This course syllabus is intended as a set of guidelines for (Course). Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Note: Students enrolled in ESOZ classes will not obtain credit, nor will they be able to apply for credit later. Likewise, as non-credit classes, ESOZ 0044 and ESOZ 0054 cannot count as TSI remediation.

Instructor Information:

Karen Ninan
kninan@dcccd.edu
Liberal Arts Office phone: 972-273-3480
Liberal Arts Office: A310
Office Hours: by appointment

Course Information
Course title: English to Speakers of Other Languages, Grammar 3
Course number: ESOL 0063
Section number: 73201
Credit hours: 2
Class meeting time: Monday, Wednesday, Friday, 10:20AM to 12:20PM
Course description: This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses.
Course prerequisites: C or better in ESOL 0062 or Compass Test placement.
Required or Recommended Textbooks and Materials
Understanding and Using English Grammar w/ Azar Interactive
ISBN: 9780132455176

Exams & Assignments / Evaluation Procedures (refer to calendar)
- Quizzes 25%
- Midterm (Wednesday, February 11, 2015) 25%
- Final (Wednesday, March 18, 2015) 25%
- Homework 6%
- Attendance, Meaningful Participation 4%
- Lab 15%

Each class has a mandatory lab orientation at the beginning of the semester. During the orientation students will be given a brief introduction to the software and a lab assignment guide, which outlines the requirements for completing the lab.

Grading Scale
Final grades will be assigned as follows: 90-100% = A, 80-89% = B, 70-79% = C, 69% and below = E or F. Students who have attended, participated and completed assignments regularly, yet score below 70% will receive an E. E unlike an F, is not computed in a student’s GPA.

Student Learning Outcomes
All students at the ESOL 0063 course level will use the passive voice with a 70% level of proficiency as determined by a departmental exam.

All students at the ESOL 0063 course level will demonstrate correct subject/verb agreement with a 70% level of proficiency as determined by a departmental exam.

Important Class Policies
- Students may not bring friends or family to class as guests. Only people enrolled in the course may attend.
- Minors (i.e., children under the age of 18) may not accompany an adult student in class or in the lab, nor may they be left on campus unattended by an adult.
- Please be courteous. Cell telephones and beepers must be turned off during class.
- Students should not eat or drink during class time.
- Excellent attendance, class participation and completion of homework assignments are essential components for student success in this class as indicated by the grading policy. It is the student’s responsibility to contact or speak with a classmate in order to obtain notes on information missed due to tardiness or absence. If a student arrives late, needs to leave early, or cannot attend class, it is proper etiquette to give an explanation to the instructor though this does not excuse time missed.
INSTITUTIONAL POLICIES

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".
Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

DROP POLICY
If you are unable to complete this course, you must officially withdraw by 2/27/15. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.

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

FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.
ACADEMIC SKILLS CENTER (ASC) – ROOM A332

The ASC provides a variety of services designed to help students develop and improve their writing and language skills:

- The Writing Center provides tutoring for any writing assignment for any class as well as personal writing projects, including college application essays, resumes, and letters. The tutors can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.

- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their skills for reading, studying, and test taking. Some information is also available via the eCampus community online.

- The ESOL lab has 20 workstations with computers. It is an open lab for students to work on assignments, homework, lab activities, and any other ESOL-related task. An experienced lab attendant is on duty during business hours to assist students. The ESOL lab also offers free grammar tutoring for credit students.

- The Foreign Languages Lab offers free tutoring for students enrolled in foreign languages courses (i.e. Spanish and French). Students receive assistance with Rosetta Stone Software and other online languages resources.

- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.

- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

Office Hours:
Monday - Thursday  8:00AM-8:00PM
Friday           8:00AM-5:00PM
Saturday        9:00AM-1:00PM

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

COUNSELING SERVICES

Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by or supervised by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or go to A 311.

CAREER SERVICES – ROOM H220

North Lake’s Career Services Center provides FREE career planning and job search services to current students, students in the process of enrolling, alumni, and members of the community. Some of the many ways Career Services help students and graduates prepare for a lifetime of professional work are career guidance and counseling, resume preparation, interview techniques,
and help finding a job.

Hours:

- Mon.-Thurs. 8:30 a.m. – 5:00 p.m.
- Fri. 8:30 a.m. – 4:30 p.m.
- Sat. & Sun. closed

Phone: 972-273-3140