



**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 | 15050**

Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)
In-Person | Stafford Campus | Tuesday/Thursday 12:30-1:50
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Nicole Zaza
Office: Rm#305 FWS 5.15

Office Phone: 712-382-4879
Office Hours: MWF 9-11am online
Tues/Thur 9-11am on campus

HCC Email: Nicole.zaza@hccs.edu

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. Make sure to text and confirm when you wish to meet 712-382-4879.

Instructor's Preferred Method of Contact

Please contact me with urgent questions or concerns via phone 712-382-4879 and/or email at nicole.zaza@hccs.edu or at 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

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 to ESOL 0370 and your second, third or tenth language. I hope to have the opportunity to learn from you and respond to your individual interests and concerns with regard to your writing. I look forward to interesting discussions and supporting your success in your communication endeavors.

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](#) to supplement in-class assignments, exams, and activities.

HERE IS A LINK TO THE CANVAS SITE FOR THIS CLASS:

<https://eagleonline.hccs.edu/courses/113345>

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use FIREFOX or CHROME as your browser.

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

Deathnote Book 1

- ISBN-10: 1421539640
- ISBN-13: 978-1421539645

ACCESS to Eagle online / Canvas

Phone number for technical support: 713-718-8800

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 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. I will provide assignments to help you use those six hours per week 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, 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

The assignments for your course which will relate directly to ENGL 1301.

In-Class Activities

Quizzes, participation in activities during class, projects.

Grading Formula

Reading Culture: 20%
Participation/Attendance: 20%
Daily Exercises: 60%

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

Course Calendar

<https://eagleonline.hccs.edu/courses/113345>

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/>

Plagiarism is using someone else's ideas, arguments, or research without giving credit through citation and/or using someone else's words without giving credit through quotation and citation. Collusion is unauthorized collaboration with another person in preparing written work offered for credit.

Major papers must be turned in with proof of development to be discussed in class. Please note that in this class, turning in writing originally completed for another course counts as scholastic dishonesty. Do not recycle papers.

An individual who plagiarizes on ANY assignment may not be eligible for a grade higher than C in the class. Plagiarism, of any kind, may also reduce the professionalism grade to zero.

Attendance Procedure

- ❑ Consider class attendance for this MANDATORY. J
- ❑ You are expected to attend class. Absences will drop **Professionalism portion of DAILY GRADE.**
- ❑ When you miss class, you are still responsible for what happens in class. It is recommended that you get contact information for fellow classmates. Feel free to copy me when you email classmates to ensure that they are responding to your requests. Professionalism grades will increase for students who reach out for assistance and those who supply it.
 - Any work due the day you miss class is still due if you are not there.
 - Any announcements (including changes in assignments or the syllabus) still apply to you if you are not there.
 - You should contact another student in your section to find out what you missed and copy their notes. I am glad to set a time to meet with you to answer questions about anything that happened in class, but I won't email a summary of the class to you or re-teach that day's class in my office hours.
- ❑ The only circumstance in which classwork and homework can be made up after an absence is if you missed class for a **religious holiday**. To be eligible for a make-up of classwork/homework due to a religious holiday absence, you must tell me in writing (hard copy, not email) two weeks in advance that you will be missing class

for the religious holiday.

I will NOT automatically withdraw you from the class, no matter how many classes you miss. The State of Texas imposes penalties on students who drop courses excessively. For example, if you take the same course more than two times, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting new students (those starting college in Fall 2007) to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. There may be future penalties imposed. Consider this policy carefully when deciding from which classes to withdraw, and remember that it is your responsibility to withdraw from classes by the required due dates.

Student Conduct

Professionalism

Our class will reproduce in many ways a “real-world” work environment, and you will be expected to participate professionally—be on time and prepared, meet deadlines, do your fair share, and be polite. See below for specifics.

- **Discussion should be relevant to the topic we are discussing. You will get points for relevant contributions, but not for irrelevant ones.**
- **Discussion should be civilized and respectful to everyone. Racist, sexist, lookist, ableist, homophobic, and any other discriminatory language and behavior is not acceptable in the college classroom, just as it would not be acceptable in a workplace. It is possible to discuss all topics from any political point of view while adhering to this level of civility.**

FACE TO FACE

- For face to face classes, aim for timeliness. If you come in late, you should check with a classmate after class to see what you may have missed. If you miss the quiz because of lateness, there is no make-up available. If you come in more than 15 minutes late, I reserve the right to mark you absent for the day.
- Do not leave early. If you leave early, I reserve the right to mark you absent for the day.
- Do not pack up early. This is distracting and contagious. If you pack up early, I reserve the right to mark you absent, as you have essentially “left” class early.
 - Come to class prepared. Being prepared means:
 - Reading and annotating materials before class so you are ready to discuss.
 - Bringing your books, paper, and pens to every class, along with any other required materials (e.g., drafts of your paper on draft workshop days).
 - Contacting another student if you were absent last time, so you can be prepared for the next class.
 - Respect everyone’s right to a non-disruptive learning environment.
 - Any disruption of class may result in your being asked to leave the class for the day. Repeated disruptions will be handled via the formal procedures in place at HCC, and can result in your expulsion from the class.
 - Professionalism expectations extend beyond the classroom. Your actions (negative and positive) in office hours, email, instant messaging/chat/bulletin boards, listservs, and course blogs also affect your professionalism grade and count as part of your class participation. See netiquette guidelines.

Electronic 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" (Official HCCS statement).
- Cell phone use is prohibited in class. I should not hear or see your cell phone at all, ever. If I do, I reserve the right to mark you absent for the day and to ask you to leave the class.

Assignment Policies

- Assignments must meet requirements as outlined in this document, verbally conveyed in class, and/or explained on assignment sheets. Assignments that do not meet requirements run the risk of getting an automatic zero.
- No assignments will be accepted through email.
- Late DAILY ASSIGNMENTS will not be accepted at all (see "Attendance & Withdrawal Policies" for details).

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
- 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](#)) 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.

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