Instructor Information
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Office Hours: By appointment

Course Information
Course Number: ESOL 0054
Section: 85400
Credit Hours: 2
Course Certification/Census Date: June 19, 2019 (drop without a “W”)
Withdrawal Date: July 22, 2019 (last day to drop with a “W”)
Final Class: August 8, 2019
Prerequisite: Successful completion of ESOL 0052 or placement through appropriate assessment and a TSI score.

Required Textbooks

Attention: There are different versions of this textbook. Be sure to purchase the correct one.

Some Important Dates
End of coursework: August 8, 2019. Key assignments may be due on a date prior to the official end of the semester.

Catalogue Description
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 along with library and internet research skills for essay writing. (1 Lec., 3 Lab.)

Coordinating Board Academic Approval Number 3201085612
How to Get Started

Full instructions are emailed to the class on the first day of the course. Once you understand the information in this course syllabus, follow the instructions on eCampus:

1. Log in to https://ecampus.dcccd.edu
2. Click Welcome Information in the top portion of the course menu.
3. Follow the instructions on the next page.

Learning Outcomes

When you finish this course successfully, you will be able to do the following at a high intermediate level:

1. Organize and present ideas clearly for common academic writing tasks.
2. Use academic English grammar, vocabulary, spelling, punctuation, formatting, and citations in your writing.
3. Identify and correct common errors in writing.
4. Create multi-paragraph essays using the writing process.

Requirements for Passing This Course

To complete this course successfully, you must meet the following criteria:

1. Earn a minimum weighted course grade of 75.

Graded Areas and Weights

Assessment area, weights and brief descriptions are as follows:

A. Learning Activities (20% weight): Learning Activities consist of activities such as participation and engagement in assigned activities, grammar and editing exercises, summary assignments, etc.

B. Writing Assignments (50% weight): Writing assignments applying skills learned in the course. This may include assignments such as summarizing, writing paragraphs or responses, or writing a longer essay.

C. Quizzes (20%): Multiple choice and written responses on course content including editing, grammar, vocabulary, and formatting.

D. Lab Assignments (10%): Six lab assignments completed on eCampus.

During the semester, you will earn scores on a number of graded assignments. Scores will be averaged within the above assessment areas, weighted, and added to your numeric course average.

At the end of the course, your final course average will be converted to a letter grade (your final course grade) as follows:

<table>
<thead>
<tr>
<th>Passing Grades:</th>
<th>Failing Grades:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90-100</td>
<td>D = 60-74</td>
</tr>
<tr>
<td>B = 80-89</td>
<td>F = 59 or below</td>
</tr>
<tr>
<td>C = 75-79</td>
<td>N = 74 or below, if you stop attending and do not officially drop the course</td>
</tr>
</tbody>
</table>
Required Technology

The technology listed below is required for successful completion of this course. All required technology are available at Richland College. For eCampus help, contact 1-866-7169 or 972-669-6402.

- A laptop or desktop computer (Attention: You will not be able to complete all of your work using cell phones or iPads.)
- A stable internet connection, preferably high-speed.
- Speakers or headphones for audio.
- A digital camera (or cell phone camera) with ability to post images online.
- Free software (see eCampus for links if you need the software):
  - a PDF reader such as Adobe Acrobat Reader,
  - PowerPoint Reader,
  - Flash, Java

Note that the instructor will help you with course-related issues; however, the instructor cannot help you with computer issues such as hardware malfunctions, installing software, internet connections difficulties, and so on.

Minimum Technology Skills

Online courses offer the convenience and flexibility to work off campus; however, a number of technology skills are required so you can navigate the course and complete tasks and assignments.

At a minimum, students must have the following technology skills:

- Navigating the internet;
- using eCampus (the distance-learning platform used at Richland College); if you have not used it before, you must familiarize yourself with it as soon as possible;
- general computer skills (e.g., keyboarding; pointing and clicking to perform tasks; downloading, opening, and saving documents; attaching files);
- copying and pasting within and across documents;
- emailing, including attaching documents;
- using software such as word processing (e.g., Word, Google docs), including formatting documents; presentation software (e.g., PowerPoint).

