

No food is allowed in the classroom. Bottled drinks are permitted.

No-Show Status: Class attendance is required beginning with the first class meeting. If you do not attend the first week of classes, you will be withdrawn from the class as a “No-show.” If you are withdrawn as a “No-show,” you will be financially responsible for the class and a final grade of “WN” for the course will appear on your transcript.

In order to get a refund for the course, you must withdraw from the class in Atlas by the Drop/Refund Deadline on Tuesday, September 6, at 11:59 pm. After that date, refunds will not be issued.

EAP 1540C SYLLABUS* High Intermediate Composition for Non-native Speakers of English

Session: Fall 2016 CRN: 12681

Days/Times: M/W, 7:00-8:15 P.M.

Building-Room: 4-202

Professor: Wendy Wish-Bogue

Office: 4-208 Office telephone: 407-582-1338

E-mail address: wwishbogue@valenciacollege.edu

Office hours: M-R, 4:15–5:00 P.M., office;
M-R, 8:15-8:45 P.M., 4-202 or office;
by appointment

By-phone consultation hours: M-F 10:00-11:00 A.M.

Call or text 407-484-6106.

Required Texts/Materials: *Longman Academic Writing Series*, Level 4, 5th edition; Access code to My English Lab: Writing; a dictionary; three to four blue examination booklets (turn in to the instructor); standard 8½ x 11 college-ruled paper (for class notes and assignments); a spiral notebook or loose-leaf binder (for class notes and handouts); an individual folder for course handouts; a USB flash drive; a stapler; blue or black ink pens, pencils, and a highlighter pen

Important Room Numbers:

My Mailbox in the Communications Department	5-231 (where you can turn in your assignments outside of class)
Communications Center and Writing Center	5-155
Microcomputer Assistance Center	Library, 1 floor
Tutoring Center	7-240

Classmates to contact for assistance:

1. _____
2. _____
3. _____

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

Course Description/Objective: Students develop the ability to use writing-related technology and plan, write, revise, and edit sentences, paragraphs, and essays at the high-intermediate level. Required lab work is a homework component of this course. Minimum grade of C is 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: 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.

Course Evaluation

Evaluation and Grading Scale: EAP courses use a ten-point scale, with "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: In order to pass the course, students must earn a "C" or above in course work. The final grade will be determined by the following:

Writing assignments	35%
Course and Lab assignments	30%
Chapter Tests	10%
Final Exam	25%
<hr/>	
TOTAL	100%

Classroom Policies

Participation and Classroom Behavior: Your active participation in each class is necessary in order to learn and improve as much as possible. This means that you must be prepared for class, participate actively in class activities, and contribute by sharing your thoughts and ideas during discussions in order to create a constructive and productive learning environment. Be on time, stay in the classroom during the entire class, do not enter and leave the classroom during class time (unless previously authorized to do so), have all of your texts and materials ready when class begins, pay attention, take notes, follow professional classroom standards, do all of your course assignments, do not hold irrelevant private conversations, show polite and considerate behavior to other students and the instructor, follow instructions, stay on task, silence and put away cell phones and electronic devices, do not use your cellphone, and speak English only.

Cellphones and Computers: All cellphones and computers must be turned off or set on silent and put away. **DO NOT keep your cell phone on your desk.**

Do not use your cellphone or computer during class for any reason unless instructed. If you choose to use your cellphone or computer during class time when not authorized, you will be marked absent, and you may be asked to leave the classroom.

Standards of Classroom Conduct: 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 teacher's management of the classroom will not be tolerated. If you disrupt the class or act inappropriately in the classroom, you may be asked to leave the classroom and will be marked absent, and/or you may be referred to the dean of communications or the West Campus dean of students. See http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0, to read Valencia College's policies on Student Code of Conduct.

Examples of such disruptive or distracting activities include, but are not limited to, the following:

- Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience such as excessive tardiness, leaving and returning during class, and early departure when not previously authorized;
- Activities that violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
- Side discussions that are irrelevant to the subject matter of the class, distract from the learning process, or impede, hinder, or inhibit the ability of the students to obtain the full benefit of the educational presentation.
- Utterances of "fighting words" or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment.

Personal Concerns: Speak with me privately, not during class, about any question that involves an individual assignment of yours, a grade, or personal circumstances. Do not interrupt the class with personal matters or concerns.

