

EAP 1540C, CRN 21305

HIGH INTERMEDIATE COMPOSITION FOR ENGLISH LANGUAGE LEARNERS

SPRING 2025 Mixed Mode

T | 11:30 A.M.-12:45 P.M.

Room 3-118

Instructor: Professor Wish

Office: 3-244

E-mail address: wwish@valenciacollege.edu

Course Description & Objectives

EAP 1540C HIGH INTERMEDIATE COMPOSITION FOR ENGLISH LANGUAGE LEARNERS (3 credit hours)

Prerequisite

Demonstration of required level of English proficiency or minimum grade of C in EAP 0440C.

Course Description & Objectives

Students develop skills in planning, writing, revising, and editing sentences, paragraphs, and essays at the high-intermediate level. Students utilize online learning resources related to the coursework. Required lab work is a component of this course. A departmental final exam is required. A minimum grade of C is required for successful completion. College credit may apply.

Major Learning Outcomes

1. Distinguish informal and formal modes of written communication
2. Comprehend high-intermediate level writing structures
3. Apply high-intermediate level writing skills to develop sentences, paragraphs, and essays
4. Demonstrate technology skills consistent with the course level

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

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.

Required Text and Materials

For EAP 1540C, you are required to purchase the textbook below through the Valencia College store. See the instructions below. If you haven't already, purchase your textbook immediately as we will begin assignments from the first week of class.

Purchase your textbook through the Valencia College store so that you will be sure to have all of the required course materials.

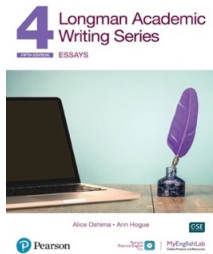
Students who choose to purchase their course textbook(s) from a third-party vendor outside of the Valencia online store are responsible for any returns, refunds, exchanges, or missed assignments due to having purchased incorrect textbooks and/or software access codes for access to online workbooks. Any additional costs, shipping, etc. are also the student's sole responsibility. Purchase course textbooks from Valencia's online store in order to avoid additional costs or delays and to avoid having the incorrect course textbooks, which could lead to missed or incomplete course assignments.

Required Textbook

REQUIRED TO PURCHASE NEW

ISBN 9780136838630

Longman Academic Writing Series Level 4 Essays, 2e (Student Book with Online Practice)



Required Materials

1. access to a computer or tablet
2. a reliable Internet connection
3. paper or a notebook for class notes (Bring to class.)
4. writing utensils including ink pens and a highlighter (Bring to class.)

Suggested Materials

1. a dictionary to look up unfamiliar vocabulary while reading and writing

Purchasing Your Textbook

To purchase the textbook for this course, go to

<https://valenciacollege.textbookx.com/institutional/?action=browse#books/4379558>

You can also click on "Online Bookstore" in the course navigation panel in the course on Canvas. If you require assistance, click on "Online Bookstore Help" in the course navigation panel.

Course Communication

Email Communication

Email to your instructor is considered formal communication; it is not texting. Therefore, when submitting messages, follow the guidelines for netiquette and course communication, which you will read about below and in the page "Guidelines for Course Communication and Netiquette" in the course on Canvas.

I monitor my email and the course regularly from Monday through Friday. I will reply to emails within 24 hours Monday through Friday (Friday on the next business day) with the exception of official holidays when Valencia College is closed. I will respond to messages that are sent after 5:00 P.M. on Friday, that are sent over the weekend, or that are sent on holidays on the following business day. Therefore, be sure to contact me prior to Friday at 5:00 P.M. with any questions.

You must email me through the Canvas Inbox (in the global navigation menu at the lower left corner of the course in Canvas) or through Valencia College Outlook (available through Atlas) at

wwish@valenciacollege.edu. I will not read or respond to and will delete any email sent from any other email account.

Check your Canvas e-mail regularly for course information. Check your email in the Canvas system or set notifications to your preferred method of contact to receive email notifications. See [How do I manage my Canvas notification settings?](#)

If you have any questions about questions, you must email me in a reasonable time—at least two to three days—BEFORE an assignment is due so that there is time for you to resolve any issues. Once the deadline of an assignment has passed, it is NOT possible to extend the assignment deadline. Do not wait until the last minute to complete assignments in case you encounter any issues.

Office and Learning Engagement Hours

- On campus (West campus)
 1. T | 12:45-1:45 PM in 3-118
 2. W | 3:45-4:45 PM in 3-118
 3. R | 12:45-1:45 PM in 3-118
- via Zoom (appointment necessary)
 1. M | 10:00 AM-12:00 PM
 2. M and R | 4:00-6:00 PM
 3. F | 10:00-11:00 AM

Per request, I am available to meet on Zoom during the learning engagement hours listed above and also outside of those hours. Email me to request a meeting.

Announcements

Announcements will be posted in Canvas. Announcements will notify students of changes to any course assignments or highlight important course information. It is the student's responsibility to read any course announcements for information about assignments or class concerns. The announcements will appear on your Canvas dashboard when you log in and can also be sent to you directly through notifications.

Netiquette

When communicating in the course or when posting assignments or information in the course, it is important to interact with the professor and other students professionally and clearly and with courtesy. This is called netiquette. There is information on guidelines for course communication and netiquette in the Week #1 module in the course on Canvas.

Attendance Policy

First-Week "No Show" Status

Class attendance is required beginning from the first day of the semester.

In order to determine attendance in a course and in order to remain in the course, students are required to complete the designated assignment by the scheduled due date within the first week of class. You will see this assignment in the Week #1 module.

In compliance with Title IV federal financial aid regulations for course attendance and no show reporting, students who do not actively participate in an online class by submitting the assignments by the scheduled due date during the first week of classes will be marked "No Show" and will be officially withdrawn from the class during the No-Show Reporting Period from Wednesday, January 15 through Friday, January 24, 2025. There are no exceptions. The student will be financially responsible for the class and a final grade of "WN" will appear on his/her transcript for the course.

To receive a refund for a course, you must withdraw from the class in Atlas by the Drop-Refund Deadline of Monday, January 6, at 11:59 P.M. After that date, refunds will not be issued.

Class Attendance

Students are expected to know a professor's specific attendance policy as stated in the syllabus of each professor's course.

You are required to attend the classes for which you are registered. Regular class participation is a significant factor that promotes success in college. For mixed-mode courses, attendance is determined by attending on-site class meetings, consistently logging in to the course, accessing the course content, and completing course assignments in accordance with the syllabus. See Valencia College's attendance policy at [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#).

Attendance will make up five (5) percent of students' overall course grade. To be marked present for each on-campus meeting, students must

- be seated in the classroom with materials ready when class begins at 11:30 A.M.
- remain in class for the entire class period

Students will be marked absent when they

- are not seated in the classroom when class begins at 11:30 A.M.
- use their mobile device or computer when not authorized during class time
- do not regularly remain in class for the entire class period and/or leave class for an excessive amount of time
- enter and leave the classroom repeatedly during class time (unless authorized)
- disrupt the class with inappropriate and excessive talking and side conversations

There will be one forgiveness allowed for attendance.

Course and College Policies, Assignments, and Expectations

Participation

Your active participation is necessary in order to develop proficiency in the English language. To be successful in your learning, you must regularly access the course on Canvas. Stay focused on the assignments, carefully read and follow the instructions of all assignments, complete all course assignments on time, be polite to and considerate and respectful of other students and the instructor, and be prepared to share your ideas.

For your success in the course, have and refer to your texts and materials, take notes and refer to them when completing course assignments, apply what you learn to the assignments, follow professional class standards and behavior, and stay on task.

Assignments and Guidelines for Success

In this course, you will experience a variety of learning activities to provide practice in the course learning outcomes. To have the most meaningful learning experience, it's important to connect what you learn to the expectations of the real world. This means that active participation, timely submission of assignments, and regular communication are necessary for you to be successful.

The ability to meet deadlines, to be punctual, and to communicate with instructors when not able to meet a deadline is essential for success. For your courses, some practices for keeping deadlines include keeping a calendar or list of assignments and due dates in your own agenda or setting appointments and reminders on a mobile device.

Complete all assignments to demonstrate progress in the course learning outcomes. Most assignments will be completed on Canvas, some will be completed in class, and some will be completed on MyEnglishLab (Longman Academic Writing Series Level 4, Refresher), the online workbook that accompanies the course textbook.

Due Dates

Most weekly modules will be available from Tuesday at 1:00 P.M. following the on-campus class meetings, and most assignments will be due on Mondays at 11:59 P.M. Pay close attention to the availability and due dates of assignments in each module as some due dates may vary.

Late Work

It is essential not to get behind on assignments because all course assignments build upon one another. Missing assignments means missing opportunities for learning and preparation for later assignments in the course. Therefore, late work will be accepted for some assignments for ONLY two days following the original due date of an assignment. The grade on the late assignment will be reduced by 10 percentage points per day prior to being graded. Otherwise, there is no make-up work or additional extensions. Any assignment that is not completed will earn a grade of zero.

The exception to the late-work extension is the assignments in the Week #1 module, the lab assignments at MyEnglishLab, and the final exam. There are no extensions allowed for those assignments.

Extra-Credit Assignments

There are no extra credit assignments.

MyEnglishLab Assignments

Some assignments will be completed at MyEnglishLab through the [Pearson English Portal](#). To gain access to MyEnglishLab, you will need the Access Code located in your textbook purchased from the college bookstore. You will also need the Course ID provided by your instructor. The details on how to register for MyEnglishLab are in the Week #1 module on Canvas.

Excessive or Prolonged Absence

In the case of a prolonged absence of one week or more due to unforeseen circumstances outside of your control, communicate with me BEFORE the end of the current week that the assignments in question are due in order to discuss the best course of action and to make a plan for continuation in the course. In some cases, official documentation will be required.

Learning Support

Ask for assistance if you need assistance! That demonstrates that you are aware of your learning needs, are taking responsibility for your learning, and are following steps to be successful. The best way to succeed is get help as soon as you know that you need help. You can visit the Communications Center in 5-155 on West campus or connect to Valencia College LEARNING SUPPORT Resources. There is more information in the course on Canvas.

Responsibilities of Students

- Because this is a three credit-hour course, a suggested guideline is to devote between nine to 12 hours each week to this course in order to develop in the learning outcomes. This calculation used in academia to determine how much time a course may demand is determined by multiplying the number of credit hours of a course (three for EAP 1540C) by three (to equal nine) and also by four (the sum of 12) to arrive at the range of hours: nine to 12.
- Read and review the course syllabus, course guidelines, emails, course announcements, and assignment feedback from the instructor.
- Complete all course assignments by the required due dates.
- Review grades each week in a timely manner.

Standards of Classroom Conduct and Online Behavior

Students are expected to follow standards of classroom conduct outlined in the Valencia College Student Code of Conduct. Any behavior that impedes or interrupts instruction, creates a negative educational environment, and/or interferes with the management of the class will not be tolerated. Students who engage in disruptive behavior and/or distract from the education environment may be instructed by the

faculty member to leave the class for the remainder of the class period and/or will be referred to the dean of communications and the Office of Student Rights and Responsibilities. Go to Section III.B., Standards of Classroom Behavior, at [Valencia College's Policy on Student Code of Conduct](#) to read about appropriate standards of classroom behavior.

Responsibilities of Instructor

- The instructor will provide a variety of well-organized assignments in order for students to progress and develop in the course learning outcomes and will evaluate assignments within approximately seven days of the original due date of an assignment.
- The instructor will provide
 - notification of changes to the coursework via the Inbox or Announcements tools
 - daily monitoring of the course
 - prompt action on technical problems within the instructor's control such as broken course links and assignment access and settings
 - respect for students' ideas and opinions

Withdrawal Policy

The last day for a student to withdraw from a class is Friday, March 14, at 11:59 P.M. If you withdraw on or before the deadline, you will receive a 'W' as your final grade in the course. You do not receive credit for the course, and the 'W' is not calculated in your grade point average. The enrollment will count in your total attempts in the specific course. A student is not permitted to withdraw after the withdrawal deadline; if a student remains in the class after the deadline, he or she can receive only a grade of A, B, C, D, F or I.

Important Note for International Students (F-1 or J-1 Visa)

Withdrawal from a course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements.

Course Evaluation and Grading Policy

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%

Note: An overall course grade of 89%, 79%, 69%, or 59% is the minimum required grade to potentially be rounded up to the next higher grade.

Determination of Final Course Grade

To pass the course, students must earn a "C" or above in course work. The final grade will be determined by the following:

1. Week #1 and MyEnglishLab assignments- 10%
2. Assignments and Quizzes- 35%
3. Essay Writing assignments- 40%
4. Class attendance- 5%
5. Final Exam- 10%

Departmental Final Examination

The final exam consists of a timed essay writing. If a student fails to complete the final exam by the assigned deadline, the exam will earn a grade of zero. There is no retest.

Important Dates

Spring 2025

- Full-term classes begin: Monday, January 6
- Drop/Refund Deadline (11:59pm ET): Monday, January 13
- No-Show Reporting Period: Wednesday, January 15 through Friday, January 24
- Martin Luther King, Jr., Day (college closed): Monday, January 20
- Student-Initiated Withdrawal (“W” Grade) Deadline (11:59pm ET): Friday, March 14
- Spring Break (college closed): Monday, March 17 through Sunday, March 23
- Final Exam, Timed Essay Writing: [Tuesday, April 22, IN CLASS](#)
- Classes end: Sunday, April 27
- Final Grades Viewable in Atlas: Tuesday, April 29