

English Language Institute

ELI 315 Academic Reading/Writing 3
COURSE SYLLABUS: Fall 2014

Instructor: Ginger M. Gonzalez

Office Location: Hall of Languages 214

Office Hours: Tuesdays and Wednesdays 11:00 a.m. – 12:00 p.m.

Class Hours: 9:00 a.m. – 11:00 Monday - Thursday

Class Room: HL 301

Email Address: ginger.gonzalez@tamuc.edu

COURSE INFORMATION

Textbook(s) Required:

Well Read – Skills and Strategies for Reading

ISBN: 978-0-19-476106-2

Great Writing 5, Third Edition

ISBN: 978-1-28-519496-7

Course Description: The course is for Advanced ESL students. It is designed to build writing skills through authentic readings and a multi-drafting process approach to writing, in order to prepare for academic work in English. Reading exercises in this course focus on comprehension, vocabulary development, and study skills. Writing exercises review paragraph organization and focus on essay construction as well as the use of formal English grammar.

Student Objectives:

- Analyze an author's point of view by making inferences.
- Determine meaning of increasingly complex passages by using contextual clues.
- Use background knowledge and linguistic and contextual clues to infer the meaning of unknown words.
- Draw general conclusions from specific details in a passage.
- Write compositions with a clear introduction, supporting details, and conclusion, using a variety of rhetorical techniques.
- Edit own and peers' writing for grammatical form, word choice, spelling, mechanics, sentence variety and organization.
- Write summaries and paraphrases of reading passages.

- Take notes from full-length formal presentations using graphic organizers.

Student Learning Outcomes:

- Monitor comprehension and adjust reading strategy as measured by unit reading responses, reading tests, and quizzes.
- Understand writing process and method as measured by written essays, reading responses, and research paper.

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 daily reading and writing activities along with group and individual projects. The syllabus is subject to change.

Preparation for the next