# Valencia Community College

**EAP 1520C High Intermediate Reading for**

**Non-Native Speakers of English**

# Fall Semester 2013

###  Section Course Classroom Day Time

14587/W07 EAP 1520C 3-228 MW 5:30pm-6:45pm

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| --- | --- | --- | --- |
| **Instructor**: | Nickesha Ricketts | **E-mail Address:**  | nricketts@valenciacollege.edu |
| **Office**: | Building 6 Room 328 | **Office Hours:** | Appointments Only |
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## Required Texts/Materials

1. Reading for Results, 12/ed

2. Aplia access code

3. Vocabulary Power 3, Chapters 1-15

4. Great Expectations, Oxford Bookworms Stage 5

5. Standard 8½x11 college-ruled paper (for class assignments)

6. A spiral notebook or loose-leaf binder (for class notes)

7. Blue or black ink pens, pencils, and a highlighter pen

**Recommended Materials**

1. A dictionary

2. A stapler

**Suggested Additional Texts/Materials**

1. Collins COBUILD Advanced Dictionary of American English

2. Communications Center & Writing Center 5-155

3. Tutoring Center 7-240

4. Reloadable Copy Cards (10¢ per copy) Library; Math Center, 7-240

## Course

* Prerequisite: Demonstration of required level of English proficiency or minimum grade of ‘C’ in EAP 0420C.
* Course Description/Objective: Students develop the ability to comprehend longer texts on a variety of academically-related topics by applying appropriate reading strategies.
* Competencies: : (1) improving English vocabulary, (2) locating key concepts, (3) reading critically, (4) reading a variety of materials, such as texts, periodicals, journals, and electronic materials, (5) reading to enhance personal life, and (6) developing effective study habits. Required lab work is a homework component of this course. Minimum grade of C is required for successful completion.
* 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.

**Think:** Think clearly, critically, and creatively by being able to analyze, synthesize, integrate, and evaluate in many domains of human inquiry.

**Value:** Make reasoned judgments and responsible commitments with empathy and fair-mindedness.

**Act:** In personal, professional, and community settings, act purposefully, effectively, and responsibly with courage and perseverance.

**Communicate:** Effectively communicate verbally, non-verbally, and visually with honesty and civility in different disciplines and settings with different audiences using varied means.

## CLAS: Evidence of College Level Academic Skills (CLAS) is a graduation requirement. To the extent possible, you will be encouraged to develop reading skills, essay skills, and English language skills as part of your work in this course. Additional information is available in the current Valencia College Catalog.

## Classroom Policies

* **Classroom Conduct**: This is a college classroom, and you and your classmates are here to develop college-level reading proficiency and vocabulary skills. There are standards of classroom conduct, outlined in Valencia College policies, that are required of all students and that students are responsible to follow. It is the responsibility of each student enrolled at Valencia to meet these standards. Behaviors that hinder (block, interrupt) instruction and/or create a negative classroom atmosphere will not be tolerated. If you are doing anything “to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college,” you may be referred to the Dean of Communications and/or the West Campus Dean of Students. Refer to http://valenciacollege.edu/generalcounsel/policies.cfm, Volume 8: Students, and read the policies on 8-03 Student Code of Conduct.
* **Disruptive Behavior**: Disruptive behavior is behavior that interrupts the learning process. If you disrupt or interrupt the class, you will be given a warning. If the disruptive behavior continues, a second warning will be given. If the disruptive behavior still continues after the second warning, you will be asked to leave the class for that class period, which will count as an absence and your participation grade will fall by 10 points. Beyond that, if the situation still cannot be resolved, you will be required to meet with the Dean of Communications or Dean of Students before being able to attend class. Any classes missed during that period will count as absences. With continued disruptive and disrespectful behavior, you will be expelled from the class.

 **Attendance/Participation**

* **Attendance:** You are expected to attend class and be on time. Any time you are not in class, you will be marked absent. If you are absent three times, you will receive an excessive absence warning in your Atlas email account, stating that you are subject to being withdrawn from the course. At four absences, you will be withdrawn from the course (unless due to an emergency with official written documentation). Attendance will also affect your participation grade. You are allowed one absence and for each absence beyond that one, your participation grade will fall by 10 points. If you are late to or absent from class, it is YOUR RESPONSIBILITY to find out what you missed in class. You must be prepared for the next class meeting if you miss class. Absence is not an excuse. Contact another student to find out what information or material we covered, to find out the homework for the next class, and to get any missed handouts or assignments. Any work that was completed in class during your absence should be completed and turned in at the next class (see Syllabus-Late Work); if it is not, that assignment will lose points or earn a grade of zero. You should also complete any class work or homework that is due for the next class. Following an absence, if you are not prepared for the next class period, your participation grade will fall by 10 points.
* **Absence due to Illness:** If you are absent due to illness, you are responsible for the material covered in class and for any announcements made in class. To allow for medical or personal emergencies, three absences will be allowed, but students may be officially withdrawn from the course upon their fourth absence. You may make up any missed class test, quiz, or assignment when official written documentation of illness or emergency – physician note, document of hospitalization – is provided either in advance or by the class period upon your return. It is your responsibility to inform me of your absence in advance or as soon as possible. In the case of an illness or absence greater than two class periods, continuation in the course will be determined on a case-by-case basis and by discretion of the professor. Any tests, quizzes, or assignments missed during your absence must be completed in a timely manner, usually by the next class period following your return to class. Any assignments not completed will receive a grade of zero toward your final grade.
* **Tardiness:** Be on time to class. Important information regarding the class will be given at the beginning of class. If you are late to class, be sure to get any information from another student. Attendance will be taken within the first five minutes of each class. If you are not in the classroom within that time, you will be marked late. Each class meeting is seventy-five minutes. Therefore, a numerical count will be recorded when you arrive late or leave early- for any reason.
* **No-Show Policy:** A student who does not attend the first two class meetings will be marked No-Show and will be officially withdrawn from the class during the No Show Reporting Period. There will be no exceptions. 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. In order to get a refund for the course, students must withdraw from the class in Atlas by the Drop/Refund Deadline. After that date, refunds will not be issued.
* **Participation**: Participation makes up 10% of your final grade. Active participation is necessary for success in this course and will affect your participation grade. Your participation grade is a reflection of your attendance in the class and your ability to **contribute** to class discussions and activities.

