



ENGLISH LANGUAGE INSTITUTE

**ELI 215 Academic Reading/Writing 2
COURSE SYLLABUS: Spring 2013**

Instructor: Sean Kennedy

Office Location: Hall of Languages 214

Office Hours: Monday-Thursday 11:30-1:00 and by Appointment.

Office Phone: 903.886.5273

Office Fax: 903.886.5980

University Email Address: sean.kennedy.tamu@gmail.com

COURSE INFORMATION

Textbook(s) Required:

Q:Skills for Success Reading and Writing Level 4 Student's Book, Author, Oxford University Press, ISBN-10: 978-0-19-475625-9

Oxford American Dictionary, ISBN-10: 0194399729

Course Description: The course is for Intermediate ESL students. The course will focus on developing academic writing and reading skills as well as critical thinking skills.

Student Learning Outcomes:

1. Determine the purpose for reading.
2. Monitor comprehension and adjust reading strategy.
3. Analyze the information and reflect on its underlying meaning.
4. Integrate new understanding with prior knowledge to address the reading purpose.
5. Determine the purpose for writing.
6. Select writing strategy for appropriate purpose.
7. Understand writing process and method.
8. Monitor development of composition, including grammar, usage, punctuation, and style.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This is a face-to-face course, in which you will attend class, and submit all class work on time. There will be weekly readings and written reflections and a number of group and individual projects. The syllabus is subject to change.

Grading

We will use the standard scale for grades: A= 90-100, B=80-89, C=70-79, D=60-69. Please remember you must have a “B” or better in your course to progress.

- 20% Journal Assignments
- 20% Midterm Exam
- 20% Academic Writing Tasks
- 20% Final Exam
- 20% Classroom Participation

TECHNOLOGY REQUIREMENTS

- Flash drive or other means (dropbox.com account, for example) of storing digital versions of the essays and other written material you generate (always, always keep a backup of everything you turn in!)
- A valid, working email address that you check often (everyday)
- Regular internet access (additional readings available online)
- Access to a computer with a word processing program and a printer (assignments must be typed and printed)

ACCESS AND NAVIGATION

Microsoft Word for journaling

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Please contact your instructor with any questions you may have or to schedule an appointment at sean.kennedy.tamu@gmail.com

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Please remember that you are required to attend every class and that online participation does not make up for absences.

Program Progress

Earn a grade of “B” or better to progress to the advanced level of the Academic Program and receive certificate of completion.

Attendance Policy

A student must attend a minimum of 85% of all scheduled ELI classes in order to receive a Certificate of Participation from the English Language Institute. A student’s failure to attend classes or laboratory sessions may result in lower grades, may cause failure in a course, may lower exit test scores, may inhibit transfer to another school, and may cause dismissal from the Institute which, in turn, may cause loss of the student’s F-1 visa status. Absences are reported to the Director; the campus immigration officer is also informed of excessive absences. A student with excessive unexcused absences will be a candidate for dismissal from the program.

A student with frequent absences in a course will be asked to arrange a conference with the instructor to determine his or her ability to successfully complete the course. There are circumstances for which absences are excused. It is the student’s responsibility to notify the ELI office and instructor of such absences.

Excused absences are defined as:

1. Personal illness. Return to class with a physician’s note.
2. Participation in an institute-wide or university sponsored trip. Notification is to be given to the instructor before the day of absence.
3. Attendance at the funeral of an immediate family member.

When personal emergencies arise, notify your instructor through the ELI office. State your name, the course you will have to miss, and the reasons for the emergency. The office staff will notify your instructor. The telephone number for the ELI office is 903-886-5273.

If you have an “excused absence,” you will be able to make up the course assignments you missed within one week of your return to class. It is your responsibility to meet with your instructor to determine the assignments missed. Failure to meet with the instructor regarding an excused absence may result in an “F” for that assignment.

If you have an unexcused absence, you may not be permitted to make up assigned course work. An unexcused absence means missing class for any reason other than those mentioned above. ELI students are encouraged to put their classes first; matters related to personal business such as banking, doctor’s appointments, Department of Motor Vehicle appointments, family overseas phone calls, personal travel, and conferences with other instructors are to be carried out during non-class hours.

Phones in the Classroom

No cell phone use during class. Check messages before or after class. Taking a call during class equals one tardy.

Tardy Policy

More than 5 tardies will equal one absence.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamu-commerce.edu

[Student Disability Resources & Services](#)

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

COURSE OUTLINE / CALENDAR

Date	Due during class
Week one Introduction to course	Q:Skills for Success Reading and Writing Unit 1 Reading 1and 2; Reading Reflection; Academic Writing: Unit 1
Week two	Q:Skills for Success Reading and Writing Unit 1 Reading 1and 2; Unit Writing Assignment; Journal Reflection
Week three	Q:Skills for Success Reading and Writing Complete Unit 1; Unit 2, Reading 1and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection Academic Writing: Unit 2
Week four	Q:Skills for Success Reading and Writing Complete Unit 2; Unit 3, Reading 1and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection
Week five	Q:Skills for Success Reading and Writing Complete Unit 3;

	Unit 4 , Reading 1 and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection Academic Writing: Unit 3
Week six	Q:Skills for Success Reading and Writing Complete Unit 4; Unit 5 , Reading 1 and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection
Week seven	Q:Skills for Success Reading and Writing Complete Unit 5; Unit 6 , Reading 1 and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection Academic Writing: Unit 4
Week eight	Q:Skills for Success Reading and Writing Complete Unit 6 Midterm Exam
Week nine	Q:Skills for Success Reading and Writing Unit 7 Reading 1 and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection Academic Writing: Unit 5
Week ten	Q:Skills for Success Reading and Writing Complete Unit 7
Week eleven	Q:Skills for Success Reading and Writing Unit 8 Reading 1 and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection Academic Writing: Unit 6
Week twelve	Q:Skills for Success Reading and Writing Complete Unit 8 Grammar Connection: Lesson 24 & 25
Week thirteen	Q:Skills for Success Reading and Writing Unit 9 Reading 1 and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection Academic Writing: Unit 7
Week fourteen	Q:Skills for Success Reading and Writing Complete Unit 9; Unit 10 Reading 1 and 2; Reading Reflection; Unit Writing Assignment; Journal Reflection
Week fifteen	Q:Skills for Success Reading and Writing Complete Unit 10; Academic Writing: Unit 8 Prepare and submit materials
Week sixteen	Final Exam