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**Office location and hours: Gulfton Center, by appointment**

**Prerequisites Intensive English Program**

**Southwest College**

**ESOL 0347-0079 – Intermediate Writing for Foreign Speakers**

CRN 46068 -- Summer 2013

Gulfton Center – Room 115 | 08:30AM -11:45AM |Mon. – Fri.

3 hours lecture / 2 hours lab / 80 hours per semester/5 weeks

**Class Dates**: 7/8/2013 – 8/8/2013

**Instructor: Christiane Galvani**

**Instructor Contact Information: e-mail:** christiane.galvani@hccs.edu

  **phone**: 713-718-7750

Learning Website <http://learning.hccs.edu/christiane.galvani.edu.h>ccs

A passing grade in ESOL 0343 or, for incoming students, placement exam cut-offs

**Course Description**

A continuation of ESOL 0343, this course expands writing skills through writing simple, compound and complex sentences. Students broaden their knowledge of paragraph organization and the importance of unity and coherence in the paragraph.

**Course Statement of Purpose**

This course seeks to prepare students for continuation into ESOL 0351 and ultimately for college level academic or workforce study by accomplishing the following objectives:

• Students strengthen their awareness of the basic principles of organization of the single-paragraph composition, focusing especially on the role of the topic sentence, examples, details, and the conclusion.

• Students strengthen their awareness of the nature of the writing process, focusing especially on the areas of effective prewriting, composing, revising, and editing.

• Students strengthen their skills in the basic principles of sentence combination, focusing especially on the role of subordinating and coordinating conjunctions.

**Student Learning Outcomes**

After completing ESOL 0347, Intermediate Composition, students should be able to:

1. Employ the basic mechanics of the basic English composition;

2. Produce a variety of sentences in a composition;

3. Carry out a definite writing process when preparing to draft a composition;

4. Compose and revise a well-organized composition with a minimum of errors.

**Learning Objectives Leading to the Outcomes Above**

1.1 Know the rules for capitalization of first words in sentences, and of proper nouns, including names, cities, countries, etc.

1.2 Know the rules of punctuating basic English sentences, especially the end punctuation, comma rules and rules for using quotation marks;

1.3 Know basic rules for formatting a handwritten composition, including margins, double-spacing, and indentation of paragraphs.

2.1 Identify the types of sentences in a composition;

2.2 Apply sentence-combining rules to produce a variety of compound and complex sentences in a composition.

3.1 Use brainstorming and invention techniques to develop a topic to write about, as well as supporting ideas for that topic;

3.2 Develop a limited topic sentence about that topic;

3.3 Produce an outline which displays the topic sentence, main supporting ideas together with supporting details, and the concluding sentence.

4.1 Draft a paragraph of 11-15 sentences, based on an outline developed during pre-writing;

4.2 Revise the paragraph after input from the teacher and fellow students;

4.3 Carry out proofreading to assure that mechanics of the paper are correct.

**FIVE-WEEK COURSE CALENDAR**

**Week One**

Orientation, introductions, diagnostic writing

Unit 1

**In-Class Paragraph #1**

Unit 2

**Week Two**

Continuation of Unit 2

**In-Class Paragraph #2**

Unit 3

**Week Three**

Continuation of Unit 3

**In-Class Paragraph #3**

Unit 4 or 6

**Midterm Examination: In-Class Paragraph (teacher’s option)**

Midterm Reports

**Week Four**

Continuation of Unit 4 or 6

**In-Class Paragraph # 4**

Unit 5

**Week Five**

Continuation of Unit 5

**In-Class Paragraph #5**

**Final Examination**

**(The instructor may change this calendar if necessary)**

**Instructional Methods**

Lecture

Independent study

Paired work

Writing

Peer review of writing

Small-group discussion

**Student Assignments**

Daily in-class work

Homework

Writing exercises

Weekly journals

Computer Lab

Final examination

**Assessments**

Quizzes and exams

Paragraph writing

Other writing

Midterm examination

**Missed in-class writing, tests, quizzes:** Please do not be absent on writing or testing days. If you are absent, you must ask your instructor for permission to make up what you missed. Missed in-class writing and examinations can be made up only if you can provide what your instructor considers an acceptable reason for having a second chance. If you do not speak with your instructor about this on the day when you return to class, you will not be allowed to make up the work.

**Instructional Materials**

*First Steps in Academic Writing*, 2nd edition, Hogue (Pearson Longman Publishers)

A folder to keep papers in A 3-ring binder, dividers, and lined paper

A computer flash drive

**HCC Policy Statement: Academic Honesty (Dishonesty = Cheating)**

Any form of cheating or copying will result in a grade of 0 for that assignment and possibly recommendation for probation or dismissal from the college system. Cheating includes copying from another student during a test or giving another student answers on a test. Another form of cheating (called plagiarism) is copying from the Internet or another text and presenting it as your work. An additional form of cheating is memorizing text from the Internet or a book and presenting those words as your own on a test or in homework. ALL work has to be written by the student and not copied from another source.

**HCC Policy Statement: Attendance**

According to the HCC Student Handbook, you can be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (including lab as well as lecture). For Intensive English if you exceed a total of 10 hours (12.5%) of absence in any class (including labs), you can be dropped from that class. If you are an F-1 student, this can make you out of status and will cause you visa problems, possibly requiring you to petition for reinstatement. Please email me if you are absent and talk to me on your return to find out the work that you missed.

**Tardiness and in-class time absence**

Classes and tests begin on time. Lateness of ten minutes or more counts as class or lab absence. Three tardies (lateness) = 1 absence. Lateness after break times, leaving early or disappearing during class or lab are also counted as absences. Texting, using social networking sites, or other improper use of technology during class time or lab time are also counted towards your absences (1 warning = 1 tardy).

Class attendance leads to class success.

**HCC Withdrawal Deadline**

To drop a class, you must speak with a counselor or an advisor. The nearest place to see one is in Gulfton Room 117. The last day students may withdraw or be dropped from a class with a grade of W is Monday July 29th before 4:30 p.m. Students who have excessive absences after that date will receive the grades they earn. ***Note: International students will be out of status if they drop or are dropped from their classes and may have to return to their countries. Speak with a counselor or an advisor before dropping classes to make sure you understand the procedures.***

**HCC Policy on Students Repeating a Course for the Third Time**

**Repeating students**:

Grades of IP or F are failing grades; the student will have to repeat the course. A student who fails a class for the second time must receive a grade of F for that class.Students who repeat a course for three or more times will have to pay a higher tuition fee at HCC and other Texas public colleges and universities. *If you are having trouble in class, talk to your teacher and get help from a tutor.* Get other assistance from a counselor before withdrawing or for advice if your grades are not passing. Students should get help so that they will not fail.

**HCC Policy Statement -- ADA**

Services to Students with Disabilities Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office. Please see this website for more information: <http://hccs.edu/student-rights>

**HCC Policy on Sexual Harassment**

Sexual harassment in any form is not tolerated at Houston Community College. It is a violation of HCCS policy for an employee, agent, or student of the college to engage in sexual harassment as defined in the EEOC guidelines (EEO/AA Compliance Handbook 47).See HCCS Student Handbook for more information.

**CLASSROOM BEHAVIOR**

Treat your classmates and teacher with respect. Use English. Make the most of your class time by actively participating in discussions and activities. Do not use your cell phone to text during class. Turn your cell phone to vibrate and keep it in your pocket if you are expecting an emergency call.

**Use of Camera and/or Recording Devices**

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.

**Misuse of Electronic Devices in the Classroom**

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly prohibited. If an instructor **perceives** such use as disruptive and/or inappropriate, the instructor has the right to terminate such use. If the behavior continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the Dean of Student Services. (Please see the Attendance Policy for this class.)

**Disruptive Behavior:** Students who conduct themselves in a manner that significantly interferes with college teaching, research, administration, disciplinary procedures or other authorized college activities (including its public service functions) on the college premises will be subject to disciplinary action.

**Basic Performance Requirements for ESOL 0347**

Students in ESOL 0347 will:

• Write 5 in-class paragraphs of 15-20 sentences, totaling 100-150 words

• Write a midterm paragraph

• Write weekly journals and other writing

• Write a midterm paragraph and a final examination paragraph

**HCC Grading Scale**

90-100% =A 80 – 89% = B 70 – 79% = C Below 70% = IP or F (not passing)

FX = Failure due to excessive absence

**ESOL 0347 Grading Formula**

In-class writing 80%

Quizzes 20%

 100%

**Important Dates and Holidays**

Registration ends; last day to drop/add/swap July 5

Classes begin July 8

Last day to withdraw or be dropped July 29 at 4:30 p.m.

Last day of classes August 6

Final Examination August 7

Grades available to students online August 16