
EAP 0281c SYLLABUS

HIGH BEGINNING COMBINED SKILLS FOR ENGLISH LANGUAGE LEARNERS

This is a six-hour course. We meet six academic hours (5.5) per week in the classroom each week. The College expects you to schedule two more hours for each hour of class time and use this time for homework, required lab work, and regular study outside the classroom. Therefore, the College expects you to dedicate **at least** 12 hours each week to lab and homework. (This means a personal commitment of **18 hours** every week for this course.)

Prerequisite / Co-requisite:

Demonstration of required level of English proficiency.

Course Description

Students develop sufficient elementary skill in English used for academic purposes to understand high-frequency vocabulary in oral contexts and respond to simple questions and phrases. Additionally, they will comprehend basic academic-level text, express themselves on personal topics in writing, develop control of basic grammatical structures, and use computer-assisted language learning facilities. Competencies: 1) elementary academic speaking/listening skills, 2) basic reading and vocabulary skills, 3) guided discourse writing skills, 4) basic grammatical structures and patterns, and 5) basic skill in using language learning software. Lab work is a required 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.

Other Objectives

In addition to specific EAP objectives, the course will reinforce the following competencies wholly or partially.

Valencia / Course 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.

Spring 2022
Modality: ONLINE
CRN: 25452
Campus: WEST

Instructor: Sabrina Ramos-Cotto
E-Mail: scotto4@valenciacollege.edu
Phone: 407 582 1313 (Comm. Dept.)
Office Hours: Via Email Only

Required Text /Materials

- [Reading, Writing \(Pathways Foundations\) & Grammar \(Grammar Explorer 1\): EAP 0281 Smartpak Online Workbooks Included ISBN: 9780357587102](#)
- A dictionary / thesaurus

Course Topics/ Concepts/ Skills/ Issues

- Elementary speaking/listening
- Elementary reading and vocabulary
- Elementary writing skills
- Elementary grammar

Learning Outcomes

- Develop an understanding of basic pronunciation
- Use elementary oral grammatical structures and vocabulary
- Comprehend spoken Standard American English

Important Dates

Drop/Refund Deadline

Jan 18 @ 11:59 pm

College Closed

Jan. 17th – MLK Jr. Day

Mar. 7-13th – Spring Break

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.

Computer / Equipment Requirements

- **Technology Requirements:** Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer is required for this course. Students have free access to computers at all Valencia campuses. Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. Canvas lists [minimum computer specifications](#) and [supported browsers](#) to ensure compatibility. The [Chrome browser](#) is recommended. Students are also encouraged to install the Canvas app on their [Android](#) phone or [iPhone](#) in order to receive mobile notifications and to access your courses via your mobile device. Valencia College also provides [student support and resources for general technical issues or frequently asked questions](#)
- **Technology Privacy Policies:** Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act \(FERPA\)](#), including third-party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.
- [Valencia College privacy policy](#)
- [Canvas privacy policy](#)

Technology Access / Skills

- **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, Office365, etc.)

Withdrawal Deadline

Mar. 25th, 11:59 pm

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

Monday, Apr. 25 at 12 a.m. to
Monday, May 1 at 11:59 p.m.
Grammar & Reading Exam
(Multiple Choice)

College Calendar

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%

- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

[Canvas 101](#) is a free self-paced course available for students to learn more about using the Canvas learning management system we are using for this course.

Determination of final course grade

Lab Work (MyELT)	15%
Assignments	25%
Participation	5%
Exams	30%
Final Exam	25%

Tentative Class Schedule

Week # / Learning Objective

Week 1 - Introductory Week; Orientation

Review Syllabus
Review ALL Pages within Week 1 Module
Orientation Quiz (Attendance Requirement)

Week 2 - Get To Know Our Course and Each Other; The Verb Be; Using Simple Past of Be Scanning ;What is a Sentence?

Introduction Discussion Post
Introduction to MyELT
Grammar Explorer 1 (GREX1) Unit 1
Pathways Reading & Writing (PWRW) Unit 1

Week 3 - The Verb Be: Questions; Skimming ; Punctuation and Capitalization in a Sentence; Discussion Post

GREX1 – Unit 2
PWRW – Unit 2 Reading Only
Writing Supplement

Week 4 – Simple Present; Main Ideas of a Para.; Proper Noun Usage in a Sentence ; Discussion Post

GREX1 – Unit 3
PWRW – Unit 3 Reading Only

College Policies

- **No Show Policy:** Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “[no show](#).” Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a “no show”. If you are withdrawn as a “[no show](#),” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.”
- **Withdrawal Policy:** Per [Valencia policy](#) 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 **will** withdraw a student up to the withdrawal deadline 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”. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. 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.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

- **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](#)

- **Academic Honesty:** 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. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

New disciplinary guidelines have been established. Please see the EAP West Campus, Policy on Academic Dishonesty located within our Canvas module.

- **Students with Disabilities:** Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact [OSD](#).

