



Course Syllabus-Advanced Grammar
ESOL 0355 Fall 2014
 Central Campus

**Instructor
 contact
 information**

Carlos Villacis e-mail: vica924@gmail.com **phone: 713-718-6682**

**Office Location
 and Hours**

SJAC119 M-Th 7:45 a.m.-8:45 a.m..or by appointment

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics. Feel free to come by my office anytime during these hours.

**Course
 Location/Times**

ESOL 0355 - 0203
(74581)

Advanced Grammar for Foreign Speakers (Lec/Lab)

Days and Times	Room
Mo 1:30PM-4:50PM	CE-San Jacinto Building Rm 138
We 1:30PM-3:00PM	CE-San Jacinto Building Rm 138
We 3:00PM-4:50PM	CE-San Jacinto Building Rm 289

**Course Semester
 Credit Hours (SCH)
 (lecture, lab) If
 applicable**

Credit Hours	3.00
Lecture Hours	3.00
Laboratory Hours	2.00
External Hours	

Total Course Contact Hours	80.00
Course Length (number of weeks)	16 Weeks
Type of Instruction	Lecture
Course Description:	A continuation of ESOL 0352. This course provides a review of both essential and finer points of the grammatical structural features of formal written English. Emphasis is placed on active production and error analysis of standard English.
Course Prerequisite(s)	A C or better in ESOL 0352, or placement by exam.
Course Student Learning Outcomes (SLO): 4 to 7	<ol style="list-style-type: none"> 1. Review all of the English verb tenses 2. Transform active sentences into passive sentences and vice versa 3. Transform discourse into complex sentences using well-formed noun clauses 4. Combine simple sentences into complex sentences using adverbial clauses
Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	<ol style="list-style-type: none"> 1a. Review simple tenses: present and past; 1b. Review progressive tenses: present, past and future; 1c. Review perfect tenses: present, past and future; 1d. Review combinations of tenses, e.g. past perfect progressive; 1e. Review combined tense forms using modal verbs , e.g. "would have...must have..." etc. 2a. Describe the structure of the passive verb form; 2b. Summarize the conditions in which the passive verb form is preferred; 2c. Transform an active sentence into a passive sentence; 2d. Transform a passive sentence into an active sentence; 3a. Distinguish between direct quotation and indirect quotation; 3b. Transform a sentence using direct quotation into a sentence using indirect quotation, using the sequence of tenses, pronoun transformation and other required changes; 3c. Parse a sentence with an embedded quotation or question, identifying the basic parts of that sentence (subject + predicate); 3d. Transform two simple sentences into a complex sentence using the process of nominalization to turn one sentence into a noun clause in the other. 4a. Distinguish classes of subordinating conjunctions according to function (time, causality, condition, reason, concession, comparison, contrast, etc.); 4b. Transform simple sentences into complex sentences using appropriate subordinating conjunctions; 4c. Review construction of conditional sentences according to their truth conditions (i.e real vs. unreal) and time (i.e. present vs. past);

4d. Distinguish between the meaning of sentences containing "wish" and that of sentences containing "hope"

Instructional Methods Face to Face

Student Assignments **Review all of the English verb tenses**
 No assignments selected for this outcome
Transform active sentences into passive sentences and vice versa
 No assignments selected for this outcome
Transform discourse into complex sentences using well-formed noun clauses
 No assignments selected for this outcome
Combine simple sentences into complex sentences using adverbial clauses
 No assignments selected for this outcome

Student Assessment(s) **Review all of the English verb tenses**
 No assessments selected for this outcome
Transform active sentences into passive sentences and vice versa
 No assessments selected for this outcome
Transform discourse into complex sentences using well-formed noun clauses
 No assessments selected for this outcome
Combine simple sentences into complex sentences using adverbial clauses
 No assessments selected for this outcome

Supplemental Syllabus: I reserve the right to supplement this syllabus at any time during the semester with additional guidelines, rules of conduct, and so forth.

Course Calendar

**ESOL 0355, Advanced Grammar
Fall 2014**

<u>IMPORTANT DATES</u>	
February 10 th February 17th March 10 th -16 th April 7 th May 5 th -11 th May 16 th	Classes begin (Monday) Holiday (President's Day) Spring Break Last Day for Student/Administrative Withdrawals Finals Grades Available
Week 1 2/10 & 12	Course Introduction; Diagnostic Testing Chapters 1 & 2: Present and Past Tenses; Simple and Progressive
Week 2 2/19 (Wed only)	Chapters 3 & 4: Perfect and Perfect Progressive Tenses; Future Tense
Week 3 2/24 & 26	Chapters 5 & 6: Review of Tenses; Subject Verb Agreement; Chapter 17 pp. 368-372 Adverb Clauses of Time Chapters 7 & 8: Nouns & Pronouns
Week 4 3/3 & 5	Test #1 (Chapters 1-8) Chapter 9: Modals, Part 1; Chapter 10 Modals, Part II
Week 5 3/17 & 19	Chapter 11: Passive Voice
Week 6 3/24 & 3.26	Test #2 (Chapters 9-11); Chapter 12: Noun Clauses
Week 7 3//25 & 27	Continue Chapter 12: Noun Clauses Chapter 13: Adjective Clauses
Week 8 3/31 & 4/2	Test #3 (Chapters 12 & 13) Unit 16 Coordinating Conjunctions
Week 9 4/7 & 9	Chapter 17 Adverb Clauses; Chapter 20: Conditional Sentences
Week 10 4/14 & 16	Chapter 20: Conditional Sentences and Wishes; Chapter 19 Connectives
Week 11 4/21 & 23	Continue Chapter 19: Connectives
Week 12 4/8 & 10	Test #4 (Chapters 16,17, 19 & 20) Review for Final
Final Exam	May 5 at 1:00 pm

HCC Grading Scale

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour

AUD (Audit) 0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

For Health Science programs, see the Program/Discipline Requirements section for specific grading requirements.

Instructor Grading Criteria
Exams 70%
Daily Work 5%
Lab 5%
Final Exam 20%

Instructional Materials *Understanding and Using English Grammar* 4th ed. by Betty Azar and Stacy Hagan, 2009, Pearson. **ISBN: 10: 0132333333 13: 978-0132333337**

HCC Policy Statement:

Access Student Services Policies on their Web site: Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Ability Services Office in Room 102 Learning Hub, or call (713) 718-6164 to make necessary arrangements at the beginning of each semester. Your instructor is authorized to provide only the accommodations requested by the office of Ability Support Services.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

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HCC Policy Statement: Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's

Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Policy Statement: Class Attendance

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours (10 hours) of instruction (F-1 students should particularly take note of this so as not to affect your visa status). The ten hours of class time would include any total classes missed or for excessive tardiness (being late twice or, leaving early is counted as an absence). Remember: Class attendance equals class success.

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from it prior to the final date of withdrawal (November 18th, 2010). Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor can "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor

academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact an HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. If you do not withdraw before the deadline, you will receive an F or an IP (see below) as your final grade.

College Grading System:

Students who have completed ESOL 0352 and show that they are ready for the next level (ESOL 0355) with a final average of 70% or higher will receive a letter grade of A, B, or C. Students who are not ready for ESOL 0355 may receive a grade of IP. The IP grade is not a good or bad grade; however, it means "IN PROGRESS" and requires the student to take ESOL 0352 again because the student will benefit from another semester. However, if a student repeats ESOL 0352 after receiving one IP, a letter grade must be given (A, B, C, or F upon completing the course for the second time). An FX is given when students fail for non-attendance.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Make-up Policy: If you must be absent on the day of a test, it is your responsibility to notify the instructor as soon as possible by leaving a message for me at the number or e-mail address listed above. Normally, a make-up exam is done on the day you return to class, but please note that any make-up exam is at the convenience of the teacher. This may mean coming in on a Friday.

HCCS Policy Statement- Minors and Relatives on HCC Property

No children and/or relative is allowed in the classrooms. Children on campus must be accompanied by an adult at all times and are allowed on campus only briefly.