**EAP 1640 SYLLABUS**

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

**Spring 2018 CRN: 22041**

**MW 10:00-11:15 A.M. Room: 5-228**

**Professor:** Stephanie Foley

**E-mail address:** sfoley6@valenciacollege.edu

**Required Texts/Materials:**

Grammar and Beyond 4 textbook

Grammar and Beyond 4 online workbook

Spiral Notebook, pencils

**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. A departmental final exam is required. 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.

**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.

**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 less than 10 minutes, you will be marked tardy. If you are tardy two times, it will count as once absence. You have four “free” absences**. For every absence after four, five points will be deducted from your final grade. (This is half a letter 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 Blackboard 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.**

**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.** 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, January 16th, 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.**

**In Class Writings:** You must be in class on any in class writing day. If you miss an in class writing, you must contact the instructor to arrange a time to make-up the writing *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 writing and will earn a zero.

**Required Lab:** Lab homework is required in all EAP courses. You will receive assignment details each week.

**Contacting the Professor:** The best way to contact me is by email. Please email me through the “messages” tab in Black Board.

**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, 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. 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 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.

**Important Dates:**

Martin Luther King Holiday-No School Monday, January 15th

Spring Break-College Closed Monday, March 12th -Sunday, March 18th

Midterm exam: Wednesday, February 28th

Withdrawal Deadline: Friday, March 30th at 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, April 23rd 10-12:30

**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%

Practice Writing Assignments: 5%

Essays Written at Home: 20%

Essays Written in Class: 30%

Midterm Exam: 10%

Final Exam: 25%

**Departmental Midterm/Final Examinations:** Both the midterm and final are 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 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.**