



Course Syllabus
Advanced-Intermediate Grammar
ESOL 0352

Semester with Course Reference Number (CRN)	Summer 1 2017 CRN: (10317)
Instructor contact information (phone number and email address)	Mr. Jeffrey Kamm jeffrey.kamm@hccs.edu 713-718-6692
Office Location and Hours	SJAC 119 Monday, Tuesday, Wednesday, and Thursday 3:30 p.m. – 4:30 p.m.
Course Location/Times	Monday, Wednesday, & Friday 9:00 a.m. – 12:15 p.m. SJAC 172 Tuesday and Thursday 9:00 a.m. – 10:45 a.m. SJAC 172 Tuesday and Thursday 10:45 a.m. – 12:15 p.m. SJAC 230
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
Continuing Education Units (CEU): if applicable	
Course Length (number of weeks)	5 weeks
Type of	lecture

Instruction

Course Description: This course provides a review of essential grammatical and structural features while introducing their finer points. Emphasis is placed on compound and complex sentence structures and is designed to lead students toward active mastery of the patterns and principles of formal written English.

Course Prerequisite(s) A C or better in Continuing Education ESL Level 2, or placement by ACCUPLACER ESL exam.

Academic Discipline/CTE Program Learning Outcomes

Course Student Learning Outcomes (SLO): 4 to 7

1. Use major verb tenses and verbal noun forms in appropriate contexts.
2. Use all major modal auxiliaries in appropriate contexts
3. Use all forms of personal pronouns in appropriate contexts
4. Combine simple sentences into compound and complex sentences.

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

- 1.1 Demonstrate the ability to use simple present and simple past tenses in appropriate contexts;
- 1.2 Demonstrate the ability to use present and past perfect tenses and their corresponding progressive forms in appropriate contexts;
- 1.3 Demonstrate the ability to use both major forms of future-time verbs (*will* and *be going to*) in appropriate contexts;
- 2.1 Demonstrate the ability to appropriately use modal auxiliaries in context of present time;
- 2.2 Demonstrate the ability to appropriately use modal auxiliaries in context of future time.
- 3.1 Demonstrate the ability to appropriately use count and noncount nouns and their corresponding modifiers;
- 3.2 Demonstrate the ability to appropriately use all subjective, objective, reflexive and possessive pronouns, including the closely related possessive adjectives and the various forms of *other*.
- 4.1 Appropriately combine simple sentences into compound sentences using coordinating conjunctions;
- 4.2 Appropriately combine simple sentences into complex sentences using combination rules for relative clauses;
- 4.3 Appropriately combine simple sentences into complex sentences using contextually appropriate subordinating conjunctions;
- 4.4 Appropriately combine simple sentences into complex sentences using combination rules for noun clauses;
- 4.5 Appropriately create complex sentences by using quoted and reported speech.
- 5.1 Correctly identify the structure of gerunds and infinitives;
- 5.2 Appropriately use a gerund or infinitive to complete a sentence, based on the grammatical context of the sentence;
- 5.3 Appropriately use a phrasal verb to complete a sentence, based on the

discourse context.
 5.4 Demonstrate comprehension and appropriate use of the distinction

**SCANS and/or
 Core
 Curriculum
 Competencies:
 If applicable**

Core Curriculum Competencies:
 Not applicable

**Instructional
 Methods**

Listening activities to hear the grammar in spoken English
 Writing whose purpose is to use the grammar
 Activities for spoken practice of grammar
 In lab, interactive computer-based grammar activities
 Error correction exercises
 Discovering or recalling the grammar from example sentences
 Exercises in the textbook or on handouts
 Lectures
 Memory work

**Student
 Assignments**

Grammar textbook information and exercises
 Reading passages that contain the grammar under consideration
 Writing assignments that necessitate application of the grammar
 Online work

**Student
 Assessment(s)**

Announced or unannounced quizzes
 4 major examinations
 Final Examination

**Instructor's
 Requirements**

(This calendar may change to meet the needs of the class.)

Important Dates:		
June 5		Classes begin
June 8		Official Day of Record
June 26		Last day for administrative/student withdrawals – 4:30 p.m.
July 3		Last day of classroom instruction
July 4		Independence Day Holiday
July 6		Final Exam (9:00 a.m. – 11:00 a.m.)

