

**Syllabus: English as a Second Language
Cuyamaca College
ESL 120 Accelerated Composition ESL**

Fall 2014

Section #2385 /Mondays and Wednesdays 9:30-12:20

16 Week Class/ 5 Units (5 hours lecture, 1 hour lab per week)

Instructor: Guillermo R. Colls, MA

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Office Hours: Tuesdays and Thursdays 11a.m. to 1 p.m. / Wed 12:30 – 1:30

WELCOME:

This course is an accelerated preparation for writing compositions at a college level. Subjects covered will equal the preparation of both ESL 106 and ESL 119. Different composition styles will be examined and produced, both IN CLASS AND OUT OF CLASS. Emphasis is on the ARGUMENT ESSAY. Be ready to spend at least three hours at home for the necessary preparation for our in-class discussions and work. Students who set aside this amount of time for this class have almost always managed to pass the course. If you find yourself falling behind the assignments, talk to the instructor about how to catch up and what your options are.

Pre-requisites:

Prerequisite: “C” grade or higher or “Pass” in ESL 103 or equivalent or assessment into ESL 106/120.

Text & Materials: *Required Texts:*

Taking Sides: Clashing Views on Social Issues (18th Edition) by Kurt Finsterbusch
New York: McGraw-Hill, 2014
ISBN 978-1-259-16112-4

Suggested Texts:

Any college level dictionary.

Texts will be available in the College Bookstore. Other material to be provided by instructor. In addition, students are required to acquire a blue book for any in-class essay exam scheduled. Wait to purchase these blue books until the week of the exam, as the specifics of the tests may change at instructor’s discretion.

Course Description:

This course combines the curricula of ESL 106 and 119 into an accelerated program designed to bring students up to the grammatical and composition level needed for ENGL 120. The focus is on writing the essay in proper format with proper depth of analysis and rigor of research. Critical written responses to academic readings are also emphasized.

CSU, UC credit limit

Course Objectives:

At the end of the course, students will be expected to be able to :

- 1) Employ the various phases of the writing process (invention, writing, evaluation, revision, and editing).
- 2) Produce organized, coherent, and well-developed essays with effective introductions, clear thesis statements, sufficient support, logical transitions, and appropriate conclusions.
- 3) Recognize and use in essays various rhetorical strategies (such as description, narration, process, definition, comparison-contrast, summary/analysis, cause and effect, and argument) to accomplish specific purposes for an academic audience.
- 4) Apply strategies for producing timed in-class essays.
- 5) Compose a position paper citing multiple sources using MLA format.
- 6) Analyze and interpret a wide variety of professional essays and use this critical analysis as reference for their own essays.
- 7) Identify and correct typical errors of advanced ESL learners in grammatical structures, mechanics, and usage when editing and revising their own and others' writing.

Course Requirements:

Quizzes

You will have four quizzes featuring grammar, writing strategies, class lectures, and ideas from the readings. All quizzes may include true/false and multiple choice questions, fill-in-the blanks, and written questions.

Quizzes and exams cannot be made up, so please don't miss class on a day when a test is scheduled. **There will be no exception to this rule.**

Blackboard:

You will find the following exercises on Blackboard. Be prepared to navigate this important utility both from school and from your home. If you do not own a computer, the instructor will allow you lab time at school to complete the assignments.

Reading and Response Logs

You will summarize and comment on each reading assigned in the text. The purpose of these logs is to help you remember important details which will be useful to you in preparation for exams and writing assignments. I will check the logs weekly during the semester to assign points. In order to get the full points for this assignment, you will need to briefly summarize the reading, note important people, places and other details, and comment (evaluate) the readings in your own words.

Essays and Exams

You will be expected to write 7 full essays (2-5 pages) following MLA format. These will consist of three “take-home” essays and four “in-class” essays (including the Final.)

The take-home Essays will be on a specific rhetorical mode and will involve going through the Essay Process together class workshops until the final draft. You will be allowed re-writes of these essays.

The in-class Essays will constitute your **Exams** and involve either a full or a partial writing assignment based on a matching rhetorical mode as the take-home essay done before. The details and research for the in-class will be provided, and each student will be expected to create the appropriate paragraphs-to-essay that best convey the information of the writing assignment.

Essays done at home will be weighed less than those written in class as **Exams**. Each essay done at home are worth progressively more points. Each In-Class essay exam are also worth more points progressively. The **Final** will be an In-Class Argumentative essay using proper Citation.

We will discuss and practice

- pre-writing strategies to help you get started
- work on peer-editing and revision as you develop the first drafts of your essays
- the importance of transitional devices in essay organization

The essays will cover the following rhetorical modes for this semester:

- Summary/analysis
- Argumentation

Reading Checks

Questions on the assigned readings will be provided on BLACKBOARD. Completion of these questions during the times specified for each assignment will constitute a check of the reading.

Lab Activities

Once a week we will be in the ESL Lab where you will be required to complete a web-based activity based on our textbook studies. I will guide you through these activities.

Homework

Homework may include handouts and worksheets provided on BLACKBOARD entailing specific writing tasks for each student to practice at various times during a semester. For example, one handout will have a series of sentences with errors will find and correct these errors. Mostly, however, homework will be a preparation (a first draft) of one part of the essay we are working on, such as the introduction, the counter-argument, etc.

Tutoring

Part of this course involves tutoring sessions either with our own embedded tutor or with another English specialist at the Writing center. During the semester, you will be required to complete THREE sessions with a tutor while working on you essays. You will write up a brief description of your session and turn it in on Blackboard for credit.

Classroom Etiquette

- Students shall arrive on time and not leave class except for an emergency.
- Students shall come to class prepared with homework and proper materials.
- While in the classroom, students shall not engage in any activity not related to this class such as texting, private discussion with classmate(s), working on homework assignments.
- Diversity is respected. No mean-spirited profiling, stereotyping or slurs based on race, ethnicity, gender, religion or sexual orientation will be tolerated.
- Courtesy, respect, intelligence, maturity are assumed attributes of each student. This means that you have manners (and use them), you listen attentively even when you disagree with someone, and you express your disagreement intelligently and respectfully.
- Students shall be warned about disruptive behavior, use of electronic gadgets, talking when others are speaking, sleeping or laying their heads on the desk. If behavior is not corrected, it may result in the student being asked to leave the class.

Class Participation

Students are members of an academic community with accompanying rights and responsibilities based on honesty, trust, fairness, and mutual respect. Students are ultimately responsible for their own learning in this course. As a member of this learning environment, you need to be punctual, considerate, and you need to do all of your work promptly and to the best of your ability.

Attendance

Students will be dropped upon the fifth absence if it occurs before the drop date.

Two tardies equal one absence. Leaving class early is equivalent to a tardy or absence, depending on when class is left. If a student comes in late after roll is called, exams may not be made up due to arriving late, and it is the student's responsibility to see me after class to make sure the absence is removed. When absent or late, the student should find out what happened in class and if there was any new information about assignments or changes to the schedule or the assignments. Therefore, it is good to get phone numbers/e-mail addresses of other students. Each student is responsible for completing assignments and coming to the next class prepared – ALWAYS.

Friend _____ **Phone #** _____

Friend _____ **Phone #** _____

Instructor Absence

In an instance where the instructor is thirty minutes or more late for class, students shall sign an attendance sheet and then be free to leave.

Withdrawals

Students are responsible for dropping the class if no longer choosing to attend. It is important to your grade to withdraw properly; otherwise, you will receive a grade at end of term (most likely an F) rather than a "W" for withdrawal.

Electronic Equipment

Turn off all headphones, pagers, beepers or cell phones and place them out of view during class time. Do not leave class to answer or make a phone call. Anyone violating this rule will be warned once and then asked to leave if warning is not heeded.

Written Work

All essays are required to be submitted in MLA format and word processed. All essays are handed in with the previous draft, if any, underneath the new draft and **stapled**. All written work for submission must be written in blue or black ink.

Special Services

Special needs students need to present a Disabled Support Programs and Services (DSPS) form in order to receive a reasonable accommodation.

Writing Center/ ESL Lab and ESL Tutors

If you need help completing the assignments or if you would like ideas on how to develop your essays, you can get it by going to the Learning Skills Center located in B 167. Writing is a complex and challenging process and all students can benefit from extra help. For this reason, I encourage you to sign up for supervised writing tutoring in B167. All Supervised Tutoring sections are free to you. You need only to enroll to receive services – no units or grades are given.

Academic Integrity

The English as a Second Language Department has a zero tolerance policy for cheating or plagiarism. According to the Cuyamaca College Catalog, Student code of Conduct, Academic Dishonesty, such as cheating or plagiarizing, is grounds for instructional and administrative sanctions. That means that if you present the words, ideas or work of someone else as your own, or if you have your work heavily rewritten by someone else and turn it in as your own, your instructor has the right to fail the assignment. The same is true if you are seen or otherwise caught cheating on a quiz, exam or other non-collaborative assignment.

In addition to whatever penalty the instructor applies to your graded work, he/she will report your misconduct to the Department Chair, the Instructional Dean and the Associate Dean of Student Affairs. The Associated Dean of Student Affairs will keep a master list of cases of student misconduct. Any student who is reported to have cheated or plagiarized twice will be called in for a meeting with that dean. It will be up to the dean's discretion to determine what action to take, but students may be **SUSPENDED FROM THE COLLEGE OR PERMANENTLY EXPELLED** for repeated acts of cheating or plagiarism.

Please feel free to consult the college catalog for further information or visit <http://www.cuyamaca.edu/ascc/conduct.asp>

Important Dates:

Regular Day & Evening Classes Begin..... August 18
Program Adjustment.....August 18 - August 29
 Holiday (Labor Day).....September 1*
 Census Day (Semester length Classes).....September 2
 Last Day to **Apply for P/NP Semester Length**
Classes.....September 19
 Last Day to Apply for **Fall 2014**
Degree/Certificate.....October 10
 End of First 8-Week Session.....October 11
Second 8 - Week Session Begins.....October 13
 Last Day to Drop Semester Length Classes.....November 7
 Holiday (Veterans' Day Observed)..... November 11*
 Holiday (Thanksgiving).....November 27, 28, 29*
End of Second 8-Week Session.....December 8
 Final Examinations..... December 9, 10, 11, 12, 13, and 15
 Close of Fall Semester.....December 15

Grading:

Grading is on a point system. The following assignments with their point values are totaled .

Homework (10)	50 points
Tutoring Sessions (3)	15 points
Lab Activities (10)	20 points
First Take-Home Essay	25 points
First Essay Exam (In-Class)	40 points
Second Take-Home Essay	40 points
Second Essay Exam (In-Class)	70 points
Third Take-Home Essay	70 points
Third Essay Exam	90 points
Reading and Response Logs(10)	50 points
Reading Checks (10)	40 points
Quizzes (4)	40 points
Final Essay Exam	100 points
	650 points TOTAL

Note* All work will be graded on a point system. The total points for the class will determine the student grade. The instructor may change this total for the semester at his discretion. If so, he will inform the class so the student may alter the following chart as directed:

<i>A = 580 points or more (90%)</i>	<i>Superior</i>
<i>B = 520 points – 579 points(80%)</i>	<i>Good</i>
<i>C = 455 points – 519 points(70%)</i>	<i>Average</i>
<i>D= 390 points – 454 points(60%)</i>	<i>Below Average</i>
<i>F= 390 or below</i>	<i>Fail</i>

Assignment points may be adjusted at any time at the discretion of the instructor. Any work which does not meet the requirements of the instructor CANNOT be repeated without the permission of the instructor.

WARNING: THE INSTRUCTOR RESERVES THE RIGHT TO CHANGE ANY OF THE ASSIGNMENT POINT VALUES THROUGHOUT THE SEMESTER IF CIRCUMSTANCES WARRANT. THE INSTRUCTOR WILL INFORM THE STUDENTS OF THE CHANGE IF THIS OCCURS.

Homework and Late Policy:

All homework and class assignments must be typed and turned in (and submitted to BLACKBOARD if required) on the date due. **LATE WORK IS SEVERELY PENALIZED. No work turned in later than one week from the due date will be accepted.**

Classroom Policies:

I know that the majority of the students enrolled in this course are serious adults who are here to learn and improve their skills. However, to be sure that we all understand what constitutes acceptable classroom behavior I make the following statement. I expect each of you to treat one another with respect. Speaking when someone else is addressing the class, reading non-course related materials during class, or disrupting the class by rude behavior is unacceptable. Students should review the discussion of academic integrity given in the catalogue. This course adheres to the policies outlined in the Cuyamaca College catalogue. For further information, see Academic Policies in the catalogue. Students with disabilities who may need academic accommodations should discuss options with any time during the semester.