

English 0341
Course Syllabus
Instructor: Norma Belkin
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Class meets: 5:00 - 7:00, (M,W)
Office hours: by appointment
CRN #: 20292

TEXTBOOKS

Focus on Grammar: An Integrated Skills Approach
3rd edition, by Fuchs and Bonner

Focus on Grammar Workbook, 3rd edition, by
Fuchs and Bonner

An English dictionary (Collins Cobuild, recommended)

COURSE GOALS

English 0341 is the second in a series of 5 Academic ESL (English as a Second Language) courses at HCCS. In this class we study how to write basic English sentences; we review elementary grammar rules and learn more complex grammar structures; we work on listening/speaking skills with an emphasis on listening comprehension and pronunciation. Most of the students in AESL courses plan to earn a college degree eventually; therefore, this course focuses mainly on standard spoken and written English.

COURSE OBJECTIVES

1. Use the basic verb tenses, future progressive, the conditional, phrasal verbs, tag questions, modals, direct and indirect speech, indirect commands, requests in conversation, and sentence-level writing exercises.
2. Be able to recognize the conventions of standard written English, i.e. capitalization and punctuation.
3. Be able to comprehend spoken English without much repetition. Vocabulary and structures are appropriate for the 0341 level.

GRADING POLICY

Students who complete the work in English 0341 and who are ready for the next class, English 0346, will receive a letter grade of A, B, or C. Students who are not ready to continue to the next level will receive a grade of IP. The IP is not a good or bad grade. It means "In Progress" and requires you to take English 0341 again. However, students must receive a letter grade (A, B, C, or F) when they

complete 0341 for the second time. Students who do not complete the work in this class will receive a grade of F. Students who stop attending after exceeding 12.5% of class time by the last day to withdraw will receive a W.

ATTENDANCE POLICY

Houston Community College requires that students attend class regularly. You are allowed to miss up to 12.5% of the class time without giving your teacher an excuse. In ENGL 0341, that means you may miss 8 hours of class time. We recommend that you attend all classes unless you have an emergency or illness. Students who miss more than 12.5% of class time may be dropped by the teacher. You will be asked to sign an attendance sheet at the beginning of each class.

CLASSROOM POLICIES

You are expected to arrive to class on time. Important information is often given at the beginning of class. **If you are late, please enter the room and take your seat quietly. it is your responsibility to ask for the sign in sheet at the end of class. If your signature is not on the sign-in sheet, you will be marked absent.** Please plan on remaining in class until the end of the session. If an emergency requires you to leave early, please let the teacher know at the beginning of class. In addition, **all electronic devices must be turned off when you enter the class.**

HOMEWORK

Homework is an important part of your learning and grade. You should come to class prepared to discuss homework answers you did not understand. All workbooks will be collected and checked for completion on Quiz nights. **Homework must be done in the workbook. I will not accept assignments written on separate pieces of paper.**

PARTICIPATION

When you come to class, you are expected to participate in class group activities. Sometimes the activity will be a small group discussion, sometimes the class will interact as a whole group, and at other times the students will be asked to contribute to the class individually.

TESTS

We will have a major test after every 2--3 chapters. Each test will consist of a written grammar section and a part that tests your listening comprehension. Other short quizzes may be given as needed. **No make-up tests or quizzes will be given.**

FINAL EXAM

The Final Exam has two parts: a multiple-choice grammar test with listening comprehension and a written production section; and an oral interview with your teacher.

GRADING FORMULA

Your grade for this course is calculated as follows:

Quizzes	50%
Participation	10%
Homework	10%
Final Oral Exam:	15%
Final Grammar Exam:	15%

90-100	A
80-89	B
70-79	C
60-69	IP or F

ACADEMIC HONESTY

When students copy the words and ideas of another person without giving credit to that person as the source of the information, it is called "plagiarism." Plagiarism is a form of cheating and is unacceptable in American colleges. Other forms of cheating include copying from another person's test paper, homework, or other assignments. Students may be dropped from the course and given an F if they violate the rules about academic honesty.

LEARNING LAB ASSISTANCE CENTER (LAC)

The Developmental Studies Department has a computer called the LAC. It is available for Academic ESL students to use for extra practice on grammar software and for the Internet. When a class is in the lab, you will have to wait until the room is not in use. If you print anything in the lab, you will need to pay 5 cents per page. A lab aide is there to help you log-on to the computers and to show you how to access the software.