



SYLLABUS – SPRING 2020

COURSE: ESL 266W-55904 Intermediate Academic Writing and Grammar (credit)
ESL 366W-55905 Intermediate Academic Writing and Grammar (noncredit)

TIME/ LOCATION: Monday, 11:00 – 11:50 a.m., LAL 1
Wednesday, Thursday, Friday, 11:00 – 11:50 a.m., LAL 2

UNITS: ESL 266W: 4 units ESL 366W: 0 units

IMPORTANT DATES: No Classes: 1/20, 2/14, 2/17, 4/6 - 4/10
Deadline to drop the class to avoid a “W” (withdrawal): 1/31
Deadline to drop the class to avoid a grade: 3/13
Final Exam: TBA

INSTRUCTOR: Kelsey Evans
Office Hours: By appointment or email
Email: Kelsey.Evans@reedleycollege.edu

TEXTS AND MATERIALS:

1. Required: **Great Writing 3: From Great Paragraphs to Great Essays 3e**, Folse, Solomon, and Clabeaux. ISBN: 978-0357020845. NGL/Cengage. ***This is a workbook. Used books are not acceptable.***
2. Required: A USB flash drive or cloud-based document storage such as *Google Drive* or *Dropbox*.
3. Recommended: **Merriam-Webster's Advanced Learner's English Dictionary**, ISBN 978-0877795506.
4. Recommended: **Merriam-Webster's Learner's Dictionary App** for iOS or Android.

COURSE DESCRIPTION: ESL 266W/ ESL 366W is an academic writing 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 other ESL 266 or 366 level courses. ESL 266W/ ESL 366W is three levels below English 1A. Students who successfully complete this course will be prepared for ESL 225W or 325W.

SUBJECT PREREQUISITES: English as a Second Language 265WR or 365WR or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

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. demonstrate command of core vocabulary and idioms.
5. peer- and self-edit writing assignments before final editing.
6. use standard English spelling, punctuation, and capitalization.
7. follow accepted English writing conventions.

COURSE OUTCOMES: Upon completion of this course, students will be able to:

- A. write basic academic essays at the intermediate level.
- B. write a basic in-class, timed essay at the intermediate level.
- C. identify and correct common ESL writing errors at the intermediate level.

GRADING: This is a pass / no pass course. Current grades will be available to students throughout the semester on *Canvas*. Final grades will be calculated as follows:

- *Pass (P) ≥70%*;
- *No Pass (NP) <70%*

CATEGORIES	WEIGHT
Multiple-draft Paragraphs and Essays	70%
In-class Timed Writing	10%
Homework	10%
Exams	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. Your lowest exam score will be dropped when the category score is calculated.

PRIVACY: 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 remains quiet. Do not answer your phone, make calls, text, or use your phone for non-academic purposes during class.
- You may be dropped from the class if you miss more than 4 class periods. If you miss class, please communicate with the instructor.

SCHEDULE (subject to change):

	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 7 – Classification Essays
Weeks 15 – 17	Unit 6 – Cause-Effect Essays
Week 18	In-Class Essay