Attendance

Attendance: You are expected to attend every class, arrive on time, and stay for the entire class period. Regularly entering and leaving the classroom during class is unacceptable. You will be marked absent if this is a regular occurrence.

Any time you are not in class, you will be marked absent. If you are more than 10 minutes late to class or leave class more than 10 minutes early, you will be marked absent. If you are more than five minutes late, you will be marked tardy. If you are tardy two times, it will count as one absence. You have three “free” absences. For every absence after three, five points will be deducted from your final course grade. (This is half a letter grade!)

If you are late to or absent from class, it is **YOUR RESPONSIBILITY** to learn what you missed. You must be prepared for the next class meeting and complete any assignments for the next class if you miss class. Absence is not an excuse.

Check Blackboard and make arrangements with another student to find out what information or material we covered, to get any missed handouts or assignments, and to find out the assignments for the next class. Any assignments, tests, or quizzes missed during class due to a late arrival or absence may **NOT** be made up and will earn a grade of zero.

Submitting Assignments at an Absence: For any course assignment that is due when you will be absent, email or text a picture or scanned image of the completed assignment to me **BEFORE** the beginning of class. You can then turn in the assignment the next class period only if you have emailed the assignment prior to the due date. If you do not email or text the assignment before the due date, it will not be accepted, will earn a grade of zero, and may not be made up.

Absence due to Illness or Emergency: If you are absent due to illness, you are responsible for any material covered in class. You may make up any missed quiz, test, or assignment when official documentation of illness or emergency (signed physician note or document of hospitalization) is provided either in advance, by the class period upon your return, or by the instructor’s discretion. It is your responsibility to inform me of your absence in advance or as soon as possible. In the case of a prolonged illness or absence, continuation in the course will be determined on a case-by-case basis and by discretion of the professor. Any tests, quizzes, or assignments missed during your absence must be completed in a timely manner, usually by the next class period following your return to class. Any assignments not completed will receive a grade of zero toward your final grade.

Course Assignments

Late Work: NO late work is accepted (unless due to illness or emergency with official documentation). There is no make-up or extra credit work.

Some homework assignments may undergo revision. If you do not submit the assignment at the first due date, you may turn in that assignment at the second submission, but the grade for the assignment will be reduced by 20 percentage points prior to being graded.

Assignments: You are required to complete ALL course assignments. All assignments that are collected and graded become part of your final course grade; any assignment that is not completed will receive a grade of zero. Assignments will be collected at the beginning of class. If an assignment is not ready to be turned in, it will earn a grade of zero. Any work that is not done legibly, neatly, and completely may not earn full credit or may not be graded. Format your handwritten assignments as shown below:

First name Last name EAP 1540C Hand-written Assignment Name August 29, 2016	
Title Line	
	When completing an assignment for class, write the heading information above the title
	line in the upper right hand corner. Double space your writing - write on every other line when
	writing a paragraph. Write on only one side of the paper and complete your work in blue or
	black ink pen. Also, do not write into the margins - don't write to the very end of the paper.

All assignments must follow the criteria below or an assignment will lose points, be returned ungraded, or earn a grade of zero. Assignments must

1. be your individual and original work- not copied from another person or allowed to be copied by another person
2. be completed in blue or black ink pen and double-spaced (skip lines) or typed
3. be completed on standard 8½ x 11 college-ruled loose-leaf paper (with side edging removed from spiral notebook paper)
4. include your first name and last name (in that order), the course name, the assignment chapter and exercise number, and the assignment due date in the **UPPERRIGHT-HANDCORNER**
5. be fully completed
6. be clean and legible (no editing marks, no food or drink stains, no drawings) and legible
7. be stapled together in the **UPPERLEFT-HANDCORNER**(if more than one page)
8. be ready to hand in at the beginning of class
9. have all pages in order

Compositions/Writing Assignments and Revisions: Some writing assignments will be completed out of class and some will be timed writing assignments completed in class. The writing assignments completed out of class will undergo revision. The grade on revised papers will increase when you first revise the paper and then take it to the Writing Center for a consultation with an instructor. If you do not submit a composition at the first due date, you may turn in that assignment at the second submission, but the grade will be reduced by 20 percentage points prior to being graded. It is strongly recommended that you seek assistance with revisions in the Writing Center, 5-155, for ALL writing assignments in order to improve your writing and to receive individualized instruction for your writing. All out-of-class writing assignments must be word-processed, contain accurate heading information, be correctly formatted (see pages 7-9 on formatting), and be submitted by the due date given.

