

No food is allowed in the classroom. Only 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 If you do not attend the first week of classes, you will be withdrawn from the class as a “No-show.” If you are withdrawn as a “No-show,” you will be financially responsible for the class and a final grade of “WN” for the course will appear on your transcript.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 1620C SYLLABUS\* Advanced Reading for Non-native Speakers of English

Session: Fall 2016

CRN: 13581

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

Building-Room: 4-202

Professor: Wendy Wish-Bogue

Office: 5-232 Office telephone: 407-582-1338

E-mail address: [wwishbogue@valenciacollege.edu](mailto: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:** *Reading Explorer 5*; Access code to MyELT for *Reading Explorer 5*; *Oliver Twist*, Oxford Bookworms; a dictionary; standard 8½ x 11 college-ruled paper (for class assignments); a spiral notebook or loose-leaf binder (for class notes); computer and printer access; blue or black ink pens, pencils, and a highlighter pen; a stapler

### Important Room Numbers:

<b>My Mailbox</b> 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 1520C.

**Course Description/Objective:** Students develop ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies.

Competencies: (1) improving English vocabulary, (2) locating key concepts, (3) reading critically, (4) reading for study and enjoyment, and (5) reading a variety of materials, such as texts, periodicals, journals, and electronic materials.

Required lab work is a required component of this course. In order to pass the course, students must earn a grade of ‘C’ or better.

**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 better grade in the course and a passing score (70% or better) on the comprehensive departmental final exam. The final grade will be determined by the following:

Assignments, Quizzes, and Lab Assignments	35%
Reading Tests	40%
Final Exam	25%

## 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

**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](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 on 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 1620C Assignment Name August 29, 2016	
Title Line- write only a title on this 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 **UPPERRIGHTHANDCORNER**
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 **UPPERLEFTHANDCORNER** (if more than one page)
8. be ready to hand in at the beginning of class
9. have all pages in order

**Tests and Quizzes:** Regular reading and vocabulary tests will be given over the semester. There are no makeup tests or quizzes or extensions (unless due to illness or emergency with official documentation or by discretion of the instructor). If you are absent on the day of a test or quiz, that assignment will earn a grade of zero.

**Required Lab:** Lab assignments are required in EAP 1620C and will consist of vocabulary and reading assignments. The assignments will be completed at <https://myelt.heinle.com>. You must complete all of the exercises by the deadlines given to receive full credit. Any lab assignment not completed will earn a grade of zero. Partial credit will be earned for incomplete exercises. There are no make-up assignments or extensions (unless due to illness or emergency with documentation). For registration information, see the documents in the course on Blackboard and see page 5 below.

**Academic Honesty:** 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.

Cheating is copying information from another source or person 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, or a website on the Internet, for example—and submitting it as work that you created. If any work, information, assignments, or tests or quizzes are copied from another student or other source, 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.

### Midterm and Final Exams

The midterm exam and departmental final exam cover the foundational reading skills taught in this course. The departmental final exam is a pass/fail exam; a student must pass the final exam with a score of 70% or better and earn an overall course grade of "C" (70%) or better in order to pass the class. There is one retest for the final exam.

## 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 (phone: 407-582-5454). 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 1620C final exam.....	Thu, Dec 8
Final Examination period.....	Mon, Dec 12-Sun, Dec 18
EAP 1620C final exam retest.....	Tue, Dec 13, 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.

How to register for MyELT  
EAP 1620C Fall 2016  
Course Key: E-3BSYNUGVA6KU6

Registration:

1. Connect to <https://myelt.heinle.com>.
2. Click on Create an Account.
3. Click on Student.
4. **VERY IMPORTANT:** Click on Instructor-led.
5. Enter the Course Key (provided above).
6. Enter the Content Access Code (provided in your *Reading Explorer* textbook).