ESOL 0052-63201  Writing Level II  SPRING 2015 Flex I

Instructor:  Mariaelena Godinez  
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Office Hrs:  M-R 2:00 – 3:15 M – R or by appointment  
Credit Hrs.  2 credit hours  
Dates:  January 20 – March 20, 2015; 11:00 – 12:20; Room W190

Mountain View Mission Statement: Mountain View is a comprehensive community college dedicated to delivering excellence in education and encouraging intellectual and personal growth.

Course Description (from DCCCD Catalog): This course is an introductory course stressing the creation of sentences and groups of sentences. This course is designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

MVC Department Course Description: Prerequisite: Students must have successfully completed ESOL 0052 and/or entrance based upon appropriate assessment. This course reviews the elements of short essays structure. It emphasizes the development and organization of informative essays such as Giving Instructions, Descriptive, Narrative, Reason/Example. (1 hour Lecture/ 3hours Lab.)

MVC Department Course Expectations: This course consists of 1-lecture hour + 3-lab hours per week. (Daytime FLEX courses that meet 4 days a week are twice this amount per week). In this course, you will be doing a variety of learning activities. 1 hour of Lecture and 2 hours of lab will consist of activities within the regular classroom. The 3rd lab hour will consist of out-of-class assignments. Participation and completion of all lecture and lab activities and assignments will contribute to your final grade. You will be given a list of outside lab assignments that you should complete in a timely manner each week. Completion of all outside lab assignments will count 15% toward your final grade.

Required: A. Books
1. Text: Effective Academic Writing: 2nd ed  
   By Alice Savage  IBSN: 978-0-19-432347-5  
2. English Essential: what every college student needs to know  
   By John Langan/ Beth Johnson. IBSN: 0-07-353332-2

B. Supplemental Materials
1. Loose leaf or notebook paper to take class notes (REQUIRED)  
2. 3 ringer binder to hold handouts and assignments (REQUIRED)  
3. Thumb Drive for word processing (REQUIRED)  
4. Your own dictionary, erasers, pencils, pens (REQUIRED)  
5. A willing spirit and a desire to learn
Method of Instruction: This course will follow a format of instruction based on lecture, class discussions, and cooperative methods of instruction. Students will be expected to participate in reading text materials. The required texts are necessary for this course, for they provide the basic material and outline the skills taught in this course. However, supplemental materials will be provided by the instructor which is necessary to enhancing and reinforcing the writing skills taught. One-to-one interaction with the instructor will provide immediate instruction and feedback. There will be instructor guided text and practice instruction as well as frequent lab practice by students in prescribed practices in handouts.

Student Learning Outcomes: Upon satisfactory completion of this course, at a minimum of 70%, the students will:

1. Write a correctly constructed sentence.
2. Use the basic conventions of punctuation, spacing, capitalization, correct spelling and page formatting
3. Communicate thoughts effectively through writing.
4. Compose paragraphs that are logically well organized and grammatically correct.
5. Recognize and correct structural and mechanical errors.

Course Procedures: Lecture, class discussion, and group activities will be elements of this course. The following is a list of student class expectations:

1. Assignments are due at 11:00 am, before the class session begins. Homework is done OUTSIDE of class and turned in. I do not walk in and ask you for your homework; have it stapled and put it on top of the desk before class begins.
2. Students are expected to have their writing assignments prepared before class. Class participation depends heavily on the completion of writing assignments.
3. Students who are absent from class are responsible for any material covered in class as well as homework. An absence is not an acceptable excuse for not turning in assignments.
4. Late assignments: Late assignments will not be accepted; early homework assignments are always welcomed.
5. Make-up tests will not be allowed except under extenuating circumstances, at the instructor’s discretion. No exceptions.
6. Students coming to class without their text books will not be allowed to stay in class will be counted absent for the day and cannot look on with another student. Students are expected to bring their lab book and dictionary to every class.