Policies and Notices

1. Attendance

Although this is an online course, you are still required to participate in online discussions on eCampus. Follow the instructions for Discussion Boards carefully so you understand how you are expected to participate.

You are required to (a) check your email and (b) log on to the course to check for course messages daily or at least every other day. Missing important information or being unable to complete assignments as a result of missing course announcements or messages will likely result in poor performance.

2. Late Work Policy

Part of being a college student is learning to manage your time. Late assignments are not accepted, unless you have you have received prior permission from the instructor. If you believe you have a valid reason to ask for extra time, you must discuss it with the instructor well before the assignment is due. If a
serious emergency arises, you must contact the instructor as soon as possible. You may be asked to document the emergency.

If you are allowed to submit an assignment past the due date due to a valid reason, the instructor will set a new deadline, which you must meet. In some cases and at the instructor's discretion, the instructor may subtract points from a graded assignment submitted after the due date.

For some assignments that you submit on eCampus, you may sometimes be able to submit it after the due date; however, 10 points are deducted from the score for each 24 hours late up to 72 hours. Assignments will not be accepted 72 hours past the due date unless prior arrangements were made. The instructor will decide on such arrangements and possible penalties individually and is under no obligation to accept late work.

When assignments are “closed” on eCampus (e.g., a quiz), they will not be re-opened.

Departmental assessments, if any, must be completed on the assigned dates and times. Exceptions will be considered on an individual basis and only in cases of documented emergencies.

Have a contingency plan in place in case technology fails (for example, if your computer breaks down or you lose internet access just before an assignment is due). Here are some tips:

- Keep all contact information for your instructor and technical support numbers easily accessible somewhere other than your computer.
- Know in advance where you can use a computer or printer in case your computer or printer fails. For example, most public libraries have computers with internet access for public use; Richland College has a number of computer labs available to students; identify someone that can let you use their computer or printer in case of an emergency.
- **Always back up your work** (to an external drive or to an online service such as Google Drive or Dropbox).
- Have access to printers other than your own in case you need to print documents for an assignment. Keep a supply of printer ink or toner in case you run out.
- Online services can sometimes be down without warning. Do not wait until the last minute to submit assignments.

3. Classroom Policies

Basic rules of etiquette apply for classroom-based and online courses. As a rule of thumb, if you would not say something to someone or act a certain way in person, do not do it online. Further guidelines are posted on eCampus. Here are some common sense guidelines when communicating online:

- Be courteous.
- Keep in mind that people have different opinions. If you disagree, be respectful.
- Edit your ideas before communicating them to the instructor and the class; make sure your message is clear, appropriate, and unambiguous. For example, using a humorous or sarcastic tone can sometimes be misinterpreted in written communication.
- Do not over share. It is perfectly all right to share personal information such as hobbies, interests, or experiences, but do not share deeply personal or intimate information.
- If someone becomes abusive, do not engage! Contact the instructor immediately.
- Before posting a question to a discussion board, check if someone else has already posted it and received a reply.
- Use appropriate, academic language.
- Use standard fonts, and do not use the caps lock feature.
- Do not use texting language or emoticons.
- Do not engage in rants.
- Do not disseminate unsolicited information (e.g., ads, viral videos, jokes, memes) that are not directly related to the course content.
- Safeguard your and your fellow students’ personal information.

4. Formatting, submitting, completing, or turning in assignments

Wherever applicable, all work must be completed using MLA-style formatting. Handwritten or scanned assignments will not be accepted under any circumstances unless instructed.

5. Grading and Feedback from the Instructor

When assignments are graded. Scores for computer-graded assignments are available immediately upon completion.

Hand-graded assignments are returned within two weeks. The instructor will often provide feedback on hand-graded work; it is your responsibility to read such feedback and ask for clarification whenever needed.

