ESOL 0054 - Writing IV

Spring 2017 March FLEX: March 20 – May 11

Instructor
Dana Nachawati

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Division
Arts & Communications (E40)

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Office Hours
2:00pm – 3:15pm MTWR

Office Number
W-192A

Course Number
ESOL 0054

Section Number
63201

Class Meeting Time
11:00am – 12:20pm MW

Credit Hours
Two (2)

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

Monday - Thursday
2:00pm – 3:15pm (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:_________________________________________________________

Classmate's
Name:__________________________________________________________
Phone:_________________________________________________________
Email:_________________________________________________________
Mountain View College Mission Statement:
Mountain View is a comprehensive community college that provides exemplary education through higher education programs, workforce development, educational support services, continuing education opportunities and community partnerships. Mountain View College promotes student success and professional development while practicing good stewardship and sustainability.

Course Description: ESOL 0054  ESOL Writing (2)
Prerequisite: Student must have successfully completed ESOL 0053 or placed into course through appropriate assessment. This course involves a review of essay structure with emphasis on development and organization of informative and persuasive/argumentative essays. It introduces paraphrasing, summarizing, and synthesis of information for essay writing. (1 Lec., 3 Lab.)

Student Learning Outcomes
At the end of the course, each student should be able to:
1. Draft, revise, and refine a 5-paragraph essay including developing ideas for a specific audience, topic sentences, the thesis statement, adequate supporting details, and transitional words, grammar and punctuation.
2. Know the qualities of logical order including unity and coherence.
3. Write and quickly edit a 5-paragraph essay within a 2-hour time limit.

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. Textbook Homework (10%)
6. In-class quizzes (10%)
7. Required Lab Assignments (20%) at this website: www.myenglishlab.com
8. Journals written at home (20%)
9. Essays written at home or in class (40%)
Attendance Policy:
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, 2 points will be deducted from your final average for each additional absence. You must also arrive on time for class. If you are more than 15 minutes late, I will mark your attendance as Tardy. Every 2 days that you are Tardy will equal 1 Absence. Cell phone use in class can also result in deductions from your total average. Every 2 times you use your cell phone in class will equal 1 Absence. Sleeping in class equals 1 Absence. Only an absence with a doctor’s note will be excused. Remember, you are only allowed 3 absences without penalty.

EXIT Exam for ESOL 0054 Writing: If you are absent more than 5 times, you will NOT be allowed to take the EXIT exam.

Course Policy:
- Only English is allowed to be spoken in the classroom.
- If the teacher is speaking, all students should be listening attentively without talking.
- Raise your hand when you have a question and wait to be called upon.
- Do not make fun of any mistakes made in the classroom.
- Do your own work. Do not copy from others or give others your work. This is considered cheating and will result in a grade of 0 for that assignment. Repeated offenses will result in an F in the course.
- A letter grade will be deducted for each day an assignment is submitted past the due date. No late work will be accepted 4 days past the due date and will result in a grade of 0 for that assignment.
- No children or pets allowed in class.
- Cell phones, beepers, tablets, laptops, headsets, or any other electronic device are not permitted in class. Please turn them off as they are a distraction to everyone in the classroom.
- No texting/Facebook during class.
- Please inform me if you have a medical condition or disability that requires any accommodations.
- Water bottles are permitted in the classroom. No other food or drinks are allowed.
- All essays must be typed on a word processor such as Microsoft Word and uploaded to www.ecampus.dcccd.edu by the due date and time. 10 points will be deducted for each day the essay is late.
Developmental Writing Competency Exam (Exit Exams)

All students must complete all lab assignments and tests, be passing with a grade of 70%, and have no more than 5 unexcused absences before they will be allowed to take the EXIT test. Students with a grade less than 70% and/or more than 5 unexcused absences will not take the EXIT test and will receive an “F” in the course. First of all, ALL students enrolled in ESOL 0054 must have a record of attempting the TSI Writing Test in the Testing Center (Essay & Sentence Structure) on their Advisement record. Then, on Wednesday May 3 (11:00am-1:00pm) all students in ESOL 0054 Writing will take the TSI Exam. If you pass this exam AND also complete the course requirements above, you will receive one of these grades: A, B, or C. Students who do not pass the TSI Exam will have another opportunity to pass the course by taking another Writing Competency Exam on Monday May 8, which will consist of writing an essay in MS Word. Because this course ESOL 0054 is the fourth and the last one in the ESOL writing sequence, you will receive an “E” grade if you don’t pass the TSI or the exit competency exam. Students receiving an “E” will need to either repeat the course or take one of the Developmental Writing Courses recommended by your instructor. An E grade means that in spite of your hard work and good attendance, you still have not yet mastered all the skill needed to take your college level writing course, ENGL 1301. 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%
Quizzes: 10%
Lab Assignments: 20%
Journals: 20%
Essays: 40%

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

Required Textbook & Lab Code
4 Longman Academic Writing Series: Essays, 5th Edition
by Alice Oshima & Ann Hogue
Published by Pearson
ISBN: 978-0-13-291569-4

If you buy your textbook in the MVC Bookstore, it will come with a code to access:
http://www.myenglishlab.com/LAWs/index.html
If your textbook does not have an access code, you may buy one directly online for MyEnglishLab – Writing 4 at this website: www.buymylab.com

Plagiarism
All writing assignments are expected to be each individual’s own work. SafeAssign will be used to detect any plagiarism. 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, April 29, 2017. 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:
- Friday April 14: Good Friday (campus closed)
- Saturday April 29: Last Day to Withdraw with a “W”
- Wednesday May 3: TSI Exam (Round 1)
- Monday May 8: Writing Exit Final Exam (Round 2)
- Thursday May 11: Last day of class

Institutional Policies
Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DS Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633. For information at Mountain View call 214-860-8677

A Note on Harassment, Discrimination and Sexual Misconduct: We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title
IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

- **College Title IX Coordinators: Mountain View College:** Regina Garner  
  TitleIX-MVC@dcccd.edu 214-860-8561

- **Dallas Colleges Online:** Le’Kendra Higgs  
  TitleIX-LEC@dcccd.edu 972-669-6672

- **District Title IX Coordinator Office of Institutional Equity:** LaShawn Grant  
  TitleIX-District@dcccd.edu 214-378-1633 Please visit  
  [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf) for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

**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](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.