**Homework**

* **Vocabulary Assignments:** You will be completing a selection of assignments from chapters in Vocabulary Power 3. These assignments will count towards a portion of your homework grade. You will be assessed on your completion (and comprehension) of assignments in assigned chapters. Partial credit will be earned for incomplete assignments. There will be no make-up exercises or extensions. Any assignment not completed will earn a zero and may not be made up unless due to illness or emergency with documentation.
* **Reading Summary Assignments:** You will be writing chapter summaries for each chapter of Great Expectations. You are required to write a minimum of 100 words, but you are allowed to write more. Summaries should summarize the main events of each chapter.
* **Assignments:** You are required to complete ALL assignments for our class. All assignments that are collected and graded become part of your final course grade; any assignment that is not completed will receive a grade of zero. All assignments should be completed and prepared to turn in BEFORE class, NOT during class. Assignments should be completed and posted to Blackboard by the due date. If an assignment is not completed by the due date, that assignment can be posted after the original due date but will lose 10 points for each day it is late (see Syllabus- Late Work). Some homework assignments will be completed on handouts or will be photocopied. These assignments should be completed in blue or black ink pen.

When completing assignments on Blackboard, it is important to first type the assignment as a Word document. This will prevent you from losing typed assignments. Further details on how to post assignments can be found on Blackboard.

When completing hand-written assignments for class, write the heading information in the upper right-hand corner. Double space your writing - write on every other line. Write on only one side of the paper and complete your work in blue or black ink pen. Also, do not write in the left or right margins. Do not write to the end of the page on each line. All assignments must follow the criteria below or an assignment may lose points, be returned ungraded, or earn a grade of zero. Assignments must:

1. be your individual and original work

2. be completed in blue or black ink pen and double-spaced (skip lines)

3. be completed on standard 8½x11 college-ruled loose-leaf paper (with side edging removed from spiral notebook paper)

4. include your first and last name (in that order), the course name, the assignment chapter and exercise number, and the assignment due date in the UPPER RIGHT-HAND CORNER

5. be fully completed

6. be clean (no editing marks, no items crossed out, no food or drink stains, no drawings)

7. be legible and neat

8. be stapled together in the UPPER LEFT HAND CORNER

9. be completely ready to hand in at the beginning of class

10. have all pages in order

11. be on time

12. be turned in at the next class meeting following an absence (absence is not an excuse for late work)

I will not remind you of missing work. Assignments that you do not turn in will earn a grade of zero and will affect your final course grade. There is no make-up or extra credit work. Some homework assignments may undergo revisions and be resubmitted. On the other hand, the grade will be reduced by 20 percent prior to being graded**. Revised assignments can only be resubmitted when requested by the instructor.**

* **Late Work:** No late assignments will be accepted. That includes turning in an assignment, after class, on the same day it is due. There will be no exceptions.

**Required Lab**

* **Lab**: Lab work is required in EAP 1520C. Lab work will be completed online at http://www.aplia.com/. To earn full credit for the lab, you must complete all lab assignments at 80% or higher. Partial credit will be earned for incomplete lab assignments or for those with scores less than 80%. There will be no makeup labs or extensions. Any lab not completed will earn a zero and may not be made up unless due to illness or emergency with documentation. I will give you further details about assignments (see the last page of this syllabus- How to access your Aplia course).

**Reading Tests/ Vocabulary Quizzes**

* **Reading Tests:** Tests will be taken for most Reading for Results chapters, and for the Oxford Bookworm novel, Great Expectations. There will be no make-up tests or extensions unless due to illness or emergency with documentation. Tests may be paper-based or computer-based using Blackboard, at <https://learn.valenciacollege.edu/>. You must work alone and individually on each test. Go to Valencia Online– Student Resources for information on online learning http://valenciacollege.edu/oit/ltad/StudentResources/gettingStarted/ and go to

http://ondemand.blackboard.com/r91/movies/bb91\_student\_taking\_test\_online.htm for instructions on taking a test online.

