

## Intensive English Program ESL/Intensive English Department

https://[www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/intensive-](http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/intensive-) english-esl/

# ESOL 0355: Advanced Grammar for Foreign Speakers| Lecture | #10586

Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)

In-Person & Online\* | CE J.B. Whitely Rm. 220 | MW 8:00 am-10:50am

3 Hours Lecture/2 Hours Lab | 80 hours per semester

\*Students will have virtual meetings on Mondays (or Wednesdays) as determined by their instructor until March 22. This is the present plan!

## Instructor Contact Information

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| --- | --- | --- |
| Instructor: Elizabeth (Liza) Daily | Office Phone: | 713-718-6000 |
| Office: Online | Office Hours: | Online after class and by appt. |
| HCC Email: Elizabeth.daily@hccs.edu | Office Location: | Online |

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### Instructor’s Preferred Method of Contact

Please contact me at [Elizabeth.daily@hccs.edu](mailto:Elizabeth.daily@hccs.edu), preferably through the Canvas inbox.I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

## What’s Exciting About This Course

This course provides a review of both essential and finer points of the grammatical structural features of standard communicative English. Emphasis is placed on active production and error analysis of standard English.

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## My Personal Welcome

Welcome to ESOL 0355 - Advanced Grammar for Foreign Speakers. The best way to really discuss issues is in person and I’m available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of grammar and how to revise simple sentences into more complex ones using a variety of grammatical structures. So please visit me or contact me by email whenever you have a question.

## Prerequisites and/or Co-Requisites

A passing grade in ESOL 0352 or, for incoming students, placement exam cut-offs

## Canvas Learning Management System

This section of ESOL 0355 will use Canvas ([https://eagleonline.hccs.edu](https://eagleonline.hccs.edu/)) to supplement in- class assignments, exams, and activities. Click or tap here to enter text.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS THE INTERNET BROWSER**.

### Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

# Instructional Materials

# Textbook Information

The textbook listed below is ***required*** for this course.

***"Understanding & using English Grammar"*** with MyEnglishLab access code inside 5th Edition by Betty Azar & Stacey Hagden (Pearson). ISBN-13: 978-0-13-399459-9

The book is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](https://hccs.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19561&catalogId=10001&langId=-1). Order your book here: Hccs.bncollege.com

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**Other Instructional Resources**

**Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring](http://www.hccs.edu/resources-for/current-students/tutoring/) [Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer- assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

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.

## Core Curriculum Objectives (CCOs)

After taking ESOL 0355, the student should:

1. Discriminate between the use of past, past progressive, past perfect, and past perfect progressive.
2. Use modal auxiliaries in present, past, progressive and passive.
3. Identify and use causative verbs.
4. Identify and use participles, gerunds, and infinitives.
5. Express complex relationship through the appropriate use of adjective, noun and adverb clauses
6. Construct sentences using coordination, subordination and transitions.
7. Correct use of direct and indirect speech.

## Program Student Learning Outcomes (PSLOs)

After completing the Intensive English program, the student will:

1. Produce an oral presentation exhibiting level-appropriate pronunciation and fluency
2. Demonstrate comprehension of a level-appropriate listening passage.
3. Transform simple sentences into complex ones using a variety of grammatical structures appropriate to the level
4. Compose a composition that is appropriate to the level in terms of fluency, organization, and grammatical accuracy;
5. Read and summarize a level-appropriate text.

## Course Student Learning Outcomes (CSLOs)

After completing ESOL 0355, Advanced Grammar, students should be able to:

1. Demonstrate a working knowledge of all of the English verb tenses;

2. Demonstrate a working knowledge of past modal auxiliary verbs;

3. Demonstrate a working knowledge of participial adjectives;

4. Demonstrate a working knowledge of conditional mood;

5. Demonstrate the ability to choose from the array of simple, compound, or complex sentence structure in order to effectively express information within contextualized discourse;

6. Demonstrate effective self-monitoring, proofreading and editing techniques and application of grammar to improve communication skills.

## Learning Objectives

Students will:

1.1 Demonstrate a working knowledge of simple tenses: present, past and future;

1.2 Demonstrate a working knowledge of progressive tenses: present, past and future;

1.3 Demonstrate a working knowledge of perfect tenses: present, past and future;

1.4 Demonstrate a working knowledge of the perfect progressive tenses;

1.5 Demonstrate a working knowledge of modal verbs in present, future and past, progressive, and passive as well as active.