Grading Policy: Your final grade will be based on the following criteria:

1. Written Productions ................. 40%
2. Tests .................................. 15%
3. Journal ............................... 20%
4. Outside Lab Assignments.......... 15%
5. Participation .......................... 10% ( includes attendance, participation in class activities, promptness in turning in assignments etc.)
EXIT Exam for ESOL 0052 Writing:

During the last week of this course students will be required to a Writing Exit Exam, which will consist of a timed paragraph (1 hour & 20 minutes) written in the class and evaluated by a small committee of ESOL Writing instructors. If you pass this exam and also complete the course requirements, you will receive one of these grades: A, B, C or D. However, you will receive an “E” grade if you don’t pass this exit test. Students receiving an “E” will need to repeat this course, or possibly repeat a lower level course. An E grade means that in spite of your hard work and good attendance, you still have not yet mastered all the skills you need to be successful in the advanced levels of ESOL. Nevertheless, an E grade will not hurt your grade point average.

Grade Scale:  
90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
see explanation above = E

B. The following criterion is needed to exit successful ESOL 0052 Writing:

1. Exit Exam: Pass the Writing Exit Exam with a score of P.  
The exit test is schedule for Tuesday, March 18, 2014 in W190 at 11:00 a.m..  
Student ID is required. In order to exit ESOL Writing students must score a P.  
Students not scoring a P will receive an E instead of the grade earned in the course.

1. Earn a 70% or higher on the course work and pass the Writing Exit Exam.  
Students must meet the course objectives with a C or better and pass the Writing Exit Exam with a score of P. If both objectives are not met students must repeat the class and/or retest.

An E Grade. Students who successful meet class objective, but do not pass on the exit exams will earn an E in the course. This grade indicates that the student has taken the course, but did not make a passing score on the Writing Exit Exam. To be eligible for an E in the course, you must complete all required course work and not pass the Writing Exit Exam.

To be eligible to take the exit exam by the time of testing students must:  
- Attend regularly 80% to class – no more than 3 unexcused absences by the time of testing  
- Complete required coursework - as specified in the grade policy above  
- Students who are not eligible will not take the final writing exam.

Attendance Policy: Students are expected to attend the classes in which they enroll. Class will start at 11:00 am. Students are expected to arrive on time and to participate actively in all activities. Students are responsible for any material covered in class or assigned work when they are absent. Please contact me if you know you will be absent. Three (3) tardiness’ equal one absence. Tardy means = if I am in the classroom and you walk in – you are late.
Course Pursuit
This is a challenging course, one which requires consistent effort and hard work. Students who do not complete assignments, attend class regularly, submit work consistently on a weekly basis and on time, and/or participate in class will be reported immediately to the correspondent admitting counselor to activate withdrawal from this course. Students with out required text or materials will not be allowed in class, may not look on with another student and will be counted absent.

Important Dates:

Thursday/Friday Feb 6 - 7 ................................................................. No Class
Tuesday, March 17, 2013 ............................................................... Writing Exit Exam
Tuesday, March 3, 2013 ............................................................... TSI Writing Test
March 9 – 13 ................................................................. Spring Break

Institutional Policies:

Withdrawal Policy: If for any reason you are unable to complete this course, you may withdraw from the class with a non-performing grade of “W” on your grade report. The last day to drop with a “W” is February, April 28, 2015. Withdrawal from a class is a formal procedure which you must initiate for each class. Your instructor cannot do it for you. You may do this at the Admissions or Counseling offices. If you stop attending a class without official withdrawing, you will receive an “F” on your grade report. Please talk to me if you feel you must drop this course.

Financial Aid: 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.

Repeating This Course: Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may/may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at:

STOP BEFORE YOU DROP: For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

The Texas Success Initiative (TSI): 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. 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. Additional information is available at .
**Academic Honesty:** Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD published in the DCCCD Catalog. More information is available at .

**ADA Statement:** If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office and let me know immediately so that your learning needs may be appropriately met. If you have been prescribed glasses wear them to class everyday.

**Religious Holidays:** Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Inclement Weather Statement:**
In the event there is inclement weather that affects regular scheduled classes and events on the Mountain View campus, the Dallas County Community College District and Mountain View College web pages will display a notification of any closings or delays. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations in the event that the DCCCD or Mountain View College Internet sites cannot be accessed or call 972.860. 7144.

**Disclaimer Reserving Right to Change Syllabus:**
The instructor reserves the right to amend this syllabus as necessary.