* **Vocabulary Quizzes:** Vocabulary quizzes will be given which will assess your comprehension of words in Vocabulary Power 3. If you are absent on the day of a quiz, that quiz will earn a grade of zero. There are no makeup quizzes unless due to illness or emergency with documentation.

**Other Policies**

* **Email and Blackboard:** Check your Atlas email and Blackboard account regularly. You will be receiving emails from Valencia on a regular basis and you may receive ATLAS emails from me after the course is over. Please send all emails to me using Blackboard during the course.

Email to your instructor is considered formal communication. Therefore, use standard conventions of politeness, spelling, grammar, and sentence structure when communicating with your instructor.

* **Withdrawal Policy:** If you withdraw or are withdrawn by the professor for excessive absences or other reasons on or before the withdrawal deadline, you will receive a W (Withdrawn) as your final grade in the course. After the deadline, you may be withdrawn by the professor for excessive absences or other reasons. If you receive a “W,” you will not receive credit for the course and the “W” will not be calculated in your grade point average.
* **Plagiarism and Academic Dishonesty:** This course is designed to improve your academic reading and vocabulary proficiency. Therefore, you must complete assignments alone and individually. Any work that is not created and written by you means it is copied or plagiarized. Copying another student’s work or allowing someone to copy your work is considered cheating. Also, plagiarism is the act of taking and copying someone else's ideas or words – information from a magazine, book, or the internet, for example – and turning it in as your own work. Cheating and plagiarism are detrimental to your learning and will not be tolerated. You must complete assignments individually unless I state otherwise. If any work, information assignments, or tests or quizzes are copied from another student or source, any students involved will receive a zero on that assignment. If this happens a second time, any students involved will receive an F in the course. If you copy information from an outside resource such as a book or magazine or from the Internet, the assignment that contains that copied material will also earn a grade of zero. If this happens a second time, you will receive an F in the course. Go to http://valenciacollege.edu/generalcounsel/policies.cfm,Volume 8: Students, and read Valencia College’s policies on Academic Dishonesty.

**Assistance for Students**

* **Students with Special Needs:** Students with disabilities who qualify for academic accommodations must provide a letter from the 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, ext. 1523). Any student with special needs that may affect his/her progress in this course should notify the instructor as early in the semester as possible.
* **BayCare Behavioral Health Assistance Program:** Valencia College is interested in making sure all of its students have a rewarding and successful college experience. For that purpose, Valencia students can get immediate assistance with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as problems dealing with school, home or work. Students have 24-hour unlimited access to the BayCare Behavioral Health’s confidential student assistance program phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students.

**Course Evaluation**

* **Evaluation and Grading Scale:** EAP courses use a ten-point scale, with "C" as the minimum passing and advancement grade for each course.

Grades that **satisfy** the EAP course requirement:

 A 90-100% B 80-89% C 70-79%

Grades that do **NOT satisfy** the EAP course requirement:

D 60-69% F 0-59%

* **Determination of Final Course Grade:** In order to pass the course, students must earn a "C" or above in course work. The final grade will be determined by the following:

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| --- | --- |
|  | Percentage |
| Tests | 15% – the lowest test score will be dropped  |
| Lab Work  | 10%  |
| Attendance and Participation | 10% |
| Homework | 10% |
| Quizzes | 10% |
| Mid Term Exam | 20% |
| Final Exam | 25% |
| Total | 100% |

* **Final Exam:** The final exam is a college-wide departmental exam. The comprehensive final exam will be given at the last class meeting for the course and is worth 25% of your final grade.

## Important Dates

Labor Day– College Closed…………………………………………..... Mon, September 2

Drop/Refund Deadline…………………………………………………… Tue, September 3

Midterm…………………………………………………………………………Wed, October 16, 5:30-6:45

Withdrawal Deadline for ‘W’ grade………………………………….. Fri, November 1, at 11:59 pm

Thanksgiving Break- No Class……………………………………..…. Wed- Fri, November 27-29

No Class………………………………………………………………………...Mon, December 9

EAP 1520C Final Exam- last class meeting………………………. Wed, December 11, 5:00pm-7:30pm

**How to access your Aplia course**

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| --- |
| Course Key: **ZJNK-BBF2-FM3R** |

**Registration**

Aplia is part of CengageBrain, which allows you to sign in to a single site to access your Cengage materials and courses.

1. Connect to http://aplia.com or http://login.cengagebrain.com/

2. If you don't already have an account, click the Create an Account button, and enter the course key above when prompted. Continue to follow the on-screen instructions. If you already have an account, sign in.

3. From your Dashboard, enter your course key above in the box provided, and click the Register button.

**Payment**

Bookstore: Get access to Aplia by purchasing the Aplia access code card at the Valencia College West Campus bookstore.

Online: You can also purchase access to your course from the CengageBrain website. You may choose to pay later, but you must pay before 11:59 PM on 09/15/2013.

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

**Names, phone numbers, and e-mails of classmates you can ask for help.**

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

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