**EAP 1640 SYLLABUS**

**ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH**

**Fall 2019 CRN/Section: 14081-W07**

**MW 7-8:15** **Room: 1-239**

**Professor:** Robert Rutherford

**Telephone:** 407-299-5000 x1313

**E-mail address:** [rrutherford@valenciacollege.edu](mailto:rrutherford@valenciacollege.edu) (please use Canvas Messenger instead)

**Required Texts/Materials:**

CambridgeFinal Draft 4 textbook

Cambridge online: writingskillsinteractive.cambridge.org

**Prerequisite/Corequisite:** Demonstration of required level of English proficiency OR minimum grade of a C in EAP 1560

**Course Description/Objective:** Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the advanced level. Required lab work is a homework component of this course. In order to pass this course, students must earn a passing score on the Comprehensive Departmental Final Exam, and a minimum grade of C 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.

**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.

**Classroom Policies**

**Attendance:** You are expected to attend class on be on time. Any time you are not in class or more than 10 minutes late, you will be marked absent. If you are more than 5 minutes late, you will be marked tardy. If you are tardy two times, it will count as one absence. You have four “free” absences**. For every absence after four, one point will be deducted from your final grade**.

If you are absent, you are responsible to find out what you missed in class. You must be prepared for the next class meeting. Check Canvas and/or contact another student to find out what information or material was covered in class, to find out the homework for the next class, and to get any missed assignments or handouts.

**Participation:** Your active participation in each class is necessary in order to learn and improve as much as possible. This means you must pay attention, stay focused during class, group and individual activities, be polite and respectful of everyone, and be ready and able to share your ideas. You must not talk while others are talking or behave in a rude or distracting manner in the classroom. **All cells phones must be turned off and put away during class. DO NOT keep your cell phone on your desk. You may be asked to leave the class if you use your phone during class time.**

*Phone use in class is not permitted. Phones must be put away (out of sight) and silenced. The first two violations of this policy will result in a warning. Upon the third violation, the student will be referred to the Dean of Students in violation of the*[*Student Code of Conduct*](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-03-student-code-of-conduct.pdf)*.*

**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 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 during the No-Show Reporting Period. 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. In order to get a refund for the course, students must withdraw from the class in Atlas by the Drop/Refund Deadline on Tuesday, September 2, at 11:59 pm. After that date, refunds will not be issued.

**Homework:** It is your responsibility to complete all required assignments. You must come to class with your assignments completed so that you are prepared to participate. All assignments must be completed by the beginning of class on the due date (or submitted online by the deadline).

**Late work can be submitted up to one week after the due date. 25% will be deducted from the grade for any work turned in late. No late work will be accepted more than one week after the assignment due date.**

**Quizzes and Tests:** You must be in class on any quiz or test day. If you miss a quiz or test, you must contact the instructor to arrange a time to make-up the quiz or test *before* the next class meeting. If you do not contact the instructor before the next class meeting, you will not be allowed to make-up the quiz or test and will earn a zero.

**Required Lab:** Lab homework is required in all EAP courses. I will give you assignment details.

**Contacting the Professor:** The best way to contact me is by Canvas messenger. You must use your Canvas account to contact me. In the subject line, put your first and last name. I will respond to you within 24 hours. If I do not respond to you, that means I did not receive your message, so send the message again.

**Academic Honesty:** You must 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 it in as your own work. Cheating and plagiarism will not be tolerated. Any instance of cheating or plagiarism will result in a zero on the assignment. If a student cheats or plagiarizes twice during the semester, that student will receive an ‘F’ in the course. For more information about Valencia Colleges’ policies on Academic Dishonesty, go to <http://valenciacollege.edu/generalcounsel/policies.cfm>, Volume 8: 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).

**Baycare Behavioral Health’s Student Assistance Program:** Valencia is committed to making sure all our students have a rewarding and successful college experience. To 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.

**Important Dates**

**Drop/Refund Deadline:** September

**No Classes:** Labor Day – September 2

Veterans Day – November 11

Thanksgiving Break – November 27-29

**Midterm exam:** Wednesday, October 16

**Withdrawal Deadline:**  November 19

If you withdraw by this date, you will receive a ‘W’ for the course. If you receive a ‘W,’ you will not earn credit for the course.

**Comprehensive Departmental Final Exam:**

Wednesday, December 11

**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%**

**Determination of final course grade:**

Lab Work: 10%

Homework Writings: 25%

In Class Writings: 20%

Quizzes: 10%

Midterm Exam: 10%

Final Exam: 25%

**College-wide Midterm/Final Examinations:** Both the midterm and final are college-wide departmental exams. The midterm exam will be given in the eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during final exam week. **A minimum grade of 70% on the final exam is required in order to pass the course.**

**\*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.**