**Syllabus – Spring 2014**

**Course:** ESL 266W Intermediate Academic Writing and Grammar (52415)

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| **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| 11:00-11:50  *LAL 2* | 11:00-11:50  *LAL 1* | 11:00-11:50  *LAL 2* | 11:00-11:50  *LAL 2* |

**Time/ Location:**

**Important Dates:** No Classes: 1/20, 2/14, 2/17, 4/14 – 4/18

Deadline to drop the class to avoid a “W” (withdrawal): 1/31

Deadline to drop the class to avoid a grade: 3/14

Final Exam: Wednesday, May 21, 2014, 11:00 – 1:50 p.m. room LAL 2

**Instructor:** David Nippoldt

Office: FEM 4C

Office Hours: Tuesday/Thursday 10:00-10:50, Friday 11:00-11:50

Phone: 638-3641 x3100

Email: David.Nippoldt@ReedleyCollege.edu

**Units:** 4

**Texts and Materials:**

Required: **Great Writing 3: From Great Paragraphs to Great Essays**, *Folse, Solomon, and Clabeaux*

Required: USB Flash Memory or online file storage

Recommended: A good English/ English dictionary such as the **Longman Dictionary of American English**

**Course Description**: ESL 266W is an academic writing and grammar course designed for speakers of other languages who want to develop their writing skills at the intermediate level. This course may be taken concurrently with ESL 266R and ESL 266LS. ESL 266W is three levels below English 1A. Students who successfully complete this course will be prepared for English 252.

**Subject Prerequisites:** ESL 265 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

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| **Course Objectives:** In the process of completing this course, students will:   1. write basic academic essays with a clear beginning, middle and end. 2. write essays on assigned topics using basic rhetorical styles. 3. utilize a variety of sentence structures. 4. write summaries and reactions which distinguish objective from subjective writing. 5. demonstrate command of core vocabulary and idioms at the intermediate level. 6. peer- and self-edit writing assignments before final editing. 7. use standard English spelling, punctuation, and capitalization. 8. follow accepted English writing conventions. 9. use software applications for language learning. |
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| **Course Outcomes:** Upon completion of this course, students will be able to:   1. write basic academic essays at the intermediate level. 2. identify and correct common ESL writing errors at the intermediate level. 3. perform basic academic computer tasks. |
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**Grading**: This is a pass / no pass course. Current grades will be available to students throughout the semester on *Blackboard*. Final grades will be calculated as follows:

* *Pass* (P) >70%;
* *No Pass* (NP)<70%

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| **Categories** | **Weight** |
| Multiple-draft Paragraphs and Essays | 70% |
| In-class Timed Writing | 10% |
| Homework | 10% |
| Quizzes | 10% |

**Homework:** Classroom and lab assignments are due at the beginning of the class period on the date due unless stated otherwise. Unless other arrangements are made, no credit will be given for homework handed in late. Some assignments may be turned in electronically. Extra work or makeup work will not affect your grade.

**Exams:** The date for exams will be announced in advance. If you are absent on the day of an exam, you will receive a zero score. You will not be allowed to take the exam on a later day unless you have made arrangements with the instructor **before** the exam. Some exams may be given using the computer.

**Writing**: Your work done in this class will be read by other students in this and future classes. This may include exchanging and reading papers for the purpose of review. This also may include projecting your paper on the screen for the whole class to review. Choose writing topics that you are willing for others to read. Your writing will not be private.

**Cheating and Plagiarism**: You will receive no credit for an assignment or exam if in the opinion of the instructor you have cheated or plagiarized. You may be reported to the college for academic dishonesty.

**Cheating** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism** is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

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**Class Participation:** Your active participation in class is important for not only you but also your classmates. Make it your priority to be in class every day. You are expected to come to class on time with your homework complete, and actively engage in classroom activities such as group discussions and pair practice. If you miss class, you are still responsible for the homework and activities that went on in your absence. Contact a classmate or your teacher for assignments so you can be prepared for the next class.

**Canceled Class:** In the event that class must be canceled unexpectedly, an official form will be placed on the classroom door by the Dean’s Office. When you arrive to class, you are responsible to read the notice for any special assignments or instructions.

**Accommodations for students with disabilities:** If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

**Other Policies:**

* Children are not allowed in class. Adult visitors are allowed with permission of the instructor. Please make arrangements in advance.
* Please do not allow your cell phones to disrupt class time. Set your phone so it does not ring. Do not answer your phone, make calls, or text during class.
* If you miss class, please communicate with the instructor. You may be dropped from the class if you miss more than 4 class periods.

**Schedule** (subject to change):

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|  | **Great Writing 3** |
| Weeks 1 – 2 | Unit 1 – Introduction to Paragraphs |
| Weeks 3 – 5 | Unit 2 – Five Elements of Good Writing  Unit 3 – Types of Paragraphs |
| Weeks 6 – 8 | Unit 4 – Descriptive Essays |
| Weeks 9 – 11 | Unit 5 – Comparison Essays |
| Weeks 12 – 14 | Unit 6 – Cause-Effect Essays |
| Weeks 15 – 17 | Unit 7 – Classification Essays |
| Week 18 | Final Exam – In Class Essay |