- **Baycare Student Assistance Services:** Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Writing Supplement

Week 5 – EXAM WEEK

Writing # 1 (Read & Respond)
Grammar Exam GREX -Units 1-3
Reading Exam PWRW –
Units 1-3

Week 6 - Simple Present Pt2.; Identifying Examples; Using Simple Present Tense in a Sentence; Discussion Post

GREX1 – Unit 4
PWRW – Unit 4 – Reading Only
PWRW – Unit 5 – Writing Only

Week 7 - Simple Past Part 1 & 2; Context Clues; Parts of Speech for Writing Sentences; Discussion Post

GREX1- Unit 8 & Unit 9
PWRW - Unit 5 Reading Only
Writing Supplement

Week 8 - Future; Identifying Reasons; Useful Verb Tenses for Writing Sentences; Discussion Post

GREX1- Unit 14
PWRW – Unit 6
Writing Supplement

Week 9 – Exam Week

Writing # 2 (Read & Respond)
Grammar Exam GREX -Units 4, 8, 9, 14
Reading Exam PWRW –
Units 4-6

Week 10 - Present Progressive; Understanding Pronoun Reference; Infinitives of Purpose & Connectors in Sentences; Discussion Post

GREX1 – Unit 7 & 9
PWRW – Unit 7 - Reading Only
PWRW – Unit 4 – Writing Only

Week 11 - Count & Non-Count Nouns; Identifying Speculation; Using Present Continuous Tense in Sentences

Writing Supplement
GREX1 – Unit 5
PWRW - Unit 8 – Reading Only

College Links

- [College Catalog](#)
- [Valencia Policy Manual](#)
- [Student Handbook](#)
- [Microsoft Office Instructions for free software](#)
- [Course Support](#) onsite, online tutoring, writing help, etc.

Course Policies

- **Attendance Policy:** This is an online course, available 24/7, managed through Canvas. You must have access to the Internet (available on all Valencia campuses) to complete the course requirements. Your online attendance will be checked each week based on your participation in the course and submission of coursework. In the event of an extended absence, you should contact me via email or phone as soon as possible to indicate the reason. If you do not access the course website or contact me letting me know of your absence for a period of seven consecutive days, you will be contacted and if there is no communication within 48 hours, you will be withdrawn from the course up until the withdraw deadline. After the withdraw deadline, students with an absence of more than 7 days will receive the final grade that is earned according to the course grading policy.
- **No-Show Policy: SAME AS COLLEGE POLICY**
- **Withdrawal Policy: SAME AS COLLEGE POLICY**
- **College Student Conduct Policy: SAME AS COLLEGE POLICY**
- **Academic Integrity: SAME AS COLLEGE POLICY**
- **Late Work/Makeup Policy:** Late work will be accepted only if students provide written documentation of a medical emergency or ongoing medical condition that is submitted on the first day of the student's return to the course.
- **Copyright Policy:** To avoid copyright infringement, any materials produced specifically for this class can ONLY be used during this term for this class.
- **Third Party Software & FERPA Policy:** Valencia College has a firm commitment to protecting the privacy rights of its students. Third party software privacy policies will be provided at the point of use within the course.

Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well

Week 12- There is / There are; Using Present Continuous Tense in Sentences; Analyzing a Sequence

GREX1 – Unit 6

PWRW – Unit 6 – Writing Only

Reading Supplement; Discussion Post

Week 13 - Exam Week

Writing # 3 (Read & Respond)

Grammar Exam GREX -Units 5, 6, 7, and 9

Reading Exam PWRW –

Units 7-8

Week 14 – Modals Pt.1, Pt. & 2; Using Modals to make predictions in Sentences; Analyzing a Sequence

GREX1 - Unit 11 & 13

PWRW – Unit 8 - Writing Only

PWRW – Unit 3 – Writing Only

Reading Supplement

Week 15 – Practice Final; Grammar Exam GREX -Units 11 & 13

FINAL EXAM WEEK

Monday, Apr.25 at 12 a.m. to Sunday,

May 1 at 11:59 p.m.

Grammar & Reading Exam

(Multiple Choice)

as College policies and procedures that have been implemented to help guarantee student privacy.

- **Final Exam Policy:** The Final Exam must be completed by the assigned day and time (see the syllabus) unless a student has documented proof of a medical emergency; the medical documentation must be submitted to the instructor by email within 24 hours of the student's medical release.

Course Communications and Expectations

- **Contact Your Instructor:** You may contact me in various ways during this semester.
 - Virtual office hours are held via by appointment only.
 - You may contact me through the [Canvas Inbox](#) Monday-Friday. I will respond to your message within 48 hours with the exception of days and times when the college is closed.
 - You may email me at scotto4@valenciacollege.edu.
 - In your messages, please indicate your course number (CRN = 32436) so that I may better assist you.
 - If you prefer to speak to me directly, we may meet at a mutually agreed upon time through [Zoom](#) here on Canvas, and I will be happy to talk to you.
- **Netiquette:** It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers.

All students are expected to:

- Show respect for the instructor and for other students in the course
 - Respect the privacy of other students
 - Express differences of opinion in a polite and rational way
 - Maintain an environment of constructive criticism when commenting on the work of other students
 - Remain focused on the learning topics during discussions and activities
- **Expectations of Student:**
 - Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.
 - This is a six-hour course. We meet six academic hours (5.5) per week in the classroom each week. The College expects you to schedule two more hours for each hour of class time and use this time for homework, required lab work, and regular study outside the classroom.

Therefore, the College expects you to dedicate at least 12 hours each week to lab and homework. **(This means a personal commitment of 18 hours every week for this course.)**

- 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](#) from Valencia's Peace & Justice Institute. Some highlights from these principles are:
 - Create a hospitable and accountable community
 - Suspend judgment
 - All voices have value

■ **Expectations of Instructor:**

- The Instructor will provide a variety of feedback on submitted assignments within **seven (7) days of date of submission DUE DATE.**
- The Instructor will address students following the guidelines as indicated in [Our Practice of Respect and Community Building](#) from Valencia's Peace & Justice Institute.
- The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

College-wide Final Examination

A final is a college-wide departmental exam. The Comprehensive Departmental Final Exam will be given during finals week.

***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 and notified to students via Announcements and updated copy placed on Canvas within the Syllabus page.