



**ESL 7B Syllabus  
Section 8550/ Fall Semester 2013**

**Instructor Name: Karen Quitschau**

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

**Class Hours: 12 – 1:30 pm MSA 105**

**Address: 9000 Overland Ave., Culver City, 90230**

**Online: 3.15 hrs per week**

**Office Hours: Mon 12-2:30 & Wed 12-2:00 in GC 280G/Tues 1:30 – 2:00 in MSA 105**

**Office Phone Number: 310-287-4525**

**Textbook: *The Interpersonal Communication Book* Thirteenth Edition by Joseph A. DeVito**

**This is a 3-credit hour class**

**Course Description:**

This semester, you will work to develop critical reading skills, academic vocabulary, and fluency in college academic reading. The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. To be successful in this class, you must put keep up with assignments and adhere to deadlines and make use of all the information posted in the ETUDES site.

**Prerequisite:**

Appropriate placement level demonstrated through ESL assessment process.

**Student Objectives:**

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

- Identify and restate an author's thesis or main idea, whether it is stated or implied, and identify an author's main support points and organizing features.
- Evaluate the quality and reliability of support.
- Recognize connections between two or more authors' ideas.
- Understand the concept of plagiarism, identify it, and eliminate it in their own work

**Institutional Learning Outcomes and Student Learning Outcomes:**

This course will facilitate the following Institutional Learning Outcomes:

**“Critical Thinking: Analyzed problems by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.”**

**“Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.”**

**“Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.”**

This course will facilitate the following Student Learning Outcomes:

Successfully defend a position based on facts presented in a text.

### **Course Requirements and assignment guidelines**

You must login every week to find out about assignments, read class announcements, participate in class discussions, and send/read private messages. The instructor has the ability to see how often you login/use Etudes through the activity meter. If the instructor detects that you are not logging in and using Etudes sufficiently, you will be notified about this and action must be taken immediately to correct this lack of activity.

#### **Quizzes**

Quizzes will be given regularly to ensure that you are keeping up with the reading assignments. Quizzes must be taken on the date scheduled. There will be no makeup quizzes.

#### **Writing Assignments**

Writing assignments provide you the opportunity to practice and demonstrate skills learned in class. You must submit them on their due dates.

#### **Discussion Questions**

Each discussion question will be worth up to five points. Please put some thought into your response and answer the question fully in order to receive the maximum points. Please check the modules section for their deadlines. I encourage you to read other students' posts and feel free to respond to their comments.

#### **Exams**

There will be two exams, one midterm and one final. Each exam must be taken on the date scheduled—no exceptions.

### **Grading**

Grades are calculated on the following percentages:

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D (not passing)

50 – 59% = F (not passing)

**Once assignments have been graded, you can view them in the Gradebook Section. You can keep track of your progress throughout the semester by viewing your scores in the Gradebook Section.**

## **Class Policies**

### **Attendance**

Because class discussions and group work are an important part of this course, attendance is mandatory. Up to 3 absences are allowed. After that, you will be dropped. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period.

**Excessive absenteeism will lower your grade, as well as walking in and out of class.** 3 tardies = 1 absence. Students may be dropped from class for excessive tardiness or for failure to attend class the first day or during the entire first week of the class. If you are absent, you must contact a classmate to find out about what was covered in class. Please make sure you get the contact information for someone in class. Do not contact the instructor about missed assignments if you are absent.

### **Dropping the class**

It is your responsibility to drop the class if you are no longer planning to attend. Failure to withdraw may result in an “F” for the course. Please use the Student Information System online to drop a class and write down the confirmation number for your records or print it.

### **Contacting Me**

The best and quickest way to contact me is by sending me a **private message through Etudes**. This will also be the way that I will contact you if I need to contact you on an individual basis. Please check for new personal messages on a frequent basis. Although this course is online, you can also see me during my office hours in GC 280G. I encourage you to do this if you need face-to-face communication regarding any aspect of this course.

## **College Policies:**

### **Academic Integrity (Plagiarism)**

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one’s identity for the purpose of enhancing one’s grade. Academic dishonesty of any type, such as cheating or

knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- o **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college.**

### **Student Conduct**

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

### **Campus Resources:**

#### **Office of Disabled Student Programs and Services (DSP&S)**

SSB 320 (310-287-4450)

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog). If you have a disability, please let the instructor know.

#### **Instructional Support (Tutoring) & Learning Skills Center**

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

#### **Distance Learning:**

If you need any technical assistance with ETUDES, please contact the Distance Learning Center at (310)-287-4305.

### **Important Dates to Remember**

Last Day to Drop without a Fee Friday, Sept. 6

Last Day to Drop without a "W" Friday, Sept. 6

Last Day to File Pass / No Pass Friday, Sept. 6

Last Day to Drop with a "W" Friday, Nov. 15

Final Examination: Tuesday, Dec. 10 12:30 – 2:30

Holidays: Labor Day (Sept. 2); Veterans Day (Nov. 11), Thanksgiving Holiday (Nov 28-29)

***The instructor reserves the right to make changes to the syllabus as needed***

