

# VALENCIA COLLEGE

## EAP 0440C TWK Syllabus

### Intermediate Composition for English Language Learners Spring 2020

#### ***Instructor Information***

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Instructor: Natalie Degel  
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Phone: 407-582-5159  
Office Hours: By appointment only

#### ***Course Information***

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Course Number: EAP 0440 CRN: 25574  
Course Location: 3-227 (West Campus)  
Class Times: TR 8:00 – 9:50 a.m.  
Required Materials: Introduction to Academic Writing Series Level 3 by Alice Oshima & Ann Hogue, 4<sup>th</sup> Edition  
- Four (4) Blue Books  
- One (1) College-ruled, standard 8½" x 11" notebook  
- College-ruled 8 ½" x 11", single sheet, lined standard size notebook paper.  
- Correctional tape or Standard White Out  
- Black or Blue ink pens, Pencils  
- A Dictionary of American English  
- One (1) two-pocket folder  
Prerequisites: Demonstration of required level of English proficiency or minimum grade of a C in EAP 0340 and EAP 0360.  
Corequisite: EAP 0460

#### ***Course Description/Overview***

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Students develop the ability to write more sophisticated structured academic paragraphs in various rhetorical modes and execute other academic writing tasks.

**Competencies:** (1) select a topic and choose an appropriate pre-writing technique, (2) produce and 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

Required lab work is a homework component for this course. To pass the course, students must earn a "C" or above in course work and achieve a passing score on the Comprehensive Departmental Final Exam. Credit does not apply to any associate degree.

In addition to specific EAP objectives, the course will reinforce and uphold the following competencies.

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

## ***Classroom Policies***

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***To ensure learning, improvement and exposure to the target language, English should be spoken in the classroom at all times.***

**Attendance:** Attendance is *required* and critical to your learning and progress. You are expected to arrive on time and remain in class for the full class period. Three noted cases of excessive lateness will result in one unexcused absence. Students with three absences will receive an excessive absence notice. Once a student has exceeded four absences, he or she may be withdrawn from the course. Absences due to extraordinary circumstances, such as medical or personal emergencies, will be dealt with on a case-to-case basis at the instructor's discretion. Ultimately, the instructor will have the final say on how to handle any absence. After the withdrawal deadline, students with four absences may anticipate a final grade of "F" in the course.

**Start Right 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. 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.

**Participation and Conduct:** You cannot participate fully if you do not come to class prepared. In-class participation is expected from all students and is a percentage of your final grade. Participation includes paying attention, taking notes, actively engaging in class activities, and having a positive attitude.

This is a college classroom—a place of learning. Your classmates are here to learn and so are you. Unruly behavior that hinders said learning is unacceptable. Please notice the following rules for our class:

- 1) All mobile phones and other electronic devices must be silenced and turned off during class. Disruption from mobile phones and other electronic devices will result in a deduction of points from your participation grade.
- 2) Raise your hand if you have something to contribute to a discussion or if you have a question.
- 3) Treat your instructor and your peers with respect.
- 4) Do not speak while the instructor is lecturing or another student is asking or answering a question. You should not be having a private discussion with a friend while someone else is speaking.
- 5) Excessive talking in any language other than English will result in point deduction from your participation grade.
- 6) Always come prepared—this includes doing your homework and having the textbooks and other necessary materials.

**Late/Make-Up Work:** When you are absent, it is your responsibility to remember to turn in missed assignments. Your instructor will not remind you about missing work. No late work will be accepted unless extraordinary circumstances are involved. These circumstances will be determined on a case-to-case basis. **There is no make-up work.**

**Required Lab:** Weekly lab is required in all EAP courses. You will be required to complete specific assignments to coordinate with each chapter.

**Canvas and ATLAS:** It is your responsibility to know how to access Canvas and to check your e-mail, class announcements, and course content files for information. You must also check your Valencia e-mail in ATLAS. If you encounter ANY trouble using Canvas or ATLAS, let me know during or after class!

**Plagiarism and Academic Dishonesty:** Plagiarism, the act of copying someone else's work and putting your name to it, is a form of cheating. If you copy someone else's work and put your name on it, that act is considered plagiarism. If you take information from a book, a magazine, or the Internet without documenting the source, that act is considered plagiarism. While you will complete paragraph revisions 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. You are not to use any outside sources for your in-class paragraphs or paragraph revisions, including the Internet. Plagiarism and copying are serious offenses and are detrimental to your learning and progress, and they will not be tolerated. If you copy another student's work or a student copies your work, both will receive a zero on that assignment. If copying persists, you will be required to make an

appointment with the Dean of Communications, Dr. Ana Caldero. Any work that is not your own or is copied will receive a zero. If you copy from a website on the Internet, a book, or magazine, you will receive a zero on that assignment. Even worse, you may be withdrawn from the course or expelled from the institution. Go to

<http://valenciacollege.edu/oit/lts/StudentResources/integrity/plagiarism.cfm> to read about plagiarism and academic dishonesty. You can also check out a video on plagiarism at <http://valenciacollege.edu/library/west/research/tutorials/plagiarism.cfm>

### **Homework and Writing Assignments:**

**Homework:** You will do most of your homework in your textbook, and I will make surprise homework checks occasionally. I will let you know if I plan to collect a homework assignment. All homework assignments that I collect must be done on 11 X 8 ½ size paper, be labeled properly (name, date, course and section (EAP440 TR 8:00), and assignment name and page) in the upper right-hand corner, and stapled in the upper-left-hand corner. I may also ask you to type a homework assignment. Typed assignments must also be labeled properly, but the required information goes in the upper-left-hand corner for typed assignments. If these directions are not followed, assignments will not be accepted.