Grading criteria. Different criteria may be used to grade your work based on the requirements and instructions for the assignment. “How you will be graded” will be posted along with the assignment, where needed. If it is unclear to you how your work will be graded, ask the instructor for clarification.

When the final course letter grade is submitted. The final course grade (letter grade) will be posted on eCampus and eConnect by the Monday following the end of the semester.

6. Academic Progress

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester from academic advisors and career specialists. Check http://richlandcollege.edu/admissions and http://richlandcollege.edu/advising for more details.

7. Academic Integrity and the Honor Pledge

To learn well, you must do your own work. Every student in my classes is expected to maintain a high standard of academic integrity. You should read the DCCCD Code of Student Conduct at http://www.richlandcollege.edu/conduct and abide by it. You will be required to sign an honor pledge stating that you have read and understood the policy and the consequences of violating the standard. If you have any questions about the meaning of academic honesty and what is expected of you, ask me.

8. Course Withdrawal Procedures

If you decide to drop this course for any reason, I recommend you should: (1) Talk to me first to see if withdrawing may be really necessary. (2) Go to the Multicultural Center and speak with an adviser; only an adviser can tell you exactly how withdrawing from a course can affect you. (3) If you receive financial aid, you should also speak with the Financial Aid Office.

NOTE: ESOL students should not drop classes at the Admissions Office.

The instructor cannot drop a student from a course. If you simply stop attending without officially dropping the course, you will receive zeros for any missed assignments, and you will likely receive a non-passing grade of D, F, or N.
9. Technical Help, Tutorials, and Student Resources

Richland offers a number of student resources and services. For links to these resources, check the links under “RESOURCES” at the bottom of the course menu on eCampus. For eCampus help, contact 1-866-7169 or 972-669-6402.

10. Other College Policies

Information about the following college policies is available online: https://www.richlandcollege.edu/au/fastfacts/legal/policies-for-syllabi/pages/fall-2018.aspx

Student Success - Academic Advising and Degree Planning; Tutoring; Students with Disabilities, Cheating, Plagiarism and Collusion; Student Survey of Instruction; Religious and Ethnic Holiday Observance; Harassment, Discrimination, and Sexual Misconduct

Financial Aid - Attendance and Participation; Withdrawal from Classes

Class Drop and Repeat Options - Withdrawal Policy, Six Drop Rule; Repeating a Course and Third Drop Rule

Campus Emergencies

Concealed Carry Other College-Specific Information

11. Syllabus Change Disclaimer

The instructor reserves the right to amend this syllabus as necessary. Students are responsible for staying abreast of any changes communicated in class or electronically.
Tentative Course Plan

Week 1 – June 6-8
  • Module 1: Introduction to the Course
  Week 1 Learning Activities

Week 2 – June 10-15
  • Module 2: Answering Exam Questions
  • Writing for a purpose
  • Lab 1

Week 3 – June 17-22
  • Module 3 – Answering Exam Questions
  • Lab 2

Week 4 – June 24-29
  • Module 4 – Grammar
  • Writing Exercise
  • Lab 3

Week 5 – July 1-6
  • Module 5 – Grammar
  • Writing Exercise
  • Lab 3

Week 6 – July 8-13
  • Module 6 – Grammar
  • Writing Exercise
  • Lab 4

Week 7 – July 15-20
  • Module 7 – Summarization 1
  Week 7 Learning Activities
  • Lab 2
  • Lab 4

Week 8 – July 22-27
  • Module 8 – Grammar
  • Writing Exercise
  • Lab 5

Week 9 – July 29-August 3
  • Module 9 – Grammar
  • Writing Exercise
  • Lab 6

Week 10 – August 5-8
  • Module 10 –
  • Lab 6
  • End of Semester Survey due.

Note. Although the course will be accessible during holidays, the instructor will be unavailable. Plan accordingly.