HCC | HOUSTON COMMUNITY COLLEGE

Division of College Readiness
ESOL / Intensive English Program
https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/intensive-english-esl/

ESOL 0370: English for Speakers of Other Languages
Course for ENGL 1301 | Lecture | 14101
Summer 2021 | (6.7. 2021-7.11.2021)
Online on a schedule l M-F 4:00-5:45
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Office:	Central, SJAC 119	Office Hours:	M-Fr 1-2 pm
HCC Email:	jill.lynch@hccs.edu	Office Location:	WEBEX

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 your concerns or just to discuss course topics.

Instructor's Preferred Method of Contact
Email is the best way to reach me. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings. I am also available to chat before and after our online class meetings. Voicemails left on my office phone will be forwarded to my email inbox, so do not hesitate to leave a message if you prefer that to sending an email. If you would like to meet at a time outside my office hours, send me a private message during class. We can arrange a time to meet after class.

What's Exciting About This Course

The Intensive English Program provides effective learning communities for non-native English speakers to acquire language, critical thinking, and cross-cultural skills. We provide them with the necessary tools for academic, workplace, and personal success.

Personal Welcome

Welcome! I look forward to our time together this semester. I hope to share my passion for reading and writing with you. I also look forward to learning from you. Please refer to my Welcome letter for more information about this course.

Prerequisites and/or Co-Requisites

For non-native English speakers only: must qualify to take ESOL 0370. (Note: ESOL 0370 is a corequisite course with ENGL 1301. When you enroll in ESOL 0370, you will also be co-enrolled in ENGL 1301. You must take both courses together). Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Learning Management System

This section of ESOL 0370 will use Eagle Online Canvas and/or the Learning Web for all assignments, exams, and activities. <<INSERT HERE: Include more specific information about how you expect students to use Eagle Online Canvas or the Learning Web here.>> Example: Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the course on Canvas, it is recommended that you use FIREFOX or CHROME.

This semester, there are three modalities for ESOL courses: *online Anytime* (WW), *online on A Schedule* (WS)*,* and *Lab-Based* (HL).

HL - This class is a *Lab-Based* course.

Faculty will hold class on-campus in the Laboratory/Studio as per the assigned schedule, and students will attend in person each class period.

Attendance will be taken each class period.

WS - The course modality of this class is *online on A Schedule*.

Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online.

Attendance will be taken each class period.

WW - The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments.

This section of ESOL 0370 will use Eagle Online Canvas for instruction. Each week, we will meet online to discuss the readings and assignments designed to help you become stronger writers. In addition to our meeting online, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the courseon Canvas, it is recommended that you use FIREFOX or CHROME.

HCC Online Information and Policies
http://www.hccs.edu/online/

Scoring Rubrics, Sample Assignments, Other Resources
Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

Instructional Materials

Course Reader Information

Course materials are the same as the materials in ENGL 1301. Please refer to theinformation on Canvas or in your ENGL 1301 syllabus.

Other Instructional Resources

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in online and in-person environments. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services 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.

Supplemental 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 for ESOL 0370

ESOL 0370 is a corequisite course in support of ENGL 1301, which is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

Core Curriculum Objectives (CCOs) for all Courses

ESOL 0370 is a support course paired with ENGL 1301, which satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee and the ESOL Discipline Committee have specified that ENGL 1301 and ESOL 0370 address the following core objectives:
- *Critical Thinking*: Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.

- ***Communication***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- ***Personal Responsibility***: Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
- ***Teamwork***: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:
https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/

Course Student Learning Outcomes (CSLOs) for ESOL 0370

Upon successful completion of ESOL 0370, the student will be able to:
- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

Student Success in ESOL 0370

As with any three-hour course, expect to spend *at least six hours per week* outside of class reading and studying the material during the course of a regular 15-week semester. Because this course is condensed, you can expect to spend at least <u>double this amount.</u> I will provide assignments to help you use the time you spend working outside of class wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. 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 your 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 calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to**:**
- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem

- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the HCCS Student Handbook

Assignments

Assignments and In-class Activities

The assignments for your course which will relate directly to ENGL 1301. We will follow thesame schedule as ENGL 1301 in terms of topics and major assignments. In ESOL 0370 we will spend extra time reviewing the material and we will work on activities that support theassignments in ENGL 1301. All assignments will be discussed when we meet online and willbe clearly marked and explained in Canvas.

Major graded assignments include: the Tutorials from They Say, I Say; journal writing; as-needed grammar and writing mechanics practice activities; and active in-class participation on pre-writing, editing, and peer review activities.

Please note: You'll need to access the tutorials from the ENGL 1301 Canvas page. That's the link that connects your work, my gradebook, and Canvas.

In-Class and Canvas-Related Activities

We will be meeting online. Your learning depends on active participation. We will sometimes be working in a whole-group format, e.g., to discuss assignments, major concepts, etc. And we will often break away into "breakout rooms" online. In these groups, you will work collaboratively with your classmates. For example, you may be discussing readings, brainstorming ideas for a paper, working on practice activities, or doing peer review of each other's writing. Please log on ready to participate. This means that you should have read any assigned readings and complete any homework. Time spent collaborating with your peers WILL help you write stronger essays. In addition, it will probably save you time because you'll have the opportunity to share ideas, brainstorm, and get feedback.

Please note: You will be expected to be able, at the minimum, to contribute to class discussions with a microphone. Participation only via chat is not an acceptable substitution because of the time lag. It is difficult to conduct a conversation via chat. If you need assistance with technology, please contact the HCC Help Desk. They are very helpful. You will find more information below on expectations for class participation.

Grading Formula

Please refer to Canvas for detailed assignment and grading information.

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

Course Calendar

The ESOL course calendar will follow the topics, themes, and activities as the ENGL 1301 course. Please refer to the ENGL 1301 course calendar and follow the Learning Path available on the Canvas Modules Page. Refer to class agendas for information about each class session and assignment information and due dates.

Important Dates:
June 7: Classes begin
June 10: Day of Record
June 11: Last day for a 70% refund
June 14: Last day for a 25% refund
June 28: Last day to withdraw
July 4: Independence Day. No classes
July 11: 1st Five-Week Session ends

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.

Instructor's Policies

Academic Integrity

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-procedures/

Attendance Procedure

Classes meet online on Monday thru Friday. You are expected to attend unless you are ill, have a family or personal emergency, or are experiencing technical difficulties. These are challenging times and I simply expect you to do your best. Do not stress if you are unable attend or log on during a session. You will be able to review the recording. You will be expected to review the recording and complete any missed work from the session.

Student Conduct

We will be sharing time and energy with each other over the next few months. Please be kind and respectful. Please be patient with each other's technical difficulties. Please contribute to your classmates' learning just as they are expected to contribute to yours.

Class Participation Expectations

I expect everyone to actively participate during class meetings. Turn on the camera the majority of the class meeting. You can use a filter so that no one sees if your little sister or your roommate comes walking into view. If you are unsure how to use a filter, I will show everyone on the first day.

Use your microphone to ask questions and contribute to class discussions. If you have had problems with your mic or camera in the past, please call the HCC technology help desk. They are very helpful and can resolve your problems.

You don't need to have the camera on all the time, e.g., when I am showing a PPT or presenting a mini-lecture, you can turn the camera off. If someone rings the doorbell and you have to go sign for a package, you can turn the camera off. **However, during discussions, break out room work, and any small group presentations to the whole class, turning on your camera and mic is heartily recommended and is part of the course participation grade. The chat function is slow and tedious. Thus, you will absolutely need to have your system configured to be able to use the camera and the mic.**

Each class session will have participation grades. If you use the camera and participate to class discussions with your mic, you'll receive full credit. If your camera is turned off but you use the mic to participate in class discussions, you'll receive half credit. If your camera is off, you use chat only, or you don't respond to a question when called on, your participation score will be zero for the day.

Technology Recommendations

I urge you to sign on with a tablet, computer, or laptop. Relying on your phone is NOT, DEFINITELY NOT recommended. We will be reading things online. We will be editing work online. We will be doing brainstorming activities online. We will be clicking on different pages to access needed materials. It is very difficult to do all of this on the phone.

In addition, you need a way to talk and to turn your video camera on for discussions and any small-group presentations.

HCC Policies

Here's the link to the HCC 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

- Ability 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

EGLS[3]

The EGLS[3] ([Evaluation for Greater Learning Student Survey System](#)) 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. EGLS[3] surveys are only available for the Fall and Spring semesters. EGLS[3] surveys are not offered during the Summer semester due to logistical constraints.

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](#) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

http://www.hccs.edu/departments/institutional-equity/

Ability Services
https://www.hccs.edu/support-services/ability-services/

Title IX
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of 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
Professor Kevin Clement, kevin.clement@hccs.edu, 713-718-7201