Instructional Services · College Readiness · Intensive English

Adv Inter Gram-Foreign Speaker-12113

ESOL-0352

SS 2023   Section 413   3 Credits   02/13/2023 to 05/14/2023   Modified 02/11/2023

Our Vision

Houston Community College shapes the future for all students with innovative, affordable, timely, responsive, and continuously improving educational programs and services. Partnered with the communities we serve, we take a defining role in regional economic, workforce, and social development.

https://www.hccs.edu/about-hcc/ (https://www.hccs.edu/about-hcc/)

🕐 Course Meetings

Course Modality

In-Person

Meeting Days

Monday, Wednesday

8:00am-11:20am

Meeting Location

Alief-Hayes, Room # C425

👤 Welcome and Instructor Information

Instructor: Riffat Saeed

Email: riffat.saeed@hccs.edu
Office: Alief-Hayes

What's Exciting About This Course

This course is exciting because it's designed to encourage students to improve in all areas of grammar. It will help you to increase academic knowledge of Workplace English Language Grammar Skills through vocabulary, reading, and writing exercises.

My Personal Welcome

Welcome to the course! We are delighted that you have chosen this course. It is our intent that we provide all students with multiple opportunities to improve
their English. We understand that the English skills you obtain will help with any goals and
dreams you are choosing to accomplish.

Preferred Method of Contact

Email: riffat.saeed@hccs.edu

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

🖥 Course Overview

Course Description

In ESOL 0352, students will review the syntactic knowledge 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 will strengthen their abilities to produce the new grammatical structures in a variety of communicative contexts.

Requisites

Prerequisite: A satisfactory score on the Accuplacer-ESL Test or successful completion Level 2 (CE Languages). Corequisite: ESOL 0349, ESOL 0350 and ESOL 0351

ESL/Intensive English Department

https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/intensive-english-esl/https://

◎ Core Curriculum Objectives (CCOs)

After taking ESOL 0352, the student should:

1. Discriminate between the use of simple present, present progressive, present perfect, present perfect progressive, and simple past.

2. Discriminate and use future-time verbs

3. Use modal auxiliaries in present and future.

4. Identify and use present and past participles.

5. Identify and use gerunds and infinitives.

6. Identify and use count and non-count nouns.

7. Construct sentences using simple and complex sentences.

8. Identify and use phrasal verbs.

9. Identify and use active and passive voice.

10. Create complex sentences by using quoted and reported speech.

📊 Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

After completing the Intensive English program, the student will:

1. Produce an oral presentation exhibiting level-appropriate pronunciation and fluency

2. Demonstrate comprehension of a level-appropriate listening passage.

3. Transform simple sentences into complex ones using a variety of grammatical structures appropriate to the level

4. Compose a composition that is appropriate to the level in terms of fluency, organization, and grammatical accuracy;

5. Read and summarize a level-appropriate text.

Course Student Learning Outcomes (CSLOs) After completing ESOL 0352, Advanced Intermediate Grammar, students should be able to:

1. Use major verb tenses in appropriate contexts;

2. Use all major modal auxiliaries in appropriate contexts;

3. Use all forms of nouns, pronouns and modifiers in appropriate contexts;

4. Combine simple sentences into compound and complex sentences;

5. Use specialized verb forms to accurately communicate meaning in English.

≔ Departmental Practices and Procedures

Department Specific Instructor and Student Responsibilities: 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 derived

· Facilitate an effective learning environment through learner-centered instructional techniques

· Provide a description of any special projects or assignments

· Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments

· Provide the course outline and class calendar that will include a description of any special projects or assignments

· Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

· Attend class in person and/or online

· Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me

· Read and comprehend the textbook

· Complete the required assignments and exams

· Ask for help when there is a question or problem

· Keep copies of all paperwork, including this syllabus, handouts, and all assignments

· Attain a raw score of at least 50% on the departmental final exam Be aware of and comply with academic honesty policies in the HCCS Student Handbook. (https://www.hccs.edu/resources-for/current-students/student-handbook/)

Program-Specific Student Success Information : Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

· Reading the textbook

· Attending class in person and/or online

· Completing assignments

· Participating in class activities 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 a guide.

📙 Instructional Materials and Resources

Instructional Materials

The HCC Online Bookstore (https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

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The only book you need for this class is **Fundamentals of English Grammar, 5th edition**, WITH My English Lab, by Betty Azar and Stacy Hagen. (You do not need the workbook.)ISBN-13: 978-0134656564
If you buy the other version of the book without My English Lab, you can buy the access code separately.

To get just the access code,
go to: http://buymylab.com/access code/?page_id=569 (http://buymylab.com/accesscode/?page_id=569)

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

The book is included in a package that contains the text as well as an access code and are found at the HCC Bookstore (https://hccs.bncollege.com/shop/hccs-central/home). You may either use a hard copy of the book, or rent the e-book from Pearson. Order your book here: HCC Bookstore (https://hccs.bncollege.com/shop/hccs-central/home)

✔ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Written Assignment	20		4 Writing Assignments/Presentations
Exams/Quizzes	40		8 Exams
Myenglishlab	20		Activities/Assignments
Final Exam	20		Quiz

Grading Formula

Grade	Range	Notes
A	Excellent (90-100)	4 points
B	Good (80-89)	3 points
C	Fair (70-79)	2 points
IP	0-69	In Progress. This means that you must repeat the course.
F	0-69	F Grade is given if it is the second time the student is not passing the course, or if the student has made little or no effort.