Writing assignments completed out of class must be submitted with all planning papers and previous drafts. That includes prewriting, an informal outline or an organizational map, any rough drafts or graded drafts, any grading sheets or rubrics, and the final draft. Assignments that are not turned in with any graded previous drafts and the grading rubric will not be graded.

Essays must be of a minimum of 300 words and no more than 500 words (1 and 1/2 to 2 pages typed). A paper that does not meet this requirement will lose one letter grade prior to being graded. Compositions will be assessed on the criteria in the grading rubric and/or scoring checklist (see "1540C Scoring Criteria Rubric" and "EAP 1540C Paragraph/Essay Scoring Criteria," pages 10-11). Be sure to incorporate into your papers elements of writing and sentence structure that we study in order to demonstrate your learning and understanding of these features.

The use of an online translator, copying, and/or plagiarism will not be tolerated and will result in a grade of "F" for the assignment for the first offense and a grade of "F" in the course for the second offense and any other disciplinary action by Valencia College (see **Plagiarism and Academic Dishonesty**, pages 4-5 below).

Writing Assignment Format: Use Times New Roman, 12-point font, two-line spacing (double spaced), align text left, and one-inch page margins. Writing assignments that are not typed and double-spaced will not be accepted and will be returned ungraded (see pages 7-9 on formatting).

Plagiarism and Academic Dishonesty: View the PowerPoint presentation on Academic Dishonesty on Blackboard. The presentation contains information on plagiarism and cheating. You are responsible for learning and understanding the information contained in the presentation.

This course is designed to develop *YOUR* college-level skills in and *YOUR* understanding of sentence structure and writing. Therefore, you must complete assignments individually with your own ideas and in your own words. Any submitted work that is not created and written by you means that it has been copied or plagiarized. Cheating is copying information from another source or allowing someone to copy your assignments. Plagiarism is the act of taking and copying someone else's ideas or words – information from a magazine, book, article, or website on the Internet, for example – and submitting it as your own work. Cheating and plagiarism are unacceptable in educational institutions, are detrimental to your learning, will not be tolerated, and will result in severe consequences. You must complete assignments individually. If you copy any information, assignments, or tests or quizzes from another student or source (such as from a book or magazine or from the Internet), all students involved will receive a zero on that assignment. If this happens a second time, all students involved will receive an F in the course.

See http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0 to read Valencia College's policies on Academic Dishonesty.

All Writing and Course Assignments Must Be Your Original Work with the use of NO outside resources.

Tests and Quizzes: There are no makeup tests or quizzes. If you are absent on the day of a test or quiz, that assignment will earn a grade of zero (unless due to illness or emergency with official documentation or by discretion of the instructor). There are no make-up tests or extensions.

Required Lab: Lab is required in all EAP courses. Your lab assignments will consist of completing assignments on My English Lab: Writing, Level 4 (<http://www.myenglishlab.com/courses-writing.html>). For My English Lab: Writing, Level 4, you will receive an access key, which is on an Access Card in your textbook purchased from the bookstore, or it is available for purchase online at <http://pearsoneltusa.com/studentsave>. To register for the course, you will use the purchased access key; then to join our course, you will use the course ID **bcjf-a2bu-q5hq-6tsp**.

Final Examination

The comprehensive final exam consists of an essay and is given at the scheduled final exam. It is worth 25% of your final grade. There is no retest. Students who do not take the final exam will receive a grade of "F" and will be required to retake the course.

Other Policies

Outlook Email and Blackboard: Check your Outlook e-mail and Blackboard *regularly* for course and college information. You must use your Atlas email to contact me. I will not respond to any emails sent from an address that is not Atlas. In the subject line, put your name, the course number and meeting days and times. I will respond to your email within 24 hours Monday through Friday, but may not check email on the weekend.

Email to your instructor is considered formal communication. Therefore, use standard conventions of politeness, spelling, grammar, and sentence structure when communicating with your instructor. (See the document "Email to a Professor" on Blackboard.)

The Writing Center: The West Campus Writing Center is an appointment-based resource located in building 5, room 155. You can make Writing Center appointments by calling 407-582-5454, stopping by 5-155, or by clicking on the Log In button located at <http://valenciacollege.edu/learning-support/communications/writing-center/default.cfm>. At the Writing Center, consultants help students at any point of the writing/learning process. The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping with grammar and pronunciation, main ideas and other reading skills; organizing and developing a speech; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes. The Writing Center consultant will not edit or proofread papers. Students should make attempts at revising and editing his or her own assignment before the Writing Center appointment.

