



Course Syllabus Beginning Writing ESOL 0343

**Semester with
Course Reference
Number
(CRN)**

Spring 2012 80241

**Instructor contact
information (phone
number and email
address)**

Elizabeth Coiman-Lopez 713.718.7204 Elizabeth.Coiman-Lopez@hccs.com

**Office Location
and Hours**

FM 120 By Appointment

**Course
Location/Times**

FM 310 Tuesday and Thursday 11:30 am – 2:00 pm

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

Credit Hours: 3
Lecture Hours: 3
Laboratory Hours: 2
External Hours:

**Total Course
Contact Hours**

80.00

**Course Length
(number of weeks)**

16 weeks

Type of Instruction

In person

**Course
Description:**

A course devoted to expanding vocabulary, developing pronunciation skills, and writing simple En

**Course
Prerequisite(s)**

**Academic
Discipline/CTE
Program Learning**

Outcomes

Course Student Learning Outcomes (SLO): 4 to 7

1. Know the basic mechanics of simple English sentences
2. Select the verb forms needed for producing simple sentences with a basic vocabulary
3. Produce a variety of simple, compound and complex sentences
4. Carry out a basic writing process to produce a short, correctly-formatted, meaningful paragraph

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

Know the basic mechanics of simple English sentences
Select the verb forms needed for producing simple sentences with a basic vocabulary
Produce a variety of simple, compound and complex sentences
Carry out a basic writing process to produce a short, correctly-formatted, meaningful paragraph

SCANS and/or Core Curriculum Competencies: If applicable

Core Curriculum Competencies:
No Learning Outcomes Selected

Instructional Methods

Student Assignments

Know the basic mechanics of simple English sentences
No assignments selected for this outcome
Select the verb forms needed for producing simple sentences with a basic vocabulary
No assignments selected for this outcome
Produce a variety of simple, compound and complex sentences
No assignments selected for this outcome
Carry out a basic writing process to produce a short, correctly-formatted, meaningful paragraph
No assignments selected for this outcome

Student Assessment(s)

Instructor's Requirements

Textbook Information

Fundamentals of Academic Writing, Linda Butler (Pearson/Longman)

Lab Requirements

One hour each week will be devoted to work in the computer lab. Students will use *Fundamentals of Academic Writing* by Linda Butler. Pearson, and other materials determined by the instructor for student learning.

Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing) to arrange reasonable accommodations must contact the Disability Services Office. The Disability Services Counselor is Jette Lott – 713-718-7218

Academic Honesty

All Houston Community College System students are required to exercise academic honesty.

all tests and assignments. Penalties for academic dishonesty (cheating on a test, plagiarizing an assignment, etc.) may include, but are not limited to a reduced grade or a "0" on that test in the course, or an "F" in that course.

Attendance and Withdrawal Policies

According to the HCC Student Handbook, you can be dropped from this class if you have absences of the total hours of instruction. For this class, you can be dropped after 5 days. You are considered Tardy if you come to class after the class has begun. If you are tardy an absence.

NOTICE: Students who repeat a course three or more times may soon face significant tuition at HCC and other Texas public colleges and universities. If you are considering course work you are not earning passing grades, confer with your instructor/counselor as early as possible. Study habits, reading and writing homework, test-taking skills, attendance, course participation opportunities for tutoring or other assistance that might be available.

Grading Policy

| | | | |
|-------------------------------|------------|--------------------------|---|
| In-class compositions | 70% | Grading Scale for | |
| Journals | 5% | 90-100% | A |
| Homework, Quizzes, Dictations | 5% | 80-89% | B |
| Lab | 5% | 70-79% | C |
| Final | <u>15%</u> | 0-69% | |
| | 100 | | |

Make-up policy

It is the responsibility of the student to make-up any assignments missed during his/her examinations will be given only if there is a documented reason for missing the examination.

Program/Discipline Requirements: If applicable

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 |
| FX (Failure due to non-attendance) | 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 (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to

deadline may either be dropped by their professor for excessive absences or be assigned the final end of the semester. Students who stop attending classes will receive a grade of "FX", compared to "F" which is due to poor performance. Logging into a DE course without active participation is seen. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, progress, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours. The grades "IP," "COM" and "I" do not affect GPA.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabus.

Instructor Grading Criteria

Instructional Materials

HCC Policy Statement:

**Access Student
Services Policies
on their Web site:** <http://hccs.edu/student-rights>

**EGLS3 --
Evaluation for
Greater Learning
Student Survey
System** At Houston Community College, professors believe that thoughtful student feedback is necessary for research-based questions related to instruction. The anonymous results of the survey will be made available to the Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

**Access DE
Policies on their
Web site:** http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

**Access CE
Policies on their
Web site:** <http://hccs.edu/CE-student-guidelines>

10.