



HOUSTON COMMUNITY COLLEGE

## Course Syllabus Advanced-Intermediate Writing ESOL 0351

<b>Semester with Course Reference Number (CRN)</b>	Spring 2015 (51877)
<b>Instructor contact information (phone number and email address)</b>	Novella Brooks de Vita n.brooksdevita@hccs.edu 713-718-6678
<b>Office Location and Hours</b>	SJAC 119
<b>Course Location/Times</b>	Tuesday 8:00 a.m. – 11:20 a.m. SJAC 204 Thursday 8:00 a.m. – 10:00 a.m. SJAC 203 Thursday 10:00 a.m. – 11:20 a.m. SJAC 109 (Instructor: Dr. Margaret Eomurian)
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: 2 External Hours:
<b>Total Course Contact Hours</b>	80.00
<b>Course Length (number of weeks)</b>	12 weeks
<b>Type of Instruction</b>	Lecture/Lab
<b>Course Description:</b>	A continuation of CE ESL 1007. This course concentrates on the development of writing skills using controlled composition and production of the multi-paragraph essay.
<b>Course Prerequisite(s)</b>	<b>PREREQUISITE(S):</b> <ul style="list-style-type: none"><li>• C or better in CE ESL 1007, or placement by COMPASS ESL exam.</li></ul>
<b>Academic Discipline/CTE</b>	1.1 Correctly spell level-appropriate vocabulary used in compositions; 1.2 Apply rules for capitalization;

**Program Learning Outcomes**

- 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.

**Course Student Learning Outcomes (SLO): 4 to 7**

- 1. Use mechanical conventions of written English in written assignments.
- 2. Review all verb forms and tenses that are likely to be encountered in writing a moderate-length written assignment suitable to
- 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 (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)**

**Use mechanical conventions of written English in written assignments.  
Review all verb forms and tenses that are likely to be encountered in writing a moderate-length written assignment suitable to  
Produce an appropriate variety of sentence types in a moderate-length written assignment suitable to the advanced-intermediate English learner  
Compose and revise a moderate-length composition of several paragraphs, using a clearly-defined writing process**

**SCANS and/or Core Curriculum Competencies: If applicable**

Core Curriculum Competencies:  
Not applicable

**Instructional Methods**

Individual writing of essays  
Class or group writing of outlines and 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  
In-class rewriting of graded in-class essays

**Student Assignments** Journals or other weekly writing assignments.  
In-class compositions and the final essay

**Student Assessment(s)** Five (5) in-class compositions and the final essay. No electronic devices may be used when writing in-class essays or the final exam. Lack of a clear thesis statement, no topic sentences, no supporting sentences, lack of transitions, poor grammar, and/or no conclusion will equate to an automatic failure on the final exam.

**Instructor's Requirements**

**Important Dates**

Feb. 24 – Day of Record  
Mar. 14 – Mar.22 **Spring Break (No HCCS classes)**  
Apr. 14 – Last day for student/administrative withdrawals  
May 12 – Final Exam

**ESOL 0351 Course Calendar**

Week 1: Course introduction  
Chapter 1: Getting Ready to Write p.2-20  
Chapter 2: Writing Paragraph P. 21-26  
Chapter 2: Writing Paragraph P. 27-34

Week 2: Homework Paragraph #1 see p.40  
Chapter 2: Writing Paragraph P.35-41  
Chapter 3: Revising and Editing p. 42-49

Week 3: **In-class Test Paragraph #1**  
Chapter 3: Revising and Editing p.50-56  
Chapter 3: Revising and Editing p.57-60  
Chapter 4: Writing Essay p. 60-66  
Homework Paragraph see p.72  
Chapter 4: Writing Essay p.67-77

Week 4: Chapter 5: Process Essay p.79-85  
**In-class Essay #1**  
Chapter 5: Process Essay p.86-88  
Homework Essay #2 see p.88

Week 5: Chapter 7: Cause and Effect p.101-108  
Chapter 7: Cause and Effect p.109-114  
Homework Essay #3A see p.114

Week 6: **In-class Essay #2**

Chapter 8: Comparison/Contrast p.115-120  
Chapter 8: Comparison/Contrast p.115-120

Homework Essay #3B see p.128

Week 7: Chapter 8: Comparison/Contrast p.121-128

Week 8: **In-class Essay #3**  
Chapter 9: Problem/Solution p.129-134

Week 9: Chapter 9: Problem/Solution p.129-134  
Chapter 9: Problem/Solution p.135-139  
Homework Essay #4

Week 10: **In-class Essay #4**  
Chapter 11: Expressing Your Opinions p.152-157  
Chapter 11: Expressing Your Opinions p.158-164  
Homework: see p.164

Week 11: Chapter 11: Expressing Your Opinions p.158-164  
Review

Week 12: **Final Exam, May 12 8:00 a.m. – 10:00 a.m.**

I reserve the right to add new policies, procedures, quizzes, or assignments to the syllabus and course calendar as needed throughout the semester.

