



**ESL 5A Syllabus**  
**Section: 8517**

**Professor Nancy Sander**

**Class Hours: T/Th 9:35-11:45 online TBA**

**Office Hours: M/T/W 12:30 to 1:30**

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

**Room MSA 108**

**Office GC 280F**

**Please use ETUDES for private email messages**

**Phone: 310-287-4584**

**This course is paired with Personal Development 40 section 8178 Please enroll in PD 40 immediately**

**sandern@wlac.edu**

### **Welcome**

This semester, you will work to develop your writing, reading, vocabulary and critical thinking skills. The goal is for you to be a better reader, thinker and more confident writer by the end of this course. The skills you learn here will help you succeed both in and out of class. 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. Weekly participation in the course is mandatory.

### **Course Description:**

This is a course in written composition and critical reading skills. It is tailored for multilingual students. This course prepares students for ESL 6A and college level courses. You will collaborate with your classmates a lot during the semester. Be prepared to collaborate.

### **Prerequisite:**

Level Placement by the ESL assessment or completion of ESL 4A with a "C" or better.

### **Required Texts and Materials:**

Books: Effective Academic English-Level 1 Second Edition ISBN 978-0-19-4323468

Becoming a Master Student 14<sup>th</sup> Edition by Ellis ISBN 13:978-1-111-82753-3 Professor Narez-Acosta

Loose leaf-lined notebook paper, 3 hole punch on left side, 8 ½ by 11

3 ring binder notebook with dividers

English dictionary (Electronic phones are not acceptable during tests)

No cell phones during class

## Student Objectives:

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

- Employ prewriting techniques
- Outline
- Produce coherent topic sentences
- Produce coherent paragraphs
- Produce compound and complex sentences with syntactical accuracy
- Use computers and software

## Student Learning Outcomes and Institutional Learning Outcomes

This course will facilitate the following **Student Learning Outcome:**

**SLO \*Produce focused formal essays of at least 400 words with multiple paragraphs**

This course will facilitate the following **Institutional Learning Outcomes:**

**“Critical Thinking:** Analyze 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.”

## Course Requirements and assignment guidelines

You must login every week to read 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.

### Tests

Tests will be given regularly to ensure that you are keeping up with the reading/grammar assignments. Tests must be taken by their due dates.

### Writing Assignments

Writing assignments provide you the opportunity to practice and demonstrate skills learned in class. There will be six writing assignments. Unless otherwise specified, each assignment will consist of a first draft and a final draft. On the first draft, I will provide comments and

suggestions that you should use before submitting the second draft. **All writing assignments must be typed. Please use 12 font. Use 1.5 spacing. Use Arial font.**

**\*Late Assignments**

No late work is accepted. We are on a tight time line for submission of work.

Assignments are due by the assigned due date.

If you have an emergency or medical problem, you must provide *written documentation* with proof of the medical, or family emergency. (This includes deaths in the family, or hospitalizations.)

Proof of emergency does not excuse lack of attendance or submission of late work.

If you need to negotiate late work, you must make an appointment with the professor and provide documentation.

**Discussion Questions**

Each discussion question will have points. Please put some thought into your response and answer the question fully in order to receive the maximum points. Please check the discussion section for due dates as they will be locked on that date and no further submissions will be accepted.

**Exams**

There will be two exams, one midterm and one final. Each exam must be taken on the scheduled date. Please refer to the college schedule to find the exam date and time frame for this course.

**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.

## Grading

Please see ETUDES Assignments/Test Section 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**

28 to 30=A

25 to 27=B

21 to 24=C

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

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

## Class Policies

Because class discussions and group work are an important part of this course, attendance is mandatory.

Up to 3 absences are allowed. After three, you will be dropped. Students are

expected to attend every class meeting, to arrive on time and stay throughout the class period.

**Excessive absenteeism, as well as walking in and out of class will lower your grade.**

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

### **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. I also encourage you to come see me during my office hours if you have any questions or concerns.

## **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)**

Student Services Building, 3<sup>rd</sup> floor. Room 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**

Library First Floor (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: TECHNICAL ASSISTANCE**

If you need any technical assistance with ETUDES, please contact the Distance Learning Center at (310)-287-4305. Or go to the WLAC website: [wlac.edu/online](http://wlac.edu/online)

## **Important Dates to Remember**

Last Day to Drop without a Fee Feb. 21

Last Day to Drop without a "W" Feb. 21

Last Day to File Pass / No Pass Feb 21

Last Day to Drop with a "W" May 9

Final Examination Period: June 3 to the 9<sup>th</sup> (See schedule for our final exam day/time page 16)

***The instructor reserves the right to make changes to the syllabus as is necessary.***