2.1 Demonstrate an understanding of the meanings of sentences containing past modals;

2.2 Demonstrate the ability to appropriately use modals in present, past, progressive, future, and passive.

3.1 Demonstrate an understanding of the differences in meaning between present and past participial adjectives;

3.2 Demonstrate the ability to appropriately use both present and past participial adjectives.

4.1 Demonstrate an understanding of the differences in meaning between hypothetical, unreal, and unreal past conditionals, including the difference in meaning between *wish* and *hope*;

4.2 Demonstrate the ability to appropriately choose hypothetical, unreal, and unreal past conditionals for particular situations;

4.3 Demonstrate the ability to appropriately use subjunctive verb forms following particular verbs.

5.1 Accurately distinguish classes of subordinating conjunctions and transition expressions according to function (time, causality, condition, reason, concession, comparison, contrast, etc.);

5.2 Demonstrate the ability to express the relationship between pieces of information in complex sentences using appropriate subordinating conjunctions, correctly punctuated;

5.3 Demonstrate the ability to express the relationship between pieces of information in compound sentences using appropriate transition expressions, correctly punctuated.

6.1 Demonstrate an awareness of one’s own most common weaknesses in English grammar, sentence structure, and punctuation.

6.2 Demonstrate the accumulation of a repertoire of strategies for proofing one’s own writing, in order to identify some of those errors, some of the time;

6.3 Demonstrate the ability to correct some of those errors, some of the time.

# Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be derived
* Facilitate an effective learning environment through learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the textbook
* Complete the required assignments and exams
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Attain a raw score of at least 50% on the departmental final exam

Be aware of and comply with academic honesty policies in the HCCS Student Handbook

# Assignments, Exams, and Activities

## Exams

Students will take a minimum of four (4) chapter exams, based on the required chapters of their textbook which they will study during the semester. Each test will combine multiple-choice questions with questions which require students to produce grammatically correct English.

If the exams are on Canvas, students will be advised regarding the availability, time limit, and attempts. HCC does not provide students with Scantron forms. They are sold in campus bookstores.

## In-Class Activities

**T**he teacher will include classroom activities, such as discussions and role playing, to reinforce the teaching of grammatical structures in class.

## Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 100 multiple- choice questions covering all major grammar points taught during the semester. Students will also answer questions designed to elicit production of grammatically correct English.

Students must provide their own Scantron forms (FORM NUMBER 882-E-LOVAS).

Students who are absent from the final exam without discussing their absence with the instructor in advance or within 24 hours afterward may receive a course grade of Incomplete. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F.

## Grading Formula

**T**he total grade for the course will be based on the following percentage breakdown.

Chapter Tests 30%

Quizzes 25%

Homework 20%

Participation/Discussions 05%

Final Exam 20%

Total 100%

|  |  |
| --- | --- |
| **Grade** | **Total Points** |
| A | 90+ |
| B | 80-89 |
| C | 70-79 |
| F/IP | <69 |

### Incomplete Policy:

In order to receive a grade of Incomplete (“I”), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

**HCC Grading Scale can be found on this site under Academic Information:** [**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

**Course Calendar**

|  |  |  |
| --- | --- | --- |
| **Week** | **Dates** | **Topic / Assignments Due** |
| 1 | Jan. 20 | Introductions and orientation  Chapter 1 |
| 2 | Jan. 25 & 27 | Chapters 2 & 3 |
| 3 | Feb. 1 & 3 | Students must have textbooks and MEL code this week  Chapters 3 & 4 |
| 4 | Feb. 8 & 10 | **Test #1 over Chapters 1-4**  Chapter 5  Begin Chapter 6 |
| 5 | Feb. 15 & 17 | Chapters 6 & 7 |
| 6 | Feb. 22 & 24 | Chapters 7 & 8 |
| 7 | Mar. 1 & 3 | **Text #2 over Chapters 6, 7, and 8**  Chapter 9 |
| 8 | Mar. 8 & 10 | Chapter 10 |
| 9 | Mar. 22 & 24 | **Text #3 over Chapters 9 & 10**  Chapter 11 |
| 10 | Mar. 29 & 31 | Chapter 12 |
| 11 | Apr. 5 & 7 | Chapter 13  **Text #4 over Chapters 11, 12, and 13** |
| 12 | Apr. 12 & 14 | Chapter 14 |
| 13 | Apr. 19 & 21 | Chapter 15  Chapter 20 |
| 14 | Apr. 26 & 28 | Chapter 20  **Test #5 over Chapters 14, 15, and 20** |
| 15 | May 3 & 5 | Review for final examination |
| 16 | May 10 | **Final Examination** |

**Important Dates and Holidays (Spring 2021)**

Classes Begin January19

Official Day of Record February 1

Last Day for Refund February 10

President’s Day February 15

Spring Break March 15-21

Last Day for Administrative/Student Withdrawals April 6

Last day of Instruction (for ESOL) May 6

Semester ends May 16

**Syllabus Modifications**

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

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# Instructor’s Practices and Procedures

## Missed Assignments

**Missed tests or quizzes:** Please do not be absent on testing days. If you are absent, you must ask your instructor for permission to make up what you missed. Missed examinations or quizzes 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.

