ESOL 0053.63201: Writing Level III  SPRING 2017  SECOND FLEX

Instructor: Mariaelena Godinez
Office: W 187A
Phone: 214-869-8576
E-mail: mariaelenag@dcccd.edu
Office Hours: M-R 2:00 – 3:15 Rm W187A or W172: available to students
Credit Hour: Two (2) Credit Hours
Dates: March 20 – May 10, 2016; 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 DCCD Catalog): Course Description: 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: 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.)

MVC Course Expectations: 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.

Required: A. Books
   1. Long man Academic Writing Series: Paragraphs 2: 3rd Edition
      By ann Hogue. ISBN: 978-0-13-291271-6

B. Supplemental Materials
   1. Loose leaf or notebook paper to take class note and write
   2. One 3.5” high density dish for word processing
   3. Your own dictionary, eraser, pencils, pens, thesaurus
   4. Binder or folder to hold handouts and assignments
   5. A willing spirit and a desire to learn
Student Learning Outcomes: At the end of this course:
1. Students will be able to write an exam-style essay of medium-length (300-500 words) with an explicit thesis and reasons and/or examples in support.

2. Within this essay, students will be able to do at least two of the following:
   a. develop that thesis appropriately and sufficiently using reasons and/or examples.
   b. organize the thesis and those reasons and/or examples in paragraphs.
   c. write sentences that are relatively free of basic grammar, spelling, usage, and punctuation errors.

Method of Instruction: 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 writing assignments
6. Required Lab Assignments
8. An Exit Exam Short Essay

Attendance Policy for this course:
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. Only an absence with a doctor’s note will be excused. 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. Please contact me if you know you will be absent. Cell phone use in class will also result in deductions from your total average. Every time you use or look at your cell phone will be the same as one absence. Every time you fall asleep in class will equal one absence. Please contact me if you know you will be absent. Tardiness: Two tardies equal one absence. Any student more than fifteen minutes late will be counted absent-the door will be locked. Tardy means = if I am in the classroom and you walk in - you are late. I expect that you be in your sit waiting for class to begin when I walk in. Sleeping in class: students sleeping in class be deducted two points of their total grade.

EXIT Exam for ESOL 0053 Writing: During the last week of this course (Tuesday, May 9th) 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 at least 80% of class 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.
Students who do not have 80% of the course work by the day of the exit exam May 9th, do not take the final exam and receive an F for the class.

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

1. Written Productions ................. 45%
2. Lab Assignments .................... 15%
3. Journal .............................. 20%
4. Tests ................................. 10%
5. Participation ......................... 10% (includes attendance, participation in class activities, promptness in turning in assignments etc.)

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

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 be deducted one complete letter grade per day; NO work will be accepted after being four days late, which is one week of class.
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.

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 **Friday, April 12, 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.
Important Dates:

- Tuesday, May 9th .................................................. Writing Exit Exam
- May 15 - June 1, 2017 ............................................. May mester
- June 5 – August 10 .................................................. Summer session

Institutional Policies:

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.

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.
1. Unless the class is in a talking activity always be quite in class. It is very difficult to think in English. 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. Pay attention in class to what I am saying – do not look at your neighbors work for any reason to get answer from them.

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 your must take during class time. Once this is done you may leave the classroom without permission to take your medication.

8. Cell phones, beepers, pagers, ipods, ipads, electronic games, headsets, tapes, CD players, DVD players, personal laptop computers, or ANY devices and ANY behavior that are deemed as distractions to the instructor or the learning environment as a whole will NOT be tolerated. Please either turn them off or don’t bring them to class, period and conduct yourselves like adults. You will be put out of class for the day and marked absent for causing any distractions to the learning process, as well as earn a grade of 0/F for any assignment(s) that class period. Repeat violators will be PERMANENTLY dismissed from class for the SEMESTER, and possibly earn a grade of 0/F for the COURSE or lose points from the participation grade.

9. Pencils are to be sharpened before or after class only. Waster paper 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. Do not copy another person’s work. Do not give your answers to anyone either. I will find out and you and the other person whom you copied from or gave the answers to will receive a zero for that work. If it continues you may be asked to drop the class. Do the right thing and do your own work. If you do not understand the assignment or don’t know what to do ASK ME.

13. Do not bring any children or pets 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 Phone: ____________________________________________