

# **West Los Angeles College ESL 6A Fall 2013**

## **Syllabus**

**Languages Arts/ESL**

**ESL 6A Online Writing/Grammar/Reading**

**Section 8508**

Professor Nancy A. Sander

email: [sandern@wlaac.edu](mailto:sandern@wlaac.edu)

Please use Etudes private messages for communication.

Class Hours: 6 hours per week online minimum

Office Hours: GC 280 General Classroom F M/W 12:30 to 1:30 T 11:30 to 1:00

In class Mondays and Wednesdays 9:30 to 11:45 and Tuesdays 9:30 to 11:00.

Online Chat: TBA weekly-See announcements in Etudes

Phone: 310-287-4584

School Website: [www.wlaac.edu](http://www.wlaac.edu)

To get technical help go to online help:

<http://www.wlaac.edu/online/index.asp>

phone: 310-287-4305

**READ YOUR PRIVATE MESSAGES IN ETUDES EVERY DAY!!**

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**What do you need to know about this course?**

**Required books and access code: West Los Angeles College Bookstore, or Amazon.**

1. Book: Effective Academic Writing-The Short Essay by Savage and Mayer ISBN 978-0-19-4323475

2. Access Code: My English lab access code

Focus on Grammar-level 4-Interactive My English lab access code

ISBN 978-013-259-9092

**Purchase the access code.**

Use this website, or you can buy the access code at the West bookstore.

<http://www.pearsoneltusa.com/buymyenglishlab>

After you have purchased your course code, use the course code to get into my course. You are not registered until you use this code.

**Course Code: Sander862696MF**

**Type of Course:** Online-6 hours online per week REQUIRED

Additional practice 4 to 6 hours per week=total of 10 hours

**How long do we need to read, practice and study?**

6 hours online per week REQUIRED

If you do not show activity online, I will send you a message and alert you.

3 alerts = 1 absence (This is activity each week and you must **show** that you are reading the modules.) I can see if you are reading all of the module in the activity meter in the menu.

4 absences and you will be dropped from the class

*Appointments will be limited to 10 minutes per student*

**Online office hours also available through chat/TBA**

**ALERT:** If you do not log in to class during the first week, you will be dropped and you will need an add slip to continue in the course. Contact WLAC online for assistance if you can not log on.

**You are here to learn English.**

**How can I help you?**

**Professor Sander's TEACHING PHILOSOPHY**

We focus our attention on the American academic environment and the culture. We use the academic environment to observe how we can study successfully within it. It is important for students to feel comfortable and to have trust with me and with each other.

We work on this trust and confidence building through graded discussions, writings and reactions to readings.

**Collaboration, cooperation and engagement are important.**

I provide the tools for students to feel engaged in the community in which we study, work and live. We study the structure of English, we deconstruct and construct vocabulary and we figure out

how to continue these practices beyond my course. I welcome questions and a curiosity about language, people, and why we do what we do.

Writing is the primary mode of communication in an online course. You will be evaluated on **all** of your writing. This includes private messages, emails, discussion posts and formal writings.

## **How can you manage your tasks and assignments for ESL 6A?**

### **Use Private Messaging in ETUDES to write email to me.**

Office hours: Mondays and Wednesdays 12:30 to 1:30

Tuesdays 11:30 to 1:00 and online. TBA=To Be Announced Weekly

I may not answer private messages on holidays.

**Prerequisite:** Appropriate placement level demonstrated through ESL assessment. I will check with registration to make sure that you have taken the prerequisites for this course. Completion of ESL 5A with a 'C' or better, or English 20A. Recommended: ESL 6B

## **Institutional Learning Outcomes: ILOs**

ESL 6A will help students meet the following ILOs:

**A. Cultural Diversity:** We will respectfully engage with other cultures in an effort to understand them.

Through class discussions and written assignments, students will analyze each perspective from a multi-cultural perspective.

**B. Ethics:** We will practice and demonstrate standards of personal and professional integrity, honesty, and fairness and we will apply ethical principles in all submission of work.

**Plagiarism:** In thinking about plagiarism, we will discuss what plagiarism is. We will discuss different cultural views about plagiarism. We will learn North American views on plagiarism and why all forms of plagiarism must be avoided in college in the U.S.