**Writing Assignments:** All in-class paragraphs must be written in blue books and must be turned in directly to me in class. When I return an in-class paragraph to you, you will revise it. All paragraph revisions must be typed. Your final typed paragraph revision must look like the format example posted in Canvas and be stapled to the cover of your original blue book correctly. All paragraph revisions must be typed on size 11 x 8 ½ paper, follow proper MLA format, be labeled properly (name, date, Prof. Degel, EAP440 TR 8:00, and paragraph number), and be stapled to the cover of the blue book (containing the original paragraph) in the upper-left-hand corner. Otherwise, assignments will not be accepted. Paragraphs 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 paragraph's score going up a whole point, your score will go up a half point or not at all. The paragraph score going up is not a guarantee and must be earned. Writing Center visits are also an essential part of the revision process.

The West Campus Writing Center is an appointment-based resource located in building 5, room 155 (Phone: 407-582-5454). At the Writing Center, consultants help students at any point of the writing/learning process. The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping with grammar assignments; pronunciation; understanding main ideas and other reading skills; organizing and developing a speech; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes. The Writing Center consultant will not edit or proofread the paper. The student should make attempts at revising and editing on his or her own before coming to the Writing Center. The summer semester hours are: Monday through Thursday, 8am-8pm; Friday, 8am-12pm;

## ***Important Dates & Withdrawal Information***

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<b>HOLIDAYS:</b>	<b>February 14</b>	<b>Learning Day</b>
	<b>March 9 – 15</b>	<b>Spring Break</b>

### **WITHDRAWAL DEADLINE: March 20, 2020**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), 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. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>.

### **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.

## ***Grading Scheme***

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**Evaluation and Grading Scale:** EAP courses use a ten-point scale, with a 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 Policy:** Grades will be based on the following:

Homework	10%
Lab	15%
In-Class Writing Assignments	25%
Midterm Exam	25%
Final Exam	25%

**College-Wide Midterm/Final Examination:** Both the midterm and final are departmental college-wide exams. The mid-term exam will be given in the fourth or fifth week of the semester, and the Comprehensive Departmental Final Exam will be given during final exam week. **Anyone who does not take the final exam at the scheduled time will receive an "F" in the course.** The final exam will take place in the classroom.

**MIDTERM EXAM DATE: Thursday, March 19 (in-class, 8 – 9:50 a.m.)**

**FINAL EXAM DATE: Thursday, April 23 (in-class, 8 – 10 a.m.)**

**Classroom Contacts:** Please exchange phone numbers with at least two students in the class so that you can obtain assignments and keep up with course work if you are absent from class.

Student # 1

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student # 2

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**TENTATIVE COURSE OUTLINE**  
**EAP 0440C TWK**  
**Intermediate Composition for English Language Learners**  
**Spring 2020**

Week (Wk) 1 Feb 11, 13	Tuesday (T) Introductions, Syllabus	Thursday (R) Ch 1 Academic Paragraphs
Wk 2 Feb 18, 20	T Communications Center Orientation (5-155)	R Ch 1 Academic Paragraphs
Wk 3 Feb 25, 27	T WRITING ASSIGNMENT #1 (in-class)	R Ch 3 Basic Paragraph Structure LAB 1 DUE
Wk 4 Mar 3, 5	T Ch 3 Basic Paragraph Structure	R Ch 3 Basic Paragraph Structure
Wk 5 Mar 10, 12	T SPRING BREAK	R SPRING BREAK
Wk 6 Mar 17, 19	T Ch 4 Logical Division of Ideas LAB 2 DUE	R MIDTERM EXAM (in-class)
Wk 7 Mar 24, 26	T Ch 4 Logical Division of Ideas	R Ch 4 Logical Division of Ideas
Wk 8 Mar 31, Apr 2	T Ch 5 Process Paragraphs	R Ch 5 Process Paragraphs LAB 3 DUE
Wk 9 Apr 7, 9	T Ch 5 Process Paragraphs	R WRITING ASSIGNMENT #2 (in-class)
Wk 10 Apr 14, 16	T Final Exam Review	R Final Exam Review LAB 4 DUE
Wk 11 Apr 21, 23	T FINAL EXAMS WEEK NO CLASS	R FINAL EXAM (in-class)

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