## Course Syllabus: ESOL 0062 Grammar
World Languages, Cultures, and Communications  
Richland College

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<tr>
<th>Course Code</th>
<th>Section</th>
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<td>ESOL 0062</td>
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<th>Semester</th>
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<td>Spring</td>
<td>2013</td>
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<th>Instructor</th>
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<tr>
<td>Dionne Davis</td>
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<tr>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>972-238-6140</td>
<td><a href="mailto:Dmdavis76@gmail.com">Dmdavis76@gmail.com</a></td>
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| Course Textbook: Grammar Sense 2 2nd Ed. by Cheryl Pavlik  

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<th>Course Materials:</th>
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### IMPORTANT DATES

Date by which you must obtain texts and all class materials:

Semester Holidays: Semester Holidays: Development/Service Days---Thursday and Friday, February 21-22; Spring Break---Sunday – Sunday, March 17-25; Spring Holiday---Friday and Saturday, March 29-30

Common Prompt Dates: March 13th/14th and April 3rd/4th

Last day to drop with grade of “W”: Thursday, April 18th

Final Exams: May 13 - 16
I. INTRODUCTION

This two-credit hour course is a 1 lecture, 3-lab hour course. In this course, you will be doing a variety of learning activities. One lecture and 2 lab hours will consist of in-class activities. The third lab hour will consist of out-of-class lab assignments, which will be completed on eCampus. Participation and completion of all lecture and lab activities and assignments will contribute to your final grade.

II. DISTRICT COURSE DESCRIPTION

This second grammar course reviews elements of English grammar introduced in ESOL 0061 and introduces the following grammar and mechanics points: capitalization and basic end punctuation, count/noncount nouns and articles, prepositions, present perfect and present perfect progressive verb tenses, modals, gerunds and infinitives, and adjective clauses. These grammar points are necessary for writing correct sentences and paragraphs.

III. COURSE DESCRIPTION / OBJECTIVES

A. COURSE DESCRIPTION

This course is designed to help you improve your understanding and use of grammatical structures in speaking and writing activities. ESOL 0062 is an intermediate level grammar course in which you will review the basic elements of English grammar and learn the grammatical structures necessary for writing clear paragraphs. This course begins with a thorough review of verb tenses and progresses to the study of the parts of speech, modals, gerunds, infinitives, and articles.

In general, you will spend your time in the classroom in the following activities:

1. Actively participating in discovering grammatical structures
2. Practicing newly introduced structures orally and in writing
3. Listening to explanations of grammar and explaining to others
4. Demonstrating your understanding by writing and taking tests
5. Applying grammar to your 0052 writing assignments

In addition to the work you do in class, you should plan on spending at least six hours each week on homework assignments. If you need extra help, you can go to The Learning Center in M-216 for free tutoring.

B. COURSE OBJECTIVES

ESOL 0062 has four main objectives:
1. To establish a common grammar vocabulary in English
2. To gain a thorough understanding of the verb structure
3. To develop a working knowledge of modification and agreement
4. To establish sentence control in English composition

Students who successfully complete this course will know basic grammar terminology, be able to understand the basic structure of standard written English, and write grammatically correct sentences.

IV. LAB REQUIREMENTS

For this course, you are required to complete six lab assignments outside of the grammar class. These assignments are designed to give you extra practice, to help you understand more, and meet the objectives of the grammar course.

During the first week of class, you will receive grammar lab information that includes due dates, how to contact your lab instructor, and the information you must give the instructor if you have a problem. Check the dates when assignments are due; you are responsible for doing all assignments by the due dates listed in the lab information. If you have any questions about or problems with a lab assignment, you should contact your lab instructor.

The grade you receive after you complete all lab assignments is worth 10 percent of your lecture course grade. Failure to do your assignments and turn them in by the due dates will affect your lab grade. This will, in turn, affect your final course grade.

V. PREREQUISITES

Before registering for this course, you should have either:

- Received a recommendation from your 0051/0061 instructor showing that you successfully completed that level and are ready for 0052/0062 or
- Scored between 61-74 on the Compass Test.

VI. COURSE POLICIES

A. ATTENDANCE REQUIREMENTS

You are expected to attend each class period in order to give you the instruction and practice necessary to develop your skills in grammar. If you are absent, you will cause problems for yourself, your instructor, and other students in the class because the class often works in groups, and many assignments cannot be made-up.

Excessive absences can result in a failing course grade. Six absences for a class that meets three times a week, four absences in a class that meets two times a week, or three absences during a summer class are considered excessive. If you have
excessive absences, consult with your instructor to determine whether you wish to drop the course or receive a lowered course grade.

