EAP 1640 - Course Syllabus

Advanced Composition for Non-native Speakers of English

Semester: Fall 2013/CRN#: 14951

Days: Mondays and Wednesdays

Time: 11:30 a.m.-12:45 p.m.

Location: West Campus

Room: 5-114

**Professor**: Mrs. Yogini Dixit-Joshi, MA in English Literature and MA in TESOL

**Office Hours**: I do not have an office on campus. Feel free to email me. I am also willing to stay after class if you have any questions.

**E-mail:** ydixit@mail.valenciacollege.edu (best form of communication)

**\*\*When emailing me, always include the following info in the subject line: name, class, and topic (ex., Yogini Dixit, EAP1640, lab, HW).**

**Pre-requisite**: EAP1560C

**Course Description/Objectives:** 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.

**Competencies**: **Course Competencies:**

1. Develop sentence level skills, (2) Develop multi-paragraph essays based on a prompt, (3) Use technology related to writing

**Valencia College 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 activities in this course will further develop your mastery of the four core competencies.

**Required Texts/Materials:**

1. Grammar and Beyond 4 with Writing Skills Interactive 4
2. Grammar and Beyond 4 Workbook
3. Aplia Instant Access
4. Standard 8½ x 11 college-ruled paper (for writing and class assignments)

**Classroom Policies:**

**Attendance/Participation:**You are expected to attend all class sessions. Regular attendance promotes success in college and influences the grade you receive. Attendance will be taken every day at the beginning of class, and absences will be recorded. After two absences, you will receive an excessive absence warning notice through ATLAS and will need to have a conference with the instructor. After 3 absences, you may be withdrawn by the instructor with no additional notice. **It is your responsibility to find out what you have missed if you are absent. Absence is not an excuse for being under-prepared.**

\*Note: Two tardies will count as one absence.

**Late/Work:**  No late work will be accepted. If you are absent from class, you can email me your assignment before the end of your scheduled class time.

**Academic Honesty:**No form of academic dishonesty will be accepted in the classroom and in the language lab, this includes plagiarism. Students may not either give or take answers from anyone during any assessment. Academic dishonesty will result in a grade of “0” for the work/test involved and lab hours will be nullified.

**Required Lab:** Lab is required in all EAP courses. EAP1640 requires the equivalent of one hour of lab per week. To earn full credit for the lab, you must complete all lab assignments. Any lab(s) not completed will earn a zero and may not be made up. The instructor will give further details about these assignments

**Assignments:** You are required to complete ALL assignments. Homework is not optional and affects your learning and course grade. All assignments are to be completed legibly, neatly, and completely or points may be deducted from any given assignment. Homework is due on the announced date at the beginning of class.

**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).

**Important information:**

**\*As a student of Valencia Community College, you will be assigned an ATLAS account with an email address. Check your ATLAS account at least once a day for updated communications from your professor. Visit the site at-** [**http://atlasvalenciacc.edu**](http://atlasvalenciacc.edu/)

**Atlas Policy:** In order to assure that I am communicating with the actual student in my course (as well as assure that I am compliant with Florida law), I will only respond to emails from a student’s Atlas account. I will delete emails from other sources. (Do not email me through Blackboard as I do not check that email).

**\*Classroom behavior:**

**Use of cell phones, i-pods, etc. is prohibited during class.** Please turn cell phones to vibrate or silent before class begins. Please do not text or check email during class.

**Please be courteous to your instructor and classmates.** If any distracting behavior occurs, the students involved will be asked to leave the classroom and can only return after a conference with the instructor. Students may be withdrawn if asked to leave the classroom on more than one occasion. **If you have a medical condition that requires you to leave the classroom during class, please advise your instructor.**

**Tests & Quizzes:** If you are absent on the day of a test or quiz that test or quiz will earn a grade of zero toward your final grade. There are no makeup tests or quizzes unless due to illness or emergency with documentation.

**Essay Assignments:**

Essays must be arranged in clear paragraphs with a thesis, introduction, supporting details, and a conclusion. Your essays will be graded on the ability to communicate the paper’s thesis, develop the thesis through supporting details, and restate the conclusion. Content, organization, formatting, vocabulary, spelling, grammar, punctuation, and sentence will also be assessed. Essays written in class must be written on standard 8½ x 11 college-ruled paper. Be sure to incorporate the elements that we have studied in class into your essay in order to demonstrate your learning and understanding of the elements of academic writing, sentence structure, and usage.

**Essay Revisions:** Some writing assignments will undergo revisions. You may seek assistance with revisions in the Writing Center, 5-155, for extra credit.

**Important Room numbers: -** Communications Lab & Writing Center 5-155

Tutoring Center 7-240

**Evaluation and Grading: The course grade is based on the following:**

Participation and Attendance 15%

Essays 20%

Homework, Quizzes, and Lab Work 20%

Midterm 20%

Final Exam 25%

TOTAL: 100%

**College-Wide Midterm/Final Exams:** Both the midterm and final are college-wide departmental exams. The midterm exam will be given in the seventh or eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during final exam week. **A minimum average grade of 70% in this course is required in order to pass to the next level.**

**Final Exam and Retest:**

The final writing exam will be given in class during the second to last class meeting. A passing grade of 3 to 5 on the essay is required to pass the course. If a student does not pass the first round of the final exam, the retest will be given in class at the last class meeting.

**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%**

**NOTE:** You must earn a grade of 70% or higher in all the course work in order to pass this course.

**NOTE:** By continuing in this course, you agree to be bound by the policies within this syllabus.

**\*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.**