Week 1	6/5	Introductions; Chapter 3 Future Time p. 65-80
	6/6	Chapter 2 Past Time p. 43-54
	6/7	Chapter 4 Present Perfect & Past Perfect p. 81-110
110	6/8	Chapter 4 Present Perfect & Past Perfect p. 81-110
	6/9	Chapter 7 Modal Auxiliaries p. 178-207 Practice Test #1

Week 2	6/12	Chapter 5 Asking Questions p. 111-145
	6/13	Test #1
	6/14	Chapter 5 Asking Questions p. 111-145
	6/15	Chapter 10 Passive Voice p. 258-289
	6/16	Chapter 10 Passive Voice p. 258-289
		Chapter 6 Nouns and Pronouns p. 157-177
Week 3	6/19	Chapter 13 Gerunds and Infinitives p. 342-369
		Practice Test #2
	6/20	Chapter 14 Noun Clauses p. 370-394
	6/21	Test #2
		Chapter 14 Noun Clauses p. 370-394
	6/22	Practice Test #3
		Using <i>If</i> and <i>Wish</i> (Teacher will provide
handouts)		
	6/23	Using <i>If</i> and <i>Wish</i> (Teacher will provide
handouts)		
Week 4	6/26	Test #3
		Using <i>If</i> and <i>Wish</i> (Teacher will provide
handouts)		
	6/27	Chapter 12 Adjective Clauses p. 321-341
	6/28	Chapter 12 Adjective Clauses p. 321-341
	6/29	Chapter 12 Adjective Clauses p. 321-341
		Practice Test #4
	6/30	Chapter 9 Comparisons p. 229-257
Week 5	7/3	Test #4
		Chapter 8 Connecting Ideas p. 208-228
	7/4	July 4th Holiday (No HCCS classes)
	7/5	No grammar class (Conversation Final
Exam Day)		
	7/6	Final Exam for grammar (9:00 a.m. – 11:00
a.m.)		

Instructional Materials

HCC Policy Statement – ADA: Services to Students with Disabilities

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.

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 (**June 26, 2017**). 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 FX 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). A grade of FX will be assigned to any student who either stops attending after June 27 or who has excessive absences after June 27.

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.

Minor Children or Relatives at HCCS

Minor children (anyone less than 18 years old) **must** be accompanied by a parent or guardian at all times when on any HCCS campus. Minor children may be on the campus only briefly. **No minor children or relatives are permitted in any HCCS classroom or lab.** It is your responsibility to make arrangements for child care in the event that your child is sick or there is some other emergency involving your child and his/her child care arrangements.

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

Classroom Policies

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

To this end **All** cell phones, pagers, iPods, or any other electronic devices that may cause a distraction in class **must** be turned off. *No laptops are permitted to be used during class.* You may use an electronic dictionary (stand alone) with the sound turned off. You are not permitted to leave class to answer or return calls unless an absolute emergency; doing so will be counted as a tardy. If a student is using a cell phone at any time during the class period, I will remind the student about the policy. **once.** After that, I will ask the student to leave class and mark him or her absent.

Students are expected to arrive to class on time with ALL THEIR MATERIALS INCLUDING THE TEXT BOOKS. Returning late from a break or leaving class early counts as being tardy. Being tardy twice will equal one absence (whether ten minutes or one hour). If you miss 10 hours of class, you can be dropped without notification and will, therefore, be out of compliance if you are an F-1 student. If a student misses a class, it is his or her responsibility to see the instructor about the work that was missed.

Course Work

The course calendar lists all of the assignments that will be done. While doing all the homework attending class is not a complete guarantee of success, it is certainly true that not doing it is a guarantee of failure.

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.

Grading

Your instructor will give grammar exams which you can use to determine how successful you are at achieving the course learning outcomes outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

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.

Sexual harassment policy

HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oit@hccs.edu.

HCC Policy on Pregnancy

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understand and conform to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log into www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

HCC Grading

A = 100- 90

4 points per semester hour

Scale	B = 89 - 80:	3 points per semester hour
	C = 79 - 70:	2 points per semester hour

69 and below = IP	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	Unit tests	70%
	Homework/Quizzes/Lab	5%
	Class participation/Attendance	5%
	Final Exam	20%

Instructional Materials *Fundamentals of English Grammar* 4th edition, by Betty Schramper Azar, Pearson/Longman, 2011.
You must buy this book in the HCCS bookstore in order to be able to do the lab exercises.

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 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.

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>