Sometimes it may be necessary for you to miss an occasional class due to illness or for business or personal reasons. If possible, notify your instructor ahead of time or leave a message at the office number listed on the first page of this syllabus. When you return to class after being absent, it is your responsibility to get assignments you may have missed.

B. ACADEMIC HONESTY

Cheating is considered to be a serious offense at Richland College. Students who are caught cheating may be expelled from the college. If you are caught cheating in this class, you will receive an F for this course.

Academic dishonesty includes cheating on tests, plagiarism, and collusion. Cheating includes copying from another student’s test or paper, using materials not authorized, collaborating with or seeking aid from another student during a test. Plagiarism is the obtaining by any means another student’s work and the unacknowledged inclusion of it in one’s own writing. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

C. CLASSROOM ATMOSPHERE

In ESOL 0062 you will find an informal classroom atmosphere. You will be expected to participate in group activities as well as individualized projects and assignments. You will need to share your ideas and encourage your classmates to talk as much as possible during small group sessions and class discussions. At all times, you should do your best to make other students feel relaxed and at ease. When you are given class time to complete individual assignments, occasional, quiet conversation is acceptable, but try not to disturb other students who are working.

VII. COURSE WITHDRAWAL PROCEDURES

Sometimes, for business or personal reasons, people can't finish a course they start. If this happens to you, be sure to officially drop this course.

TO DROP A COURSE, YOU MUST FILL OUT A FORM IN THE MULTICULTURAL CENTER, NOT THE ADMISSIONS OFFICE. If you stop coming to class and don't drop the course, your instructor will be forced to give a grade. Every semester, many students get grades of "F" because they did not fill out the form to drop their courses.

ONLY YOU HAVE THE AUTHORITY TO DROP THIS COURSE. YOUR INSTRUCTOR CAN NOT DROP YOU. IF YOU STOP COMING TO CLASS AND DO NOT DROP THE COURSE, YOU WILL GET A GRADE OF “F”.

VIII. GRADING SYSTEM

Percentage Breakdown of Final Grade

- 70% UNIT TESTS
- 10% FINAL EXAM
- 10% DAILY HOMEWORK ASSIGNMENTS
- 10% LAB LESSON AVERAGE

*IX. NEW GRADING SCALE IN GRAMMAR

The school has eliminated the use of Egrade for all developmental courses. Because of this, the new grading scale listed below will now be used. Please review this new grading scale very carefully.

89.5-100 A
79.5-89.4 B
74.5-79.4 C
59.5-74.4 D
<59.5 F

**In order to move on to the next level in grammar, students must earn a number grade of 74.5 or higher in grammar. At the same time, students must also earn 74.5 or higher in writing in order to move on to the next level in Writing and Grammar.**

X. COURSE RECOMMENDATIONS

Near the end of this semester, your instructor will give you a written recommendation for the next level writing and grammar courses that are appropriate for your skill levels. In order to advance to the next level of writing and grammar, your skills must be strong in both areas.

XI. SPECIAL POLICIES

ADA Statement—If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Richland College Disability Services Office.

Financial Aid Statement—If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Religious Holidays—Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog Student Obligations section.

Cellphone Protocol---Cellphones should be turned off completely during class (no ringing, no vibration, and out of sight.) This policy is necessary due to the disruptive
nature of cellphones.

**Food & Drink Policy**—Food and drink are prohibited in Richland classrooms and labs unless otherwise specified by a faculty member. Please ask your instructor about his/her policy.

**Campus Emergency Operation Plan**—To help ensure your safety on campus, please watch this video on keeping safe in a campus emergency at http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv.

**Obtaining Final Course Grades Using eConnect**—Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone at 972-613-1818. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

**Texas Success Initiative Requirements**—The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office in T170T or T170S (phone no. 972-238-6115 or 971-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm.

**Richland College's Quality Enhancement Plan ~ Learning to Learn: Developing Learning Power**—Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep2013/.

**Academic Progress**—Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

**XII. CONTINGENCY PLAN STATEMENT**

In the event that the college has to temporarily close, students should contact their instructor via email for further information and instructions. At that time, instructors will
communicate with students the following information via email:

   a) Length of campus closing (if known),
   b) Information about where and how to access assignments,
   c) Reminder to check website, news, hotlines, etc. for college information.

Instructors will post assignments and assigned reading via either eCampus or email.

XIII. PARTING THOUGHTS

Now that you have read over these guidelines for the course, please remember to—
   * feel free to ask questions and participate in class discussions
   * respect the opinions of classmates and the instructor
   * work cooperatively with other students.

ENJOY LEARNING AND HAVE A GREAT SEMESTER!