

Syllabus
ESOL 0052 Writing
Section 21500
T/R 6:00 – 7:20 p.m., room Q-108
Brookhaven College – Fall 2018
August 27th – December 13th
World Languages Division, Room L-420
Telephone 972-860-4770

Instructor: Margaret Martinez

Email Address: MMartinez4@dcccd.edu

I. HOW TO CONTACT YOUR INSTRUCTOR:

The instructor will be available to talk with you either before class, after class, or by appointment. To contact your instructor, please call the voicemail number above and leave a message. Your instructor will return your call.

II. CATALOG DESCRIPTION: ESOL 0052 ESL Writing

Former Course prefix/number ESL 0052

Prerequisite: none

This course introduces the elements of formal paragraph structure as well as writing as a process – inventing, drafting, and editing. It emphasizes a variety of modes such as narration, description, definition, and explanation. (1 Lec. 3 Lab.)

Coordinating Board Academic Approval Number 3201085412

III. LEARNER OUTCOMES

Upon successful completion of this course, students will:

1. Write a clear, well-organized, paragraph using a logical sequence in a prescribed rhetorical mode.
2. Demonstrate ability to use the writing process by generating ideas, drafting, revising, and editing.
3. Demonstrate functional vocabulary knowledge in a variety of contexts at a level appropriate for college level courses.
4. Write coherent and cohesive sentences in a variety of common patterns.
5. Recognize and use proper English mechanics.
6. Demonstrate proficiency in basic skills related to research-based academic writing, such as paraphrasing, summarizing, quoting, and citing sources according to prescribe style guidelines.

IV. REQUIRED COURSE MATERIALS:

- ◆ Textbook:
 - *Longman Academic Writing Series 3: Paragraphs to Essays with Essential Online Resources* (4th ed.) by Oshima/Hogue: White Plains, NY; Pearson Education, 2014. (ISBN 978-0-13-466332-6)***

*** THIS BOOK HAS A LAB CODE. ***

USED BOOKS WILL NOT BE ALLOWED

◆ **8 1/2 x 11 inch lined tablet notebook, with perforated pages and no spiral**

* There will be copies of the texts on reserve at the checkout counter in the Brookhaven College library for a limited time. You cannot remove the books from the library. Though these books are there for your use, you must have **your own new book** to take to class every day and to do the homework in the book for your homework grade.

V. GRADE ASSESSMENT

A. Students' mastery of the objectives for this course will be evaluated by both in-class writing and performance as well as out-of-class paragraphs and other assignments.

B. **Any student who is failing (the writing or grammar class) at the end of the semester will be recommended to repeat the class.**

Grade Scale

Lab Work (One hour / week)	10%
Classwork / Participation	15%
Homework / Quizzes	10%
Paragraphs (out of class)	15%
Paragraphs (In Class)	30%
Final Paragraph	<u>20%</u>
Total	100%

A = 90-100
B = 80-89
C = 70-79
F = 0-69

C. *Each student will be required to complete weekly laboratory work. The schedule will be assigned during the lab orientation. You must present your student ID to use the Lab, and you must check in at the Check-in Desk to get credit for your time.*

A student who does not complete his/her homework and/or class work assignments on time will receive a "0" (zero) as performance grade.

VI. TESTING CENTER

We will probably not be using the Testing Center this semester.

VII. ATTENDANCE:

Developing English language skills requires frequent practice and instruction. For this reason, students are expected to attend class regularly, arrive before the class begins, remain until the class is over, respect their classmates and instructor, complete assignments regularly, participate actively, and take personal responsibility for finding out what happened on any days missed. On

the first day of class, exchange telephone numbers with another student. Contact this student to find out what was done in class and what homework was assigned on the days missed. **Non-attendance will affect grades for class activities such as participation, classwork, and quizzes. A student who comes late 15 minutes or more or leaves early 15 minutes or more will be considered to be absent from class. Also, every two times coming late or leaving early will count as one absence.**

The instructor does not have authority to give students permission to travel and miss classes. **Any international student with F-1 visa who does not comply by attending to class regularly and following what is on the syllabus may jeopardize his/her visa status and may be reported to the Department of Home Land Security.**

VIII. CLASS POLICIES:

Sleeping, studying, or preparing assignments for other classes, talking to fellow students about non-classroom issues during lecture, discussion, or writing time, and any action of disrespect toward the comments, work, attitudes, beliefs, or person of others in the classroom are not acceptable in this classroom. **These behaviors will affect the student's grade and will be dealt with by the instructor or by referring the student to other appropriate BHC resources.**

Cell Phones: Student cell phone use is not permitted in class. Cell phones must be turned off, placed away, off the desk, and out of reach during class. **Students using cell phones during class will get a zero for class participation that day.** In the event that a student is aware of an urgent need to use a cell phone, such as having sick relatives or emergencies, the student is expected to make arrangements with the instructor at the beginning of class prior to any possible use of the cell phone.

Cell phone use is not allowed in class. If you use a cell phone in class, you will get a zero for the day.

Students are responsible for notifying the professor at least one week beforehand if they intend to be absent on the day when an exam is scheduled. If a student misses an exam due to illness, a medical receipt or doctor's notice is required. If it is not provided, the student will not be able to retake the exam. **There is no make-up work for work missed during an absence which is not religious or medical. In addition, students should take personal responsibility for finding out what happened on the days missed and being ready for their return to class.**

There will be **NO MAKE UP** for quizzes, classwork, or assignments missed.
Late assignments **will not** be accepted.

IX. SAFETY:

To contact the college police, call 972-860-4290. Coverage is available 24 hours a day.

Security phones are available at a number of locations throughout the campus. You will find red emergency phones inside campus buildings. Outdoor emergency phones are mounted on tall white posts throughout the campus.

X. INSTRUCTOR'S RIGHT TO MODIFY

The instructor has the right to add, delete, or revise segments of this course or syllabus.

XI IMPORTANT COLLEGE POLICIES

Visit <https://brookhavencollege.edu/syllabusaddendum>

Topics include:

- non-attendance / non-participation in, withdrawal from, and retaking of courses
- academic dishonesty (e.g. cheating on a test, plagiarism, or collusion)
- religious holidays
- resources and adjustments for disabled students
- retrieval of final grade
- the student's right to privacy
- institutional equity
- the instructor's right to modify the syllabus

TENTATIVE ESOL 0052 COURSE CALENDAR /LAWS = *Longman Academic Writing Series 3*

Week / Date	In Class / Textbook	In Class	Home
Week 1 Aug 27- 30	Writing Assessment, introduction, syllabus, class policies, and procedures		LAWS: Chapter 1 "Academic Paragraphs," pp. 1-15
September 3	<i>Labor Day Holiday / No Classes</i>		
Week 2 Sept 4 - 6	LAWS: Chapter 1 "Academic Paragraphs," pp. 1-15		LAWS: Chapter 1 "Academic Paragraphs," pp. 15-29
Week 3 Sept 10 - 13	LAWS: Chapter 1 "Academic Paragraphs," pp. 15-29		Paragraph # 1 LAWS: Chapter 2 "Narrative Paragraphs," pp. 31-43
Week 4 17 - 20	LAWS: Chapter 2 "Narrative Paragraphs," pp. 31-43		LAWS: Chapter 2 "Narrative Paragraphs," pp. 43--49
Week 5 Sept 24 – 27	LAWS: Chapter 2 "Narrative Paragraphs," pp. 43--49		Paragraph #2 LAWS: Chapter 3 "Basic Paragraph Structure," pp. 51--66
Week 6 Oct 1 – 4	LAWS: Chapter 3 "Basic Paragraph Structure," pp. 51--66		LAWS: Chapter 3 "Basic Paragraph Structure," pp. 66--77
Week 7 Oct 8 - 11	LAWS: Chapter 3 "Basic Paragraph Structure," pp. 66--77	Paragraph #3	LAWS: Chapter 4 "Basic Paragraph Structure," pp. 79--93
Week 8 Oct 15 - 18	LAWS: Chapter 4 "Basic Paragraph Structure," pp. 79--93		LAWS: Chapter 4 "Basic Paragraph Structure," pp. 93-101
Week 9 Oct 22 - 25	LAWS: Chapter 4 "Basic Paragraph Structure," pp. 93-101		Paragraph # 4 LAWS: Chapter 7 "Cause / Effect Paragraphs," pp. 148-165
Week 10 Oct 29 – Nov 1	LAWS: Chapter 7 "Cause / Effect Paragraphs," pp. 148-165		LAWS: Chapter 7 "Cause / Effect Paragraphs," pp. 165-170
Week 11 Nov 5 - 8	LAWS: Chapter 7 "Cause / Effect Paragraphs," pp. 165-170	Paragraph #5	LAWS: Chapter 8 "Comparison / Contrast Paragraphs," pp. 171-185
Week 12 Nov 12 - 15	LAWS: Chapter 8 "Comparison / Contrast Paragraphs," pp. 171-185		LAWS: Chapter 8 "Comparison / Contrast Paragraphs," pp. 185-195
Week 13 Nov 19 - 21	LAWS: Chapter 8 "Comparison / Contrast Paragraphs," pp. 185-195	Paragraph # 6	LAWS: Chapter 10 "Opinion Essays," pp. 222-229
Nov 22 - 25	<i>Thanksgiving Holiday / No Class</i>		
Week 14 Nov 26 - 29	LAWS: Chapter 10 "Opinion Essays," pp. 222-229		
Week 15 Dec 3 - 4	Review and Prepare for Final Paragraph		
Week 15 Dec 5 - 6	Writing Final Paragraph		
Week 16 Dec 10 - 11	Take Grammar Final Exam		
Week 16 Dec 12 - 13	Individual Student Conferences		
Dec 13	Semester Ends		

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Student Information Sheet

- 1) Student's Name: _____ . 2) Student ID number: _____
- 3) I want to be called: _____
- 4) Address: _____
- 5) Phone Number: _____ 6) Email Address*: _____
- 7) Native Country: _____ 8) Native Language: _____
- 9) Occupation: _____ 10) Number of hours worked per week: _____
- 11) What foreign languages have you studied before? _____
- 12) What other classes are you taking this semester? _____
- 13) Other _____

I have read and understood the requirements for this course. I also understand that if I am unable to complete this course, I must withdraw from it before 7:00 p.m. on **November 15, 2018**. Withdrawing from a course is a formal procedure which I must initiate. The instructor cannot do this for me. I may do this in the Admissions or Multicultural Center. If I stop attending and I do not formally withdraw, I will receive a performance grade, usually an "F."

International students on F-1 visas cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you **MUST NOT withdraw from ANY class** without the permission of an International Student Advisor in the Multicultural Center, S-136 (telephone 972-860-4192).

I have read and understand the rules and my responsibilities as described in the syllabus. I understand that if I do not have passing grades in both my grammar and writing classes at the end of the semester, I must repeat both classes.

Student's Signature: _____

Student's Name _____

Date _____

Please sign and return this form to the instructor.