



## **Intensive English Program Southwest College**

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### **ESOL 0355 – Advanced Grammar for Foreign Speakers**

CRN 79653 – Spring 2014

West Loop Center – Room 175 | 8:00 – 10:30 a.m. | Tue./Thur.

3 hours lecture / 2 hours lab / 80 hours per semester/16 weeks

**Class Dates:** 1/13/2014 – 5/11/2014

**Instructor: Katherine Chirinos**

**Instructor Contact Information:** e-mail: [katherine.chirinos@hccs.edu](mailto:katherine.chirinos@hccs.edu)

phone: 713-718-7750

Learning Website <http://learning.hccs.edu/faculty/katherine.chirinos>

Eagle Online Information: <https://eo2.hccs.edu/login/index.php>

### **Office location and hours: Gulfton Center or West Loop, by appointment**

Please come to see me if you have any questions or concerns. It's better to ask questions before you have problems with tests or homework. Contact me if you have been absent to arrange a time to hand in the homework and to discuss what you missed.

### **Prerequisites**

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

### **Course Description**

A continuation of ESOL 0352, 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.

### **Course Statement of Purpose**

This course seeks to prepare students for college-level academic or workforce study by accomplishing the following objectives:

- Students continue the study of grammatical structures required for quality oral and written academic communication.
- Students build on the syntactic knowledge that they have gained in previous study of English grammar, while being introduced to more advanced structures as well as the finer nuances involving tense and aspect of English verbs.
- Students strengthen their abilities to produce the new grammatical structures in a variety of communicative contexts.

### **Student Learning Outcomes**

After completing this course, 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 Leading to the Outcomes Above**

- 1.1 Demonstrate a working knowledge of simple tenses: present and past;
- 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.

### **16-WEEK COURSE CALENDAR**

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

#### **Week One**

Introductions, orientation, diagnostic work  
 Chapters 1-2

#### **Week Two**

Chapters 3-5

#### **Week Three**

Continuation of Chapters 3-5

#### **Week Four**

**Test #1 over Chapters 1-5**  
 Chapter 9

**Week Five**

Chapter 10  
Chapter 11

**Week Six**

Continuation of Chapter 11

**Week Seven**

**Test #2 over Chapters 9, 10 and 11**

Chapter 14

**Week Eight**

Chapter 15

**Midterm Examination**

Midterm reports

**Week Nine**

Chapter 20

**Week Ten**

Chapter 12

**Week Eleven**

Chapter 13

**Test #3 over Chapters 20,12 and 13**

**Week Twelve**

Chapter 18

**Week Thirteen**

Chapter 7

**Week Fourteen**

Chapters 8

**Week Fifteen**

**Test #4 over Chapters 7, 8 and 18**

Review for final examination

**Week Sixteen**

**Final Examination**

**Instructional Methods**

Readings with a grammar focus

Listening activities to hear the grammar in spoken English

Writing whose purpose is to use the grammar

Student-produced dialogs using the language (pairs or groups)

Activities for spoken practice of grammar

In lab, grammar computer programs, writing activities using the grammar

In lab, grammar book exercises

Error correction exercises

Discovering or recalling the grammar from example sentences

Exercises in the course book or on handouts

Lectures

Memory work

Interactive games and contests

**Student Assignments**

Written exercises from the grammar book or handouts

Listening/speaking exercises for grammar and pronunciation of grammar

Homework exercises

**Late homework:** Students will receive half credit for homework that is one day late. Late homework will not be accepted after the second day. If you miss classwork, you cannot receive full credit for making it up. **This includes Eagle Online assignments.** If you are absent, you are still responsible for the homework: work missed while absent has to be completed on your return. Please get a classmate's phone number or email me to find out what you missed so that you can be prepared for class.

### **Assessments**

Chapter tests

Quizzes (some unannounced) on work covered in class and on homework or topics we have been studying

Evaluation of brief oral presentations using the grammar under consideration

Midterm examination

Final examination

***Dictionaries and electronic devices are not allowed in tests and quizzes.***

**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 and 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. You will be permitted to make up only ONE missed exam. Your lowest quiz grade will be dropped.

### **Instructional Materials**

*Understanding and Using English Grammar*, 4<sup>th</sup> edition, Azar & Hagen (Pearson Longman Publishers) and Student Access Code for MyEnglishLab: Focus on Grammar 5

English-English dictionary: *Oxford Advanced Learner's Dictionary* **OR**  
*Longman Dictionary of American English*

A binder, dividers, and lined paper

A computer flash drive

### **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, 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 division 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.

### **HCC Policy Statement: Academic Dishonesty**

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.

### **HCC Policy Statement: Attendance**

All students who have not attended by the Official Day of Record (January 27) 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.

### **Tardiness and in-class time absence**

Classes and tests begin on time. Lateness of five minutes or more counts as a class or lab absence. You can enter the classroom, but you will be counted absent for that hour. Lateness after break times, leaving early or disappearing for more than five minutes during class or lab are also counted as one-hour 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).

### **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, March 31<sup>st</sup> 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. Tutoring is also available at Gulfton Center on Tuesdays, Wednesdays and Thursdays from 1:30 to 2:30 in Room 121 and on Fridays from 9:00-11:00 in the Audio Lab. Evening tutoring is available on Tuesdays from 6:30 to 7:00 p.m. in the Audio Lab.

### **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. Turn off your cell phone during class. If you are expecting an emergency call, ask your instructor's permission to leave your cell phone on vibrate.

### **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.) HCC instructors have the right to require students to turn in electronic devices before being allowed to take a quiz or test or to write an in-class composition or other assignment.

**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 REQUIREMENTS**

### **The teacher needs to:**

- Create a rich environment for learning and student interaction.
- Give students extra learning resources in class and in lab on topics connected to the course
- Make classes, projects, tests, assignments, policies, dates, and regulations clear.
- Tell students about important HCC policies such as attendance and academic honesty (no cheating).
- Make arrangements to be available to students when they need help or have questions.
- Give help when needed
- Provide grading scales and assessment.
- Make a class calendar available.

### **To succeed in college the students need to:**

- Work hard, attend all classes, and be on time. Good attendance + hard work = SUCCESS
- If you are absent for all or part of a class, you are responsible for contacting the instructor as soon as possible to find out what you missed and to find out if the work can be made up.
- Pay attention, listen carefully and ask questions. Listen and be respectful to other students' contributions.
- Create a good learning environment. *Turn off cell phones or use vibrate mode for emergencies.* No Texting in class.
- Concentrate. Use English only in class time and sit next to someone who doesn't speak your language.
- Eat well for energy. The brain needs good food. Eat breakfast at home and lunch in break times.
- Do homework. The brain learns by seeing new words and ideas many times in different ways.
- Do your own work and learn. Copying from the Internet and other sources is not learning.
- Have fun with English.
- Read, write, listen and speak English in daily life through TV, neighbors, students and coworkers, and volunteering in the community.
- Use technology for learning online in English learning sites.

## **PROGRAM AND ESL DISCIPLINE REQUIREMENTS**

### **Basic Requirements for ESOL 0355**

Students in 0355 Advanced will fulfill the following:

- A minimum of three chapter tests + a midterm examination, or four chapter tests, all of which must test for both recognition and production of grammatical structures within a communicative context
- A lab program consisting of grammar exercises correlated to the grammar presented in the "lecture" classes
- A final examination

### **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 0355 Grading Formula**

Chapter Tests, Quizzes	40%
Homework, lab	10%
Eagle Online Assignments*	10%
Midterm Examination	20%
Final Examination	<u>20%</u>
	100%

\*This course includes Eagle Online assignments and quizzes. These assignments and quizzes count towards your course grade as indicated in the grading formula above.

### **Important Dates and Holidays**

IEP classes begin	January 13
Martin Luther King Jr. Holiday (HCC is closed)	January 20
Official Day of Record (See Attendance Policy)	January 27
President's Day Holiday (HCC is closed)	February 17
Spring Break	March 10 - 16
Last Day for Administrative/Student Withdrawals	March 31 at 4:30 PM
Spring Holiday (HCC is closed)	April 18 - 20
Last day of classes	May 4
Final Examinations	May 5 - 8
Grades available to students	May 16