



Course Syllabus Advanced-Intermediate Writing ESOL 0351

Semester with Course Reference Number (CRN)	Fall 2016 (CRN: 10164)
Instructor contact information (phone number and email address)	Thu Thi Nyugen 713.718.6678 thu.nguyen@hccs.edu
Office Location and Hours	By appointment
Course Location/Times	Central Campus – SJAC 350 Tu 9:00 - 11:30 SJAC 350 TH 9:00- 10:30 SJAC 379 Thurs 10:30-11:30
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: 2 External Hours:
Total Course Contact Hours	80.00
Course Length (number of weeks)	16
Type of Instruction	Lecture/Lab
Course Description:	This course concentrates on the development of writing skills using controlled composition and production of the multi-paragraph essay.
Course Prerequisite(s)	PREREQUISITE(S): <ul style="list-style-type: none">• Successful completion of Level Two of the Continuing Education Intensive English sequence, or satisfactory score on ESL placement test.

**Academic
Discipline/CTE
Program Learning
Outcomes**

- 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.

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

1. Appropriately use mechanical conventions of written English in written assignments.
2. Demonstrate a working knowledge of all verb forms that are likely to be encountered 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
(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, other weekly writing assignments, in-class writing, and homework
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

CALENDER for Fall 2016

IMPORTANT DATES:

Aug. 22 – Classes begin

Sept. 5 – Labor Day (No HCC classes)

Sept. 6 – Official Day of Record

Oct. 28 – Last day for administrative and student withdrawals 4:30 p.m.

Nov. 24 – Thanksgiving Holiday (No HCC classes)

Dec. 6 – Final Examination (9:00 – 11:00 for morning classes)

Dec. 8 – Final Examination (2:00 – 4:00 for afternoon/evening classes)

ESOL 0351 Course Calendar

Week 1: Course introduction and writing sample
Chapter 1: Getting Ready to Write p.2-24

Week 2: Chapter 2: Writing Paragraphs p. 25-46
Homework Paragraph #1 see p.45

Week 3: Chapter 2: Writing Paragraphs p. 25-46
Chapter 3: Revising and Editing p. 47-66

Week 4: **In-class Test Paragraph #1**
Chapter 3: Revising and Editing p. 47-66
Chapter 4: Writing Essays p. 67-84
Homework Paragraph p.79

Week 5: Chapter 4: Writing Essays p. 67-84
Chapter 5: Process Essays p.86-98
In-class Essay #1

Week 6: Chapter 5: Process Essays p.86-98
Homework Essay #2 p.98

	Chapter 7: Cause and Effect p.111-124
Week 7:	Chapter 7: Cause and Effects p.111-124 Homework Essay #3A p.122
Week 8:	In-class Essay #2 Chapter 7: Cause and Effect p.111-124
Week 9:	Chapter 8: Comparison/Contrast p.125-137
Week 10:	Homework Essay #3B p. 135 Chapter 8: Comparison/Contrast p.125-137
Week 11:	In-class Essay #3 Chapter 9: Problem/Solution p.138-150
Week 12:	Chapter 9: Problem/Solution p.138-150 Homework Essay #4
Week 13:	Chapter 9: Problem/Solution p.138-150 In-class Essay #4
Week 14:	Chapter 11: Expressing Your Opinions p.163-179 Chapter 11: Expressing Your Opinions p.163-179 Homework: see p.166
Week 15:	Chapter 11: Expressing Your Opinions p.163-179 Review
Week 16:	Final Exam

College Grading System

Students in ESOL classes may receive a letter grade of A, B, C, IP or F. IP means "in progress." This is not a failing grade, but it is given to students who complete the course but who are not yet ready for the next level. Anyone who receives an IP must take ESOL 0351 again. However, if a student has already received an IP in this course during a previous semester, that student will receive a letter grade: A, B, C, or F this semester.

A= 90-100 B= 80-89 C= 70-79 IP/F= 0-59

***Basic Requirements for ESOL 0351**

Students in ESOL 0351 will write a minimum of 5 graded compositions 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.

At a minimum, the following rhetorical organizations are to be covered, including the final essay:

- process
- comparison/contrast
- causes and effects
- problem/solution

Students are required to revise and rewrite their in-class compositions (excluding the midterm and final compositions). It is up to the teacher whether to use the original draft or rewrite as the basis for the grade of each composition, but teachers should offer sufficient incentive to encourage students to take the revision process seriously.

Students should also be required to do regular and frequent alternative freewriting activities which will be inspected regularly by teachers. This freewriting may take various forms, e.g. a journal, summaries, etc. If freewriting is assessed will be up to the teacher, but teachers are generally not expected to correct and grade entry.

Instructional Materials

Textbook: *Ready to Write*, 3rd edition, Blanchard and Root
Printed instructional material

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 student's 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 (Oct. 28, 2016). 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 for Students with Disabilities 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 may cause a distraction in must be turned off. *No laptops are permitted to be used during class.* You may use an electronic dictionary (alone) with the sound turned off. You are not permitted to leave class to answer or return calls unless an emergency; doing so will be counted as a tardy. If a student is using a cell phone at any time during the period, I will remind the student about the policy **once**. After that, I will ask the student to leave and mark him or her absent.

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 all the homework and attending class is not a complete guarantee of success, it is certainly 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 provide 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 oi@hccs.edu.

HCC Policy on Pregnancy

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understand and conform to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log into www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

**Program/Discipline
Requirements: If
applicable**

HCC Grading Scale:	A = 100- 90	4 points per semester hour
	B = 89 - 80:	3 points per semester hour
	C = 79 - 70:	2 points 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.

**Instructor Grading
Criteria**

<u>ESOL 0351 Grading Formula</u>	
*In-class compositions (5)	50%
Journals	10%
Homework compositions	15%
Final Exam	<u>25%</u>
	100%

Instructional Materials

*Ready to Write 3*rd ed. by Karen Blanchard and Christine Root, Pearson/Longman, 2010.

HCC Policy Statement:

**Access Student
Services Policies on**

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

their Web site:

**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

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

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