✱ Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

It is the teacher's decision to allow make-up assignments or test. There are generally no makeup tests if you miss a grammar test ; however, the final decision is left to the instructor.

Note: a make-up assignment/test is not a retake.

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

https://www.hccs.edu/studentprocedures (https://www.hccs.edu/studentprocedures)

Attendance Procedures

To fully benefit from the class, students are expected to attend at least 80% of classes. Tardiness and absences will be closely monitored and recorded by the instructor to ensure requirements are being met.

Student Conduct

Students are expected to respect the instructor and fellow classmates. This means, respect of others' ideas, opinions and personal space. If a problem or issue occurs let your instructor or campus office know immediately.

Instructor's Course-Specific Information

his course section will use Canvas (https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)) and My English Lab to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Devices

Cell Phones, tablets, and smart watches can be disruptive during class. Please turn these devices off or set them on mute while in the classroom or student lab. The instructor will collect cell phones during tests.

Faculty Statement about Student Success

Students must keep up with the assignments in order to pass the course. Students are encouraged to see me after class or by appointment if they have any questions or concerns.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

🏛 HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0

Grade	Grade Interpretation	Grade Points
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: https://catalog.hccs.edu/ (https://catalog.hccs.edu/)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Ability 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

Link to HCC Academic Integrity Statement

https://www.hccs.edu/student-conduct (https://www.hccs.edu/student-conduct) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

https://www.hccs.edu/campuscarry (https://www.hccs.edu/campuscarry)

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 (https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: https://www.hccs.edu/eeo (https://www.hccs.edu/eeo)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to https://www.hccs.edu/accessibility (https://www.hccs.edu/accessibility)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (mailto:Institutional.Equity@hccs.edu)

https://www.hccs.edu/titleix (https://www.hccs.edu/titleix)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

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 a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

[https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)](https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: [https://www.hccs.edu/online/ (https://www.hccs.edu/online/)](https://www.hccs.edu/online/)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. [https://eagleonline.hccs.edu/ (https://eagleonline.hccs.edu/)](https://eagleonline.hccs.edu/)

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 derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook (https://www.hccs.edu/studenthandbook)](https://www.hccs.edu/studenthandbook)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS[3] ([Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/egls3)](https://www.hccs.edu/egls3)) 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. EGLS[3] surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical

constraints.

https://www.hccs.edu/egls3 (https://www.hccs.edu/egls3)

Housing and Food Assistance for Students

If you are experiencing any hardship related to food, shelter, mental health, or other basic needs areas, please visit the Basic Needs page for resources (https://www.hccs.edu/cares (https://www.hccs.edu/cares)). You have the option to take the Basic Needs Questionnaire and ask to be contacted by a counselor for additional assistance or support (https://www.hccs.edu/basicneeds (https://www.hccs.edu/basicneeds)). Furthermore, please notify the professor if you are comfortable doing so.

Student Resources

Tutoring

HCC provides free and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at https://hccs.edu/tutoring (https://hccs.edu/tutoring).

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 https://library.hccs.edu (https://library.hccs.edu/).

Supplementary 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 https://www.hccs.edu/supplemental-instruction (https://www.hccs.edu/supplemental-instruction)

Resources for Students:

https://www.hccs.edu/covid19students (https://www.hccs.edu/covid19students)

Basic Needs Resources:

https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ (https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

https://www.hccs.edu/basicneeds (https://www.hccs.edu/basicneeds)

COVID-19

Here's the link to the HCC information about COVID-19:

https://www.hccs.edu/covid-19 (https://www.hccs.edu/covid-19)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Unauthorized Disclosure

"Unauthorized disclosure" occurs when any student provides instructional materials and/or assessments to other students in violation of a clear prohibition by the instructor. Examples include: posting assessment items to online sites such as Chegg or CourseHero; asking exam questions in forums like Reddit or Yahoo Answers; discussions of confidential question using Wechat or GroupMe, etc.

📅 Course Calendar

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.

Course Calendar

Dates	Chapter	Lesson
Week 1	Ch. 1:	Course introduction Ch. 1: Present time 10 of 12
Week 2	Ch. 2:	Past time
Week 3	Ch. 3:	Future time
Week 4	Ch. 4:	Present perfect and past perfect

Test #1 (chapters 1, 2, 3, 4)

Dates	Chapter	Lesson
Week 5		Spring Break
Week 6	Ch. 7,8:	Modal auxiliaries, Nouns and pronouns
Week 7	Ch. 7, 8.	Modal auxiliaries, Nouns and pronoun

Test #2 (chapters 5, 6, 7)

Dates	Chapter	Lesson
Week 8	Ch. 9, Ch.10	Comparisons, Passive voice
Week 9	Ch. 10,11:	Gerunds and infinitives, Adjective clauses

Test #3 (chapters 10 and 11)

Week 10   Ch 7,8   Asking questions, Modal auxiliaries

Week 11   Ch. 12:   Gerunds and infinitives, Adjective clauses

Test #4 (ch. 9 and 12)

Week 12   Ch.13,14:   Adjective clauses, Noun clauses

Test #5 (chapters 14)

Week 13   FINAL EXAM

Exam Schedule on HCC website: https://www.hccs.edu/student-experience/events-calendar/

<u>Important dates</u>
Feb 20. Presidents Day. No class
Feb 22. Official Day of Record
Feb 27. Last day for a 70% refund
Mar 2, Last day for 25% refund
March 13-19 Spring Break
April 7. Spring Holiday
May 7. Last day of instruction

▤ Additional Information

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Richard Rice, Chair

richard.rice@hccs.edu

713-718-7164