ESOL 0053 - Writing III

January FLEX 2015: January 20 – March 19

Instructor: Martin Guerra
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Division: Communications & Social Sciences (W279B)
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Office Hours: 3:00pm – 05:30pm MTWR
Office Number: W-192A
Course Number: ESOL 0053
Section Number: 63201
Class Meeting Time: 11:00am – 12:20pm MTWR
Credit Hours: Two (2)

AVAILABILITY FOR STUDENTS
I will be available in my office (W192A) or in the Developmental Lab (W172) for tutoring and advising during these hours:

Monday thru Thursday 03:00pm – 05:30pm

If these hours are not convenient for you and you need to speak with me, you can call or ask to set an appointment to meet with me in my office. You may call me at the phone numbers above, or you may come by my office. If you are absent, and want to know your assignment, you should first try to call one of your classmates first.

Classmate’s Name:
Phone:
Email:

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Phone:
Email:
**Course Description:** ESOL 0053 Writing (2 Credit Hours)
Prerequisite: **Student must have successfully completed ESOL 0052 or placed into course through appropriate assessment.**
This course reviews the elements of paragraph structure and introduces the essay through writing as a process. It emphasizes the development and organization of informative essays such as classification, cause/effect, and comparison/contrast. (1 hour Lecture / 3 hours Lab.)

**Student Learning Outcomes**
At the end of this course:
1. Write a clear, well-organized, multi-paragraph essay using a logical sequence in a prescribed rhetorical mode.
2. Demonstrate ability to use the writing process by generating ideas, drafting, revising, and editing.
3. Demonstrate functional vocabulary knowledge in a variety of contexts at a level appropriate for college level courses.
4. Write coherent and cohesive sentences in a variety of common patterns.
5. Recognize and use proper English mechanics.

**Course Procedure**
This course consists of 1-lecture hour + 3-lab hours per week. (Daytime FLEX courses that meet 4 days a week are really 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 20% toward your final grade.

In this course, there will be:
1. Individual and group activities to discuss vocabulary & ideas to write about
2. Some readings about some of things you will write about
3. Short lectures to review some grammar and punctuation rules
4. In-class writing assignments
5. Homework assignments in the textbook
6. Required Lab Assignments at this website: http://aplia.com
7. A Mid-Term In-Class Essay
8. An Exit Exam Short Essay
Attendance Policy for this course
You are expected to attend all classes and to be on time. If you cannot attend a class, you are still responsible for knowing the material that was discussed in class and for the homework that was assigned. You will be allowed 3 absences with no penalty. However, after the 3rd absence, 2 points will be deducted from your total average for each day that you are absent.

EXIT Exam for ESOL 0053 Writing: During the last week of this course (Tuesday, October 14) students will be required to a Writing Exit Exam, which will consist of a short analytical essay timed (2 hours) written in the class and evaluated by a small committee of ESOL Writing instructors.

All students must complete all of the essay assignments and labs before they will be allowed to take the EXIT exam. If you pass this exam and also complete the course requirements, you will receive one of these grades: A, B, or C. 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.

Course Evaluation
Therefore, your grade will be determined based on the following criteria:
Textbook Exercises: 10%
Lab Assignments: 20%
Compositions 70%

Grading Scale:
90-100 = A
80-89 = B
70-79 = C
69-0 = F
Not passing the Exit Exam = E

Required Textbook:
Refining Composition Skills, 6th Edition
AUTHORS: Ruetten/Kozyrev - ©2012

The Teacher will also give students access to an APPLIA code for online practice of grammar and punctuation on this website: http://aplia.com/
Plagiarism
All writing assignments are expected to be each individual’s own work. Any essay assignment that is found to be copied from the Internet or from someone else’s previous work will receive a ZERO grade and averaged into your final grade. A second infraction will result in an F for the course.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by Saturday, February 28, 2015. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.

Other Rules:
Only English should be spoken in the classroom.
If the teacher is speaking, all students should be listening attentively without talking to one another.
Please do not bring any children to class.
Please turn off all cell phones and beepers.
No texting or Facebook during the class

Important Dates:
Thursday, February 19        Teacher’s Professional Day – No classes
Saturday, February 28        Last Day to Withdraw with a “W”
March 9-13                    Spring Break – Campus closed
Tuesday March 17              Writing Exit Final Exam
Thursday March 19             Last day of classes
Monday March 23               Next level begins

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/catalog/ss/oep/dw.cfm
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.

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 http://www.mountainviewcollege.edu/studservices/studsuccess/acadadvisetsi/Pages/Archive%20Pages/TSI.aspx

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.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office below.

Mountain View College Disability Services
Office: S-2080
Phone: 214-860-8677
Relay Texas: 800-735-2988
The Disability Services/Special Services Office offers a variety of support services for students with disabilities. Students requesting services are responsible for providing current educational or psychological/medical documentation from a qualified professional verifying the disability and the need for services. For additional information,
contact the Disability Services/Special Services Office at Mountain View College or see http://www.mountainviewcollege.edu/studservices/studsuccess/disabilityservices/Pages/default.aspx

Code of Student Conduct
The purpose of policies about student conduct and discipline are to provide guidelines for the educational environment of Mountain View College and the DCCC. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn, to grow, and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Any student violating the Student Code of Conduct shall be subject to disciplinary sanctions including suspension in accordance with DCCCD Board Policy. https://www1.dcccd.edu/catalog/ss/code.cfm?view=org

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 Code of Student Conduct found in the link above.

Equal Opportunity
Educational opportunities are offered by Mountain View College without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

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