



ESL 6A Syllabus
Section: 8516 / Semester Spring 2014

Instructor Name: Karen Quitschau

School Website: www.wlac.edu

Class Hours: 9:35 -11:40 MSA 105 Tues/Thurs

Online: 2.5 hours

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

Office Hours: Tues and Wed 12:00 – 2:30 in GC 280G

Instructor Email: quitsck@wlac.edu

Office Phone Number: 310-287-4525

This is a 6-credit class

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. 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. Weekly participation in the course is mandatory.

Course Description:

Students study advanced grammar, punctuation, and academic essay writing. Students write academic essay in response to readings and group discussions, and practice self-editing and revising.

Prerequisite:

Level Placement by the ESL assessment or completion of ESL 5A with a “C” or better.

Required Texts and Materials:

Effective Academic Writing – The Short Essay Second Edition by Savage and Mayer Access code: C-921-406-0758 You must buy a new book; otherwise, the access code won't work.

Student Objectives:

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

- Employ useful prewriting techniques
- Outline
- Compose effective thesis statements
- Demonstrate their knowledge of the structure of an essay through strong introductions; strong body paragraphs with cohesion and specific details; well-focused topic sentences; and effective conclusions
- Demonstrate strong sentence structure with conciseness and variety
- Summarize using paraphrasing
- Understand the concept of plagiarism, identify it, and eliminate it in their own work
- Demonstrate correct use of grammar and mechanics in writing
- Be able to revise work with 75 – 90% accuracy.

Institutional Learning Outcomes and Student Learning Outcomes:

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 multiple 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.

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/grammar assignments. Quizzes 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 five writing assignments. Some of these assignments 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. For those assignments that are submitted in class, you must type them (double-spaced) and hand them in at the BEGINNING of class. There will also be timed writings, which will consist of one draft.

Late Assignments

Each student is allowed one late writing assignment; however, this ONE assignment must be submitted by the next class period or you will not receive credit for that assignment. Please make sure you understand this policy because I will be enforcing it strictly.

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 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 –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)

Please see ETUDES Assignments/Test Section for due dates

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. 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.

- **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: 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: Tuesday, June 3rd from 10:15 – 12:15

School is closed on:

President's Day – Feb. 14 – 17

Cesar Chavez Day – March 31

Spring Break – April 7 – 13

Memorial Day – May 26

Non-Instruction Day – May 27

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