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). Any student with special needs that may affect his/her progress in this course should notify the instructor as early as possible.

BayCare Behavioral Health Assistance Program: Valencia College is interested in making sure that all its students have a rewarding and successful college experience. For that purpose, Valencia students can get immediate assistance with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as 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 1-800-878-5470. Three free confidential face-to-face counseling sessions are also available to students.

Important Note for International Students (F-1 or J-1 Visa): Withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements.

Withdrawal Policy: The last day for a student to withdraw from a class is Friday, November 11, at 11:59 P.M. It is your responsibility to withdraw from this course. To withdraw, access registration on Atlas. 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, (s)he can only receive a grade of A, B, C, D, F or I.

Important Dates

Labor Day- college closed.....	Mon, Sep 5
Drop/Refund Deadline.....	Tue, Sep 6, at 11:59 P.M.
College Nights- no credit classes meet on West Campus..	Thu, Oct 6
Withdrawal Deadline for 'W' grade.....	Fri, Nov 11, at 11:59 P.M.
Thanksgiving holiday - college closed.....	Wed, Nov 23-Sun, Nov 27
EAP 1540C last class meeting.....	Wed, Dec 7
Final Examination period.....	Mon, Dec 12-Sun, Dec 18
EAP 1520C final exam.....	Mon, Dec 12 7:45-10:15 P.M.

*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.

Your Name

EAP 1540C

Assignment Name

August 29, 2016 (Date Submitted: Month Date, Year)

Title of Your Paragraph/Essay

This document outlines the formatting guidelines for writing assignments, and this is what the first page of your writing assignment should look. Use the font Times New Roman and use 12-point font size throughout the entire paper – for the heading, the title, and the paragraphs of the essay. For the entire paper, set the line spacing on 2.0. Also, keep the page formatting on “Align Text Left” and one-inch margins on all sides of the paper.

After you have typed the heading information, space one double line between the heading and the title of your essay by hitting the *Enter* key one time. Center the title of your essay. Do not put quotation marks around the title, do not underline the title, and do not put a period after the title. Also, do not put the title in bold or italics. Capitalize only the major words in the title, including the first word. Small connecting words such as *a, an, the, of, for, in,* and *to* within a title are not capitalized. The title should consist of several words that tell what the paper is about; it should not be a complete sentence. The first sentence of the paper should be independent of the title. For example, if the title of your essay is *My Favorite Room*, the first sentence of the essay should **NOT** be “It is the kitchen.” Instead, the first sentence might read, “The kitchen is my favorite room in the house.”

Then, space one double line between the title and the first line of the text by hitting the *Enter* key one time. Always keep the line spacing on ‘2’ so that the entire paper is double-spaced.

Indent the first line of each paragraph five spaces from the left margin by hitting the *Tab* key once. Leave one space after a punctuation mark. Do not put a space before a punctuation

mark; the space should come **AFTER** the punctuation. Also, do not begin a new line with a punctuation mark. In addition, do not divide words in the paper between lines and do not press the *Enter* key to move to the next line of writing unless you are beginning a new paragraph. While typing, the cursor will move to the next line on its own. Be sure to continue typing to the last line of the page; the cursor will go to the second page on its own. Paragraphs can be divided between pages; in other words, you don't have to have a complete paragraph on one page -it may go on to the next page (just like this paragraph does).

The second page of your paper should look like this page does. There should be no heading information.

For handwritten timed writings in a blue book:

Title Line		
	When completing a writing assignment for class, write on only one side of the paper. Double	
	space your writing; in other words, write on every other line. Write the heading information	
	above the title line. Center the title on the top line of the first page, and begin writing on the	
	third line of the page. Indent the first line of every paragraph one inch from the left margin	
	(about five spaces), and do not write to the very end of the paper; write only to the right margin	
	of the page. At the bottom of the paper, write to the last line of the page. Additionally, write your	
	final copy in ink, but your planning and rough drafts may be written as you choose. If your	
	writing goes on to a second or third page, do not write heading information on that page. On the	
	pages after the first page, begin writing on the line just below the title line (the second line).	
	Nothing should be written on the title line but the title.	

