

If you are interested in meeting with me one-on-one via Zoom, let's schedule a meeting. First, email me with a selection of dates and times that you are available (approximately two to three choices), and then I will reply with our meeting time. It is that easy.

### **Prerequisites:**

Demonstration of required level of English proficiency or minimum grade of C in EAP 0320C or EAP 0381C

### **Course Description & Objectives**

Students develop the ability to comprehend longer texts of limited length and difficulty on a variety of academically-related topics, expand vocabulary knowledge, and begin to apply critical reading skills. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading and understanding, 4) understanding and using information resources, and 5) reading for personal enrichment. Required lab work is a component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion. Credit does not apply toward any associate degree.

### **Course Outcomes**

- Student will be able to use active reading/thinking strategies
- Student will be able to use context clues to clarify meaning and improve comprehension
- Students will be able to use word structure to clarify meaning and improve comprehension
- Students will recognize (decode) baseline vocabulary
- Students will read with fluency
- Student will be able to use collocation, connotation, and other vocabulary concepts to clarify meaning and improve comprehension
- Student will discuss main idea
- Student will discuss supporting details
- Student will discuss drawing inferences
- Student will be able to recognize patterns of organization
- Student will be able to identify facts & opinions

### **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)

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

- Reading Explorer 3, 3/e with Online Workbook. This book has to be purchased with an access to a work book, so if you buy it used, you will have to purchase the access code separately. Click [HERE](https://valenciacollege.textbookx.com/institutional/?action=browse#books/4109463) [↗](https://valenciacollege.textbookx.com/institutional/?action=browse#books/4109463) to purchase the textbook.
- See [Register for MyELT \(https://online.valenciacollege.edu/courses/197033/pages/register-for-myelt?wrap=1\)](https://online.valenciacollege.edu/courses/197033/pages/register-for-myelt?wrap=1) for all important details on how to register your access codes and what the Class ID is)



**Important:** \*\*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.



## Important Dates & Calendar

**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

**Information:** [Click HERE to see the Course Calendar \(https://online.valenciacollege.edu/courses/197033/pages/important-dates-and-calendar\)](https://online.valenciacollege.edu/courses/197033/pages/important-dates-and-calendar)



## 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.

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 the link below.

<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

The final exam, discussions, and tests must be submitted by the posted due date, and no late submissions will be accepted.

The rest of the assignments (including "Reading Explorer 3," note-taking assignments, video lessons, 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.

## Extra Credit Assignments

There are no extra credit assignments in this class for several reasons. First of all, the course is designed to ensure students develop skills needed for success in future courses. Students show mastery of course outcomes through the completion of required assignments. Also, 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.

## 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 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 emails so that she knows that you read them.
- 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.

## 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)

## 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.

## 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/).

## 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.

## **Guidelines for Course Communication**

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.

---

## Copyright Policy

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

---

## Grading Information

Grading is not personal; they are earned. Assignments will be graded within one week of submission. Grades for all assignments will be posted in Canvas within one week of the posted due date (or the submission date, if later). View grades by selecting the "Grades" link on the left menu in our course. It is the students' responsibility to monitor their grades. Any questions about grades should be sent to the instructor through a Canvas Inbox message.

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

**Video Lessons & Practice - 5%**

**Week #1 Module Assignments, Reflections & Discussions - 15%**

**My ELT Assignments - 10%**

**Reading Explorer 3 Assignments - 25%**

**Reading Comprehension Tests - 20%**

**Final Exam - 25%**

---

## 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%7Ckwell%20%40valenciacollege.edu%7C9540daf36da840b3547908d7edfbd5b9%7C0e8866953d1741a88544135b0a92a47c%7C1%7C>)

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](http://valenciacollege.edu/eo) or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing [rkane8@valenciacollege.edu](mailto: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.

---