Documentation of an emergency is necessary to make up a quiz or other graded assignment; however, there is no make up of online work once the deadline has passed. A make-up exam is not a retake. That is, make-up exams are allowed only for missed exams.

## Academic Integrity

**Dishonesty HCC Policy Statement: Academic**

Any form of copying, cheating, or plagiarism will result in a grade of 0 for the assignment. The instructor will decide whether to permit you to make up the work, and under what circumstances it might be made up. If you are charged with academic dishonesty, pleading ignorance of the rules will not help you. Penalties and/or disciplinary proceedings may be initiated by HCC officials against a student who is 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 means 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 HCCS Student Handbook for further information.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

[http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/) [procedures/](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

## Attendance Procedures

**HCC Policy Statement: Attendance**

All students who have not attended by the Official Day of Record (February 1) will be dropped or withdrawn from the class for non-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 (lab as well as lecture). For Intensive English if you exceed a total of 10 hours (12.5%) of absence in any class (= 4 full days of any class, including labs), you can be dropped from that class. If you are an F1 student, this can make you out of status and will cause you visa problems, possibly requiring you to petition for reinstatement. If you are absent, it is your responsibility to contact your instructor to find out what you have missed and whether it is possible to make up the work. If you do not take this responsibility, you risk receiving grades of zero and not being allowed to make up the work. No absences are excused. Class attendance leads to class success.

\*In this class, the current plan is for half the class to meet virtually on Mondays (or Wednesdays) for the first eight weeks of the semester. Beginning the week of March 22, students will meet in person at the Central Campus – San Jacinto Building on Mondays (or Wednesdays). The other portion of the class will continue to be completed online.

**Tardiness and in-class time absence**

Classes and tests begin on time. Lateness of ten minutes or more counts as a one-hour class or lab absence. You can enter the classroom, but you will be counted absent. Lateness after break times, leaving early or disappearing for more than ten minutes during class or lab are also counted as absences. Texting, using social networking sites, or other improper use of electronic devices during class time or lab time is also counted toward your absences. Your instructor will inform you of his/her class policy regarding this misuse: you may be required to leave the classroom and be counted absent, or you may instead be given one tardy.

**HCC Withdrawal Deadline**

To drop a class, you must speak with a counselor or an advisor. The last day students may withdraw or be dropped from a class with a grade of W is April 6 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.***

## Student Conduct

Treat your classmates and teacher with respect. Use English. Make the most of your class time by actively participating in discussions and activities. ***Turn off your cell phone, and put it away during class. Do not charge your cell phone during class. If you are expecting an emergency call, ask your instructor’s permission to leave your cell phone on vibrate. Students may be required to put aside their cell phones during quizzes and other evaluations.*** Students may, however, be required to use their cell phone during certain class activities.

**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. Any student who behaves in this way may be required by the instructor to leave the classroom and be counted absent for the rest of that class period.

## Instructor’s Course-Specific Information (As Needed)

Students are expected to attend class and to bring their textbooks with them. ***If students purchase a used textbook, they need to erase or white out all of the answers in it by the end of the second week of class. They are also still responsible for purchasing the MEL access code.***

## Electronic Devices

**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 Service Policy for this class. (Please see the Attendance Policy.)**

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# HCC Policies

Here’s the link to the HCC Student Handbook [http://www.hccs.edu/resources-for/current-](http://www.hccs.edu/resources-for/current-students/student-handbook/) [students/student-handbook/](http://www.hccs.edu/resources-for/current-students/student-handbook/) In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

**Campus Carry Link** Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and

parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity 3100 Main

(713) 718-8271

Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) <http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

[https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-](https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/) [complaints/speak-with-the-dean-of-students/](https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/)

## Department Chair Contact Information

Kevin Clement, [kevin.clement@hccs.edu,](mailto:kevin.clement@hccs.edu) 713.718.7201

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