**Student Objectives:** *Upon Completion* of this course, students will have the following skills:

1. Show ability to use grammar structures: complex sentences, adjective clauses, phrasal verbs, gerunds, passive voice
2. Demonstrate knowledge in grammar structures: fragment and run on sentences, quotations and reported speech
3. Introductions: General-to specific, story-type, and question type introductions
4. Thesis Statement-Produce an effective thesis statement with correct placement in the essay.
5. Body paragraphs: Write 3 to 5 body paragraphs and use transitions effectively
6. Conclusion: General a concluding paragraph with a comment from the writer
7. Produce different types of essays: narrative, compare/contrast, argument
8. Write a summary of a reading
9. Complete effective timed writings-midterm and final exam

## **SLO-ESL 6A Student Learning Outcome**

**Argue a point and support it in written form. Write a persuasive 500 to 750 word essay that presents a focused and clear response to an academic prompt.**

**What can you expect to do in the course?**

Practice Reading Apprenticeship-RA routines *regularly* through the semester

- ✓ Reading Journal-Reflections
- ✓ Reading Strategies List-Individual and Course List
- ✓ Reading pair share with different partners (phoning/skype, chat)
- ✓ Evidence logs-
- ✓ Talking to the Text-show evidence, show reading process

WRITING-Lots of it!

At least 8 to 10 writing assignments and 4 of them timed essays.

Discussions in ESL 6A. (These must be thoughtful, coherent and devoid of plagiarism)

## **Grading:**

Point System:

points for Writings-See Modules Writings announced each week

Writings must be submitted on time for consideration for points.

points for Discussion Postings –Points vary per week

\*Discussions must be submitted on time for consideration for points.

Complete sentences must be used at all times.

points for **Focus on Grammar** work.

This is a smaller percentage of the point calculation, but it is critical for grammatical practice.

points for Midterm Exam-Writing This is the first big timed writing grade.

points for Final Exam (week 16)

points for fluency (syntax, word choice, word forms) emails, discussion posts)

Private messages, emails, discussion posts and any writing will be compared for writing quality. (Not in chat)

### **Submission of work**

You must have your work submitted by the due date. (See Etudes modules)

An online course is very structured.

You have 9 days to complete all work.

## **No late work is accepted.**

If you have a medical excuse, or other *serious* personal issue, please communicate with Professor Sander BEFORE the due date.

You can call by phone, come to the office during office hours, or private message through ETUDES PRIVATE MESSAGE.

**See Modules for due dates.**

**50 points Midterm and Final Exams**

**A 45 to 50**

**B 40 to 44**

**C 34 to 39**

**F 33 and below not passing**

**30 points**

27 to 30=A

24 to 27=B

21 to 24=C

20 and below=F not passing

**20 points**

19 to 20=A

17-18=B

15-16=C

14 and below=F not passing

**10 points**

10=A

9=B

7 to 8=C

0= F not passing

Please let the professor know if you have any kind of disability.

You may require accommodations.

If you have difficulty, but you aren't sure if you have a disability, contact the professor.

If you need financial help, or more assistance, go to the EOP &S office **immediately** to see if you qualify for that financial aid, tutoring and counseling. Student Services/Counseling Office-Third Floor (Ask for Alma Narez-Acosta)

**Dropping a class:**

If you drop the class, it is your responsibility to drop in Admissions.

If you don't drop yourself, you risk an 'F' for the course.

Please let Professor Sander know if you need to drop the course. I am always interested to know why students drop.

**Attendance:**

If you are not active online, you may be dropped or excluded from the class.

**PLEASE CONTACT THE PROFESSOR IF YOU ARE NOT ABLE TO WORK ONLINE.**

Remember, if you don't participate and show activity online weekly, it can affect your grade. I can see your daily participation through the ETUDES Activity Meter.

Study online each day. Review your notes. Read your homework. Ask for help when you need it.

Get help in the tutoring lab or online at West. (IT IS FREE!) See Professor Tim Russell and Professor Sue deBord Sanders.

Susan Fong is the contact for the Writing Lab for extra help in writing and grammar. There is an online tutoring lab and writing lab.

This Syllabus and course plan is subject to change.

Please read the ANNOUNCEMENTS daily.

All new information will be posted in Announcements in Etudes.

How do you begin in Etudes:

1. Read the announcements each time you open your course.
2. Read your private message from the professor each day. (Sometimes you have more than one private message per day.)
3. It is your responsibility to learn how to send and receive private messages in Etudes
4. Read the modules and ask questions each week
5. Read the Discussion Topics and post before the deadline
6. Do the Quizzes, Tests and Assignments when assigned
7. Practice in FOGI (online grammar) every day
8. Do the Pretest for each unit first. Finish the practice and then do the PART REVIEW Test in FOGI
9. Communicate with the professor when you have questions, but also work with each other.
10. Collaborate with classmates and use your study groups

### **Calendar: Fall Semester 2013**

Class begins August 26 and ends December 15.

Last day to drop with a refund/no fee owed, Monday Sept. 6.

Last day to Drop w/o W Friday, Sept 6.

Last day to Drop w/ W Friday November 16.

Final Exams for our college- Dec. 10 to 16 (page 16 of schedule)

ESL 6A final exam is the week of December 10 online timed writing and portfolio of work.

**College Closed: HOLIDAYS**

**Labor Day-September 2-Monday**

**Veterans Day, November 11 Monday**

**Thanksgiving Holiday-November 28-25-Thursday to 12/1  
Sunday**