EAP1540C
WORD-PROCESSED AND IN-CLASS WRITING ASSIGNMENT FORMAT

Out-of-class assignments:

1. All assignments must be word-processed. Use Times New Roman, 12-point font, 2-line spacing (double spaced), align text left, and one-inch page margins. Essays must be typed, stapled, formatted, and labeled correctly.
2. Indent all paragraphs.
3. Double-space the essay (that means write or type on every other line). Do **not** add an extra space between paragraphs.
4. Keep a one-inch margin on both the left and right sides of the page.
5. One-page typed contains approximately 250 words. The final draft of essays must be 300-500 words. (1 and 1/2 to 2 pages typed). A paper that does not meet this requirement will lose one letter grade.
6. Order your papers (prewriting, outline, rough drafts) from least to most recent (that means to put the most recent paper on top). The typed essay should be the top paper. Staple all papers in the UPPER LEFT corner of the page. Be sure to turn in all the papers from the writing process.
7. Do not place assignments in folders or plastic covers.

In-class timed writing assignments in a blue book:

1. Write heading information – name, course number, assignment name, and date on the front of the blue book in the appropriate spaces.
2. Write on *one* side of the page. Do not write on the back.
3. Do not write into the right margin or to the end of the page.
4. Indent all paragraphs five spaces.
5. Use blue or black ballpoint pen.
6. DO NOT write heading information on the first page inside the blue book.

EAP 1540C Scoring Rubric

Passing Scores

Score of 5
(Grade of A) The paper has a clearly established main idea that the writer develops effectively with specific details and examples. Organization is logical and coherent. Vocabulary and sentence structure are mostly varied and effective. Errors in sentence structure, usage, and mechanics are few and do not interfere with the writer's ability to communicate.

Score of 4
(Grade of B) The paper has an adequately stated main idea that is developed with some specific details and examples. Supporting ideas are presented in a mostly logical and coherent manner. Vocabulary and sentence structure are somewhat varied and effective. Occasional errors in sentence structure, usage, and mechanics may interfere with the writer's ability to communicate.

Score of 3
(Grade of C) The paper states a main idea that is developed with generalizations or lists. The paper may contain occasional lapses in logic and coherence and is often ineffective. A variety of errors in sentence structure, usage, and mechanics sometimes interferes with the writer's ability to communicate.

Failing Scores

Score of 2
(Grade of D) The paper presents an incomplete or ambiguous main idea. Support is developed with generalizations and lists. Organization is mechanical. The paper contains occasional lapses in logic and coherence. Word choice is simplistic, and sentence structure is disjointed. Errors in sentence structure, usage, and mechanics frequently interfere with the writer's ability to communicate.

Score of 1
(Grade of F) The paper has no evident main idea. Development is inadequate and/or irrelevant. Organization is illogical and/or incoherent. Vocabulary and sentence structure are garbled and confusing. Significant and numerous errors in sentence structure, usage, and mechanics interfere with the writer's ability to communicate.

EAP 1540C Paragraph/Essay Scoring Criteria

Each paragraph/essay must address the topic. Essays must consist of at least three paragraphs.

Content and Development	● Paragraph: Topic sentence with topic and main idea is present	yes	no
	● Essay: Thesis statement with topic and main idea is present		
	● Paragraph: All transition sentences with topic and major supporting details are present	yes	no
	● Essay: All topic sentences with topic and main idea in body paragraphs are present		
	● Most major supporting details developed with minor details or specific examples	yes	no
	● Essay: Concluding sentence (in concluding paragraph) is present	yes	no
	● Few irrelevant sentences or ideas	yes	no
Coherence and Organization	● Control of cohesive devices (key nouns, pronouns, coordinators, subordinators, and transitions) is evident	yes	no
	● Organizational plan as stated in the main idea is adhered to	yes	no
Language and Conventions	● Most sentences are complete and are clearly expressed	yes	no
	● Most sentences contain a subject and a verb that are conjugated demonstrating some knowledge of subject-verb agreement and appropriate tense	yes	no
	● Control of simple and compound sentences/ Some control of complex sentences	yes	no
	● Few errors in word form that rarely affect meaning	yes	no
	● Control of capitalization and spelling of common words are evident	yes	no
	● Control of punctuation is evident (end-of-sentence punctuation and comma usage are mostly correct)	yes	no
	● Correct essay format is present	yes	no

Effective elements:

- 1.
- 2.
- 3.

Areas needing improvement:

- 1.
- 2.
- 3.

Other Comments: