

EAP 1585C: HIGH INTERMEDIATE INTEGRATED COMPOSITION AND GRAMMAR FOR ENGLISH LANGUAGE LEARNERS

SPRING 2024, Mixed Mode

CRN 23559

Thursday | 10:00 A.M.-12:45 P.M.

Room 5-230

Professor: Wendy Wish

Office: 3-244

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Course Description & Objectives

This is a six-credit-hour combined-skills class of writing and grammar. This course combines and is the equivalent of EAP 1540C and EAP 1560C.

Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0440C and EAP 0460C.

Students develop skills in using high-intermediate grammatical structures, verb tenses, and parts of speech consistent with the written or oral communication context. 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. Comprehend high-intermediate level grammar structures consistent with the written or oral communication context
4. Apply high-intermediate level writing skills to develop sentences, paragraphs, and essays
5. Apply high-intermediate level grammar structures consistent with the written or oral communication context
6. 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.

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.

Required Texts and Materials

For EAP 1585C, you are required to purchase the textbooks below through the Valencia College store. See the instructions below. If you haven't already, purchase your textbooks immediately as we will begin assignments from the first week of class.

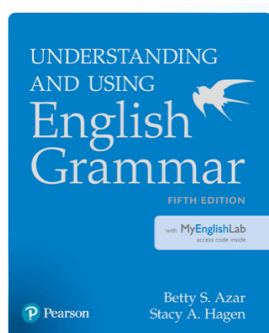
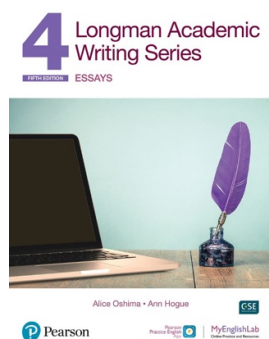
Purchase your textbooks through the Valencia College store so that you will be sure to have all of the required course materials.

Important Note

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 for your EAP classes 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 Textbooks

1. Longman Academic Writing Series 4: Essays, 5th Edition, with Access Code to MyEnglishLab, ISBN 9780136838630
2. Understanding and Using English Grammar, 5th Edition with MyEnglishLab: Grammar, ISBN 9780133994599



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

Option #1

For the textbook for this course, go to <https://valenciacollege.textbookx.com/institutional/?action=browse#books/3964365>. You can also click on "Online Bookstore" in the course navigation panel to the left in the course on Canvas.

Option #2

1. Go to [Valencia College Store](#).
2. Under the Degree and Certificate Programs section, click on "Get Your Books".
3. Enter your Atlas username and password, and you will be redirected to the Online store.

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.

Monday through Friday, I monitor my email and the course regularly. I will reply to emails within 24 hours Monday through Friday (Friday on the next business day) with the exception of official holidays and when Valencia College is closed. I will respond to email 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.

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.

You can also use the "Ask Your Instructor a Question" link in HELP in the global navigation menu in Canvas to send a message.

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?](#)

Out of consideration, do NOT wait until the last minute to email me with questions about assignments. Please contact me in a reasonable time—at least two to three days—before an assignment is due so that there is time to resolve any issues. Otherwise, I will not be able to assist. Do not wait until the last minute to complete assignments in case you encounter any issues.

Office and Learning Engagement Hours

- On Campus
 1. T | 11:15 AM-12:15 PM in 5-229 or 3-244
 2. W | 3:45-4:45 PM in 5-228
 3. R | 12:45-1:45 PM in 5-230 or 3-244
- via Zoom (appointment necessary)
 1. M | 10:00 AM-12:00 PM
 2. M | 4:00-5:00 PM
 3. R | 4:00-6:00 PM
 4. F | 10:00-12:00 PM

Per request, I am available to meet via 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. The instructor will notify students of changes to the course work or highlight important information through announcements. Therefore, read any course announcements for important 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 appropriately and effectively. 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

“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 classes. You will see this assignment later in the Week #1 module.

Students who do not actively participate in a class by submitting the graded assignments by the scheduled due date during the first week of classes and have not attended the first class meeting will be marked "No Show" and will be officially withdrawn from the class during the No-Show Reporting Period from January 18 to 27, 2024. 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 Tuesday, January 16, 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 expected to attend the classes for which you are registered. Regular attendance and regular class participation are significant factors that promote 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 percent of students’ overall course grade. To be marked present for each on-site meeting, students must

- be seated in the classroom when class begins at 10:00 A.M.
- remain in class for the entire class period

Students will be marked absent when they

- are not in the classroom when class begins at 10:00 A.M.
- use their mobile device or computer when not authorized during class time
- do not remain in class for the entire class period
- enter and leave the classroom regularly during class time over the semester
- disrupt the class with inappropriate excessive talking

There will be one forgiveness allowed for attendance.

Excessive Absence

In the event of absence from a course or the inability to participate in a course for more than one week, you should contact your professor as soon as possible to discuss your standing in the course and to discuss a plan for your possible continuation in the course, if advisable and practical. Also, if your absences in this course become excessive, your professor may contact you indicating that further absence may result in your withdrawal from the course.

Course 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 access the course regularly. Stay focused in the class, don't distract others through excessive talking or cellphone usage, carefully read and follow the instructions of all assignments, complete all course assignments on time, participate fully in discussions, 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.

Assignment and Attendance 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 we learn to the expectations of the real world. This means that active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.

The ability to meet deadlines, to be punctual, and to communicate with instructors and other students—and also supervisors at work—when we cannot meet a deadline is essential for success. For courses, some practices for keeping deadlines include using the calendar in Canvas, using the to-do list in Canvas, keeping a calendar or list of assignments and due dates in your own agenda, or setting appointments and reminders on a mobile device. In that way, you will be certain to submit assignments by the due dates posted in the course.

Complete all assignments as they are designed for you to progress in the course learning outcomes. Most assignments will be completed on Canvas and some will be completed on MyEnglishLab, the online workbook that accompanies the course textbooks.

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 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.

The exception to the late-work policy is lab assignments at MyEnglishLab and the final exam. There will be no extensions allowed for those assignments.

Otherwise, there is no make-up or extra credit work, and there are no extensions to due dates. Any assignment that is not completed will receive a grade of zero.

In the case of a prolonged absence of one week or more, communicate with me immediately before the end of the current week that the assignments in question are due in order to discuss the best course of action. Continuation in the course will be determined on a case-by-case basis through discussion between you and your professor.

Due Dates

Most weekly modules will be available from Thursday at 1:00 P.M. following the on-site class meetings and most assignments will be due on Wednesdays 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. Some assignments will be preparation for the upcoming class meeting.

Required Lab

Lab assignments are required in all EAP courses. The assignments will be completed on MyEnglishLab at the [Pearson English Portal](#). To get access to the assignments on MyEnglishLab, you will need

- the access code from both textbooks
- one course code for writing and one course code for grammar, both of which will be provided by your instructor

There are details on how to register for MyEnglishLab in the Week #1 module.

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 six credit-hour course, a suggested guideline is to devote between 18 to 24 hours each week to this course in order to develop in the learning outcomes. This calculation used in academia for students to understand how much time a course may demand each week is determined by multiplying the number of credit hours of a course (six for EAP 1586C) by three (to equal 18) and also by four (the sum of 24) to arrive at the range of hours: 18 to 24.
- 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.

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 classroom environment, and/or interferes with the management of the classroom will not be tolerated. If a student disrupts the class or acts inappropriately, he/she will be referred to the dean of communications and the Office of Student Rights and Responsibilities and/or security will be called for removal from the class. Go to Section IV, 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 you to progress and develop in the course learning outcomes and will provide feedback on submitted 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 15, 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; however, 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 89.5%, 79.5%, 69.5%, or 59.5% 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. Class attendance- 5%
2. Essay Writing Assignments- 15%
3. Grammar Tests- 25%
4. Writing and Grammar Assignments and Quizzes- 20%
5. MyEnglishLab Assignments- 10%
6. Final Exam- 25%

Departmental Final Examination

The final exam consists of a timed essay writing and a grammar exam. If a student fails to complete either part of the final exam by the assigned deadline, the section(s) missed will earn a grade of zero. There is no retest.

Important Dates

Spring 2024

- Full-term classes begin: Monday, January 8
- Martin Luther King, Jr. Day (college closed): Monday, January 15
- Drop-Refund Deadline: Tuesday, January 16, at 11:59 P.M.
- No-Show Reporting Period: Thursday, January 18, through Saturday, January 27
- College offices are closed and credit classes do not meet: Friday, February 9
- Student-Initiated Withdrawal Deadline: Friday, March 15, at 11:59 P.M.
- Spring Break (college closed): Monday, March 18, through Sunday, March 24
- Final Exam period: Monday, April 22, to Sunday, April 28
- Final Exam:
 1. Timed Essay Writing: available Monday, April 22, at 12:00 A.M., to Thursday, April 25, at 11:59 P.M.

2. Grammar Exam: available Wednesday, April 24, at 12:00 A.M., to Saturday, April 27, at 11:59 P.M.
- Terms ends: Sunday, April 28