**HCC Policy Statement – ADA:**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Ability Services Office in Room 102 Learning Hub, or call (713) 718-6164 to make necessary arrangements at the beginning of each semester. Your instructor is authorized to provide only the accommodations requested by the office of Ability Support Services.

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring

each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student 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
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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 mean 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 Student Handbook)

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

*Class Attendance - It is important that you come to class!* Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours (10 hours) of instruction (F-1 students should particularly take note of this so as not to affect your visa status). The ten hours of class time would include any total classes missed or for excessive tardiness (being late twice or, leaving early is counted as an absence). Remember: Class

attendance equals class success.

### **HCC Course Withdrawal Policy**

If you feel that you cannot complete this course, you will need to withdraw from it prior to the final date of withdrawal (Mar. 24, 2015). Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor can "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you MUST contact an HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done PRIOR to the withdrawal deadline to receive a "W" on your transcript. If you do not withdraw before the deadline, you will receive a grade of FX.

### **College Grading System:**

Students who have completed ESOL 0351 and show that they are ready for the next level (ESOL 0354) with a final average of 70% or higher will receive a letter grade of A, B, or C. Students who are not ready for ESOL 0354 may receive a grade of IP. The IP grade is not a good or bad grade; however, it means "IN PROGRESS" and requires the student to take ESOL 0351 again because the student will benefit from another semester. However, if a student repeats ESOL 0351 after receiving one IP, a letter grade must be given (A, B,C, or F upon completing the course for the second time).

### **Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course

participation, and opportunities for tutoring or other assistance that might be available.

### **Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

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 of Ability Services for information regarding reasonable accommodations

### **Classroom Policies**

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

To this end **All** cell phones, pagers, iPods, or any other electronic devices that cause a distraction in class must be turned off. *No laptops are permitted to be during class.* You may use an electronic dictionary (stand alone) with the sound turned off. You are not permitted to leave class to answer or return calls unless absolute emergency; doing so will be counted as a tardy. If a student is using phone at any time during the class period, I will remind the student about the **once**. After that, I will ask the student to leave class and mark him or her abs

Students are expected to arrive to class on time with ALL THEIR MATERIALS INCLUDING THE TEXT BOOKS. Returning late from a break or leaving class early counts as being tardy. Being tardy twice will equal one absence (whether ten minutes or one hour). If you miss 10 hours of class, you can be dropped without notification and will, therefore, be out of compliance if you are an F-1 student. If a student misses a class, it is his or her responsibility to see the instructor about the work that was missed.

### **Course Work**

The course calendar lists all of the assignments that will be done. While doing homework and attending class is not a complete guarantee of success, it is true that not doing it is a guarantee of failure.

**Make-up Policy:** If you must be absent on the day of a test, it is your responsibility to notify the instructor as soon as possible by leaving a

message for me at the number or e-mail address listed above. Normally, a make-up exam is done on the day you return to class, but please note that any make-up exam is at the convenience of the teacher. This may mean coming in on a Friday.

### **Minors and Relatives on HCC Property**

No child and/or relative is allowed in the classrooms. Children on campus must be accompanied by an adult at all times and are allowed on campus only briefly. It is your responsibility to make arrangements for child care in the event that your child is sick or there is some other emergency involving your child and his/her child care arrangements.

### **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.

### **Sexual harassment policy**

HCC is committed to providing a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oie@hccs.edu.

### **Program/Discipline Requirements: If applicable**

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:

- Process
- Comparison/contrast
- Causes and effects
- Problem/solution

Students are required to revise and rewrite their in-class compositions (excluding the final composition). Students are encouraged to take the revision process seriously. A maximum of 5 points may added to the student's grade upon completion of a satisfactory rewrite. This is at the instructor's discretion.

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.



<b>HCC Grading Scale:</b>	A = 100- 90	4 points per semester hour
	B = 89 - 80:	3 points per semester hour
	C = 79 - 70:	2 points per semester hour
	D = 69 - 60:	1 point per semester hour
	59 and below = F	0 points per semester hour
	FX (Failure due to non-attendance)	0 points per semester hour
	IP (In Progress)	0 points per semester hour
	W (Withdrawn)	0 points per semester hour
	I (Incomplete)	0 points per semester hour
	AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

**FINAL GRADE OF FX:** Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

*Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.*

**Instructor Grading Criteria**

**ESOL 0351 Grading Formula**

*In-class compositions (5)	50%
Journals	10%
Homework compositions	15%
Final Exam	<u>25%</u>
	100%

**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*

## **HCC Policy Statement:**

**Access Student Services Policies on their Web site:**

<http://hccs.edu/student-rights>

**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 near the end of the term, 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 department 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.

## **Distance Education and/or Continuing Education Policies**

**Access DE Policies on their Web site:**

[http://de.hccs.edu/Distance\\_Ed/DE\\_Home/faculty\\_resources/PDFs/DE\\_Syllabus.pdf](http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf)

**Access CE Policies on their Web site:**

<http://hccs.edu/CE-student-guidelines>