**Class Room Guidelines for Students:**
1. There is to be no food or drink brought into the classroom. Only water may be brought into the classroom in unbreakable bottles.

2. Only English is to be spoken in the classroom at all times.

3. Be accepting of different cultures in the classroom. Each person has his/her own ways of doing, understanding things. Each think his/her way is best. It is not better or worse; it is different. Understand each other and accept each other.

4. Do not laugh at other people’s mistakes. In America, this is considered to be very impolite.

5. Unless the class is in a talking activity always be quite in class. Sometimes when a student is asked a question, it takes a long time to work out the answer. During that time everyone must be quiet, or the student will lose his/her train of thought. So, PLEASE, if I ask someone a question or if the student asks me a question, everyone else must try to think of the answer by him/herself but must NOT speak the answer. Please, allow me to answer the question and the student to answer it. Please DO NOT Interpret for any student what I am saying in class unless you are asked to do so.

6. If for some unexpected reason you are late to class, come in and sit in the back of the room quietly without interrupting the students of the instructor. Enter the classroom without making noise. The door will close when the class begins – Do not knock on the door.
7. Please inform me of any prescribed scheduled medications you must take during class time. Once this is done you may leave the classroom without permission to take your medication.

8. Cellular phones are to be turned off during class time – therefore, there should not be ANY texting at any time. Please inform relatives or friends needing to speak with you during class time to wait until class is over.

9. Pencils are to be sharpened before or after class only. Wastepaper is placed in the wastebasket before or after class. All questions are to be directed to the instructor by raising your hand.

10. Please inform me if you have a special physical, psychiatric, or learning disability immediately so that your learning needs may be appropriately met.

11. Please inform me of any medical condition that requires you to sit with your feet elevated on a chair or fall asleep in class; otherwise, neither of the two mentioned are acceptable behaviors in this classroom.

12. When I am talking you should be listening to my explanation. If you do not understand my explanation ask ME not you the person next to you. If you do not understand the homework assignment or don’t know what to do ASK ME. Points from the participation grade will be deducted for any distractions to the learning environment.

13. Do not bring any children to class.

14. Only English should be spoken in the classroom.

15. If you ever need to talk to me or ask me questions, you may call me at the phone number on the first page, come by the lab where I will be or come by my office. If you are absent, and want to know your assignment, you should first try to call one of your classmates.

Classmate’s Name: __________________________________________________________

Classmate’s Phone: __________________________________________________________

Classmate’s Name: __________________________________________________________

Classmates Phone: __________________________________________________________
Course Attendance Commitment

**Place your initials next to each statement** to acknowledge that (1) you understand the course policy and (2) that you agree to that policy. Initialing also signifies that you will accept any and all policies related to reductions of grades for violating course policies, as required by the course syllabus and other written and course policies.

_____ I have read and understood the course syllabus for this ESOL 0042 course.

_____ I will abide by all stated and written course policies in this ESOL 0042 course.

_____ I understand all electronics must be turned off during class unless there is prior instructor approval.

_____ I understand that I am expected to come to class on time, and I further understand that two times tardy will equal one absence.

_______ I understand that if I miss more than 15 minutes of class time during any part of the class session, beginning, middle, or end, I will be counted absent

_______ I understand that leaving at any time during class without prior instructor approval will count as an absence for my attendance record.

_____ I understand that an exception to this attendance policy is only for extreme/dire circumstances.

_____ I will behave respectfully and professionally during class.

_____ I understand that penalties will be assessed for disrespectful and/or disruptive behavior in class.

_____ I will keep up with all course assignments.

_____ I will come to class with prepared to participate and with pen, paper, textbook, and other materials my instructor requires.

_____ I understand that if I drop this class or not have a 70% by test time I will not be allowed to take final tests.

By signing below, I agree to follow all the written and stated rules.

________________________________________  __________________
(Sign)  (Date)

________________________________________  ____________
(Print name)  ___________________________ (Course and section #)

NOTE: If you cannot in good faith sign any portion of this contract, you should immediately discuss your concerns with the instructor
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<thead>
<tr>
<th>Syllabus Policy</th>
<th>Student Signature</th>
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<td>I understand Evaluation and grading scale</td>
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