

**Intensive English Program  
Southwest College**

**ESOL 0351 – Advanced Intermediate Writing for Foreign Speakers**

CRN 51547 – Spring 2015

West Loop – Room 175 11:00 a.m. -1:30 p.m. |Tues./Thurs.

Lab- 12:30 – 1:30 Tuesday

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

**Class Dates:** 1/20/2014 – 5/17/2014

**Instructor: Kathy Najafi**

**Instructor Contact Information: e-mail:** [Kathy.najafi@hccs.edu](mailto:Kathy.najafi@hccs.edu) **phone:** 713-718-7750

Learning Website [http://learning.hccs.edu/faculty/ Kathy.najafi](http://learning.hccs.edu/faculty/Kathy.najafi)

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

**Office location and hours: West Loop, by appointment**

Please come to see me if you have any questions or concerns. It is 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 0347 or, for incoming students, placement exam cut-offs

**Course Description**

A continuation of ESOL 0347, this course briefly reviews the paragraph and its essential elements and concentrates on developing writing skills for the production of the multi-paragraph essay.

**Course Statement of Purpose**

This course seeks to prepare students for continuation into ESOL 0354 and ultimately for college composition courses and academic writing in general by accomplishing the following objectives:

- Students strengthen their awareness of the basic notions of paragraph development, particularly the role of the topic sentence and the internal logical development of the paragraph.
- Students are introduced to the basic principles of the multi-paragraph composition, focusing especially on the role of the introductory and concluding paragraphs, drafting an effective thesis statement, and organizing the composition according to a clear logical pattern.
- Students improve their sentence-combination skills, especially in the area of the strategy and techniques of coordination within compound sentences and within simple complex sentences.
- Students increase their awareness of the nature of the writing process, especially in the area of effective topic construction and in the necessity and techniques of revision and editing.

**Student Learning Outcomes**

After completing this course, students should be able to:

1. Appropriately use mechanical conventions of written English in written assignments.
2. Demonstrate a working knowledge of all verb forms and tenses that are likely to be needed in writing a moderate-length written assignment suitable to the advanced-intermediate English learner.
3. Produce an appropriate variety of sentence types in a moderate-length written assignment suitable to the advanced-intermediate English learner.
4. Compose and revise a moderate-length composition of several paragraphs, using a clearly defined writing process.

**Learning Objectives leading to the Student Learning Outcomes above**

- 1.1 Correctly spell level-appropriate vocabulary used in compositions;
- 1.2 Apply rules for capitalization;
- 1.3 Apply punctuation rules.

- 2.1 Use a variety of simple, progressive, and perfect verb tenses as well as gerunds and infinitives, based on the writing assignment.
- 3.1 Produce compound sentences, using the seven coordinating conjunctions as well as conjunctive adverb sentence connectors;
- 3.2 Produce complex sentences using a variety of subordinating conjunctions based on the writing assignment;
- 3.3 Produce complex sentences using adjective (relative) clauses;
- 3.4 Produce complex sentences using noun clauses.
- 4.1 Use prewriting strategies to generate a topic;
- 4.2 Write a clear, concise thesis statement;
- 4.3 Organize a draft by preparing a well-formatted outline;
- 4.4 Write a draft of a multi-paragraph essay of 200-300 words, with a clear thesis in the introductory paragraph and a concluding paragraph;
- 4.5 Revise the composition after receiving both peer and instructor feedback.

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

Week 1	Chapters 1 Introductions, orientation, diagnostic writing Chapter 1: Elements of Good Writing
Week 2	Continue Chapter 1
Week 3	Finish Chapter 1 / Begin Chapter 2
Week 4	Finish Chapter 2 <b>In-class Essay #1 – Writing a paragraph</b>
Week 5	<b>Test over Chapters 1 and 2</b> Begin Chapter 3
Week 6	Finish Chapter 3 / Begin Chapter 4 <b>Multiple Draft Essay #1</b>
Week 7	Finish Chapter 4
Week 8	Begin Chapter 6 Midterm reports <b>Multiple Draft Essay #2 Division &amp; Classification</b>
Week 9	Finish Chapter 6 / Begin Chapter 7
Week 10	Continue Chapter 7 <b>Multiple Draft Essay #2 Division &amp; Classification</b>
Week 11	<b>In-class Essay #2</b> Finish Chapter 7 / Begin Chapter 8
Week 12	Finish Chapter 8 <b>Multiple Draft Essay #3 Comparison &amp; Contrast</b>
Week 13	Begin Chapter 11
Week 14	Continue Chapter 11
Week 15	<b>In-class Essay #3</b>  Review for final examination

**Instructional Methods**

Student writing of different kinds such as essays, summaries, timed writing for fluency, and dictations

Class or group writing of outlines and essays

Individual writing of essays

Reading and analyzing paragraphs and essays to see how they are constructed

Exercises on pre-writing skills such as generating, developing and organizing ideas

Activities on grammar and vocabulary needed for a particular kind of essay

Activities on sentence types

Activities on revising an essay for content and other errors and ways to correct them

Revising and rewriting teacher-corrected compositions

Peer editing of outlines and essays

Individual conferences for essays

Lecture and discussion (whole-class, groups, or pairs)

Activities in the textbook, on handouts, or online

**Late homework:** If homework is one day late without a reason that is acceptable to your instructor, the grade will go down 25 points. Two days late = 50 points down. Late homework will not be accepted after the second day. If you miss classwork, you cannot receive full credit for making it up. 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. If you are absent on a day that homework is due, you need to show that homework to your instructor on the next day that you attend class in order to receive credit for having done it.

**Assessments:**

3 multiple draft essays and 3 in-class essays and a final composition

Homework/Practice compositions, homework exercises, other writing assignments

Quizzes and tests on work covered in class. ***Electronic devices are not allowed in writing tests and quizzes.***

Automatic failure on final exam: Fewer than 150 words, off topic, no thesis statement or topic sentences, or all simple sentences

**Make up policies:** If you miss ONE in-class composition, see me to arrange a time to make it up. This will be a great inconvenience for you as essays take a long time to write and you will need to stay after class or come on a Friday to make it up. Compositions are also important for writing development. A second missed composition will result in a zero. There are no makeup tests.

**Instructional Materials**

*Ready to Write: From Paragraph to Essay*, 3<sup>rd</sup> edition, Blanchard and Root (Pearson Longman Publishers)

*Longman Dictionary of American English* or *Oxford Advanced Learner's Dictionary*

**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 Honesty (Dishonesty = Cheating)**

Any form of cheating or copying will result in a grade of 0 for that assignment and possibly recommendation for probation or dismissal from the college system. Cheating includes copying from another student during a test or giving another student answers on a test. Another form of

cheating (called plagiarism) is copying from the Internet or another text and presenting it as your work. An additional form of cheating is memorizing text from the Internet or a book and presenting those words as your own on a test or in homework. ALL work has to be written by the student and not copied from another source.

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

All students who have not attended by the Official Day of Record (Feb. 2) 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. Please email me if you are absent and talk to me on your return to find out the work that you missed.

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

Classes and tests begin on time. Lateness of 5 minutes or more counts as a one hour absence. More than 20 min. will result in being counted absent. Lateness after break times, leaving early or disappearing for more than five minutes during class or lab are also counted as absences. **The use of any electronic devices such as cell phones, iPads, or personal computers at any time during class will result in an absence, and you may be required to leave the classroom.** Class attendance leads to class success.

### **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 30<sup>th</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 available at West Loop (check tutoring schedules outside of classrooms) and Gulfton Center (on a daily basis from 1:30 to 2:30 in Room 121 and on Fridays from 9:00-11:00 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. Do not use your cell phone to text during class. Turn your cell phone to vibrate and keep it in your pocket if you are expecting an emergency call.

### **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.

## **INSTRUCTOR'S REQUIREMENTS**

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

- Create a rich learning environment for writing and student interaction.
- Give students extra reading 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 on-line in English learning sites.

## **PROGRAM AND ESL DISCIPLINE REQUIREMENTS**

### **Basic Requirements for ESOL 0351**

Students in 0351 will fulfill the following requirements:

A minimum of 5 graded compositions done in class. A maximum of one can be a graded single paragraph (75-100 words) The rest or all will be multi-paragraph essays (200-300 words) including the final examination.

The following rhetorical organizations are to be covered, including in the final examination:

- Division and classification
- Comparison/contrast
- Causes and effects
- Problem/solution

Students are required to revise and rewrite their in-class compositions (excluding the midterm and final compositions). Students are encouraged to take the revision process seriously. Students should do regular and frequent alternative free writing activities which will be inspected regularly by the instructor. This may take various forms such as a journal, summaries, etc.

### **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 0351 Grading Formula**

Essays	45%
In-Class Essays	45%
Homework	<u>10%</u>
	100%

### **Course Calendar for ESOL 0355- Spring 2015**

<b>IMPORTANT DATES</b>	
Jan. 19	IEP classes begin
Jan. 19	Last day to drop/add/swap; fee may apply (online only)
Feb. 2	Official Day of Record
Feb. 16	President's Day Holiday (HCC is closed)
March. 15-22	Spring Break
March 30	Last Day for Administrative/Student Withdrawals (by 4:30)
May 10	Instruction Ends
May 11-17th	Final Exams