ESOL 0063 - Grammar III

March FLEX 2016: March 21 – May 12

Instructor Dana Nachawati
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Division Arts & Communications (E40)
E-mail dananachawati@dcccd.edu
Office Hours 12:30pm – 01:45pm MTWR
Office Number W-192A
Course Number ESOL 0063
Section Number 63401
Class Meeting Time INTERNET, Off Campus
Credit Hours Two (2) Credit Hours

AVAILABILTY FOR STUDENTS
I will be available in my office (W-192A) or in the Developmental Lab (W-172) for tutoring and advising during these hours:

Monday - Thursday 12:30pm – 01:45pm (or by appointment)

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 0063 Grammar (2 Credits)  
Prerequisite: Student must have successfully completed ESOL 0062 or placed into course through appropriate assessment.

This third grammar course reviews elements of English grammar introduced in ESOL0062 and introduces the following grammatical points: past perfect, future perfect, and perfect progressive tenses; simple, compound, and complex sentences as well as appropriate sentence connectors and punctuation for these sentences; active and passive voice; expansion of modals, gerunds, and infinitives. These grammar points are necessary for writing sentences, paragraphs, and essays. (1 Lec., 3 Lab.)

**Student Learning Outcomes**  
At the end of the course, each student should be able to  
1. Identify and use all verb tenses in the simple, continuous, and perfect forms.  
2. Identify and use parts of speech, especially nouns, pronouns, verbs, adjectives, phrasal verbs (verb + preposition), and quantifiers.  
3. Develop vocabulary and grammatical knowledge necessary for writing sentences and for reading & listening comprehension.  
4. Use appropriate word order with proficiency.

**Course Procedure**  
This course consists of 1-lecture hour + 3-lab hours 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. Some readings featuring certain points of grammar  
2. Short lectures and videos to go over some grammar rules.  
3. Reading & Vocabulary as assigned online  
4. Lab assignments online at this website: [http://www.myenglishlab.com/courses-focus-on-grammar.html](http://www.myenglishlab.com/courses-focus-on-grammar.html)  
5. Unit Achievement Tests online  
6. Part Exams taken in class
Attendance Policy for this course
You are expected to complete your assignments and tests on time and meet with your instructor whenever required. Part Exams and the Grammar EXIT Exams will be completed in class (not online).

During the last week of this course, Wednesday, May 11, students will take a Grammar EXIT Exam, which consists of all the units you have studied in your Grammar book. All students must complete all of their homework and lab assignments before they will be allowed to take the EXIT test. If you pass this exam with a score of 75% 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 make this score. 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
Your final grade (A, B, C, etc) will be determined based on the following criteria:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Grade Scale</th>
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<tbody>
<tr>
<td>Online Vocabulary &amp; Reading</td>
<td>10%</td>
<td>Grading-Scale</td>
</tr>
<tr>
<td>Online Grammar Focused Labs</td>
<td>20%</td>
<td>90-100 = A</td>
</tr>
<tr>
<td>Online Unit Achievement Tests</td>
<td>20%</td>
<td>80-89 = B</td>
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<tr>
<td>Online Part (multiple units) Exams</td>
<td>50%</td>
<td>70-79 = C</td>
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<td></td>
<td></td>
<td>69-0 = F</td>
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<tr>
<td>Below 75% on Exit Test = E</td>
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Required Textbooks
Focus on Grammar 4, 4th Edition w/My English Lab
by Margorie Fuchs and Margaret Bonner
Publisher: Pearson

For online purchase, you may go to this website:

But make sure you choose the Student Book with MyEnglishLab [see ISBN]

Withdrawal Policy (Dropping this course)
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 Thursday, April 29,
2016. 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 / Facebook during the class

Important Dates:

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<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday</td>
<td>March 25</td>
<td>Easter Break (No classes)</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 29</td>
<td>Last Day to Withdraw with a “W”</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 11</td>
<td>Grammar Exit Final Exam</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 12</td>
<td>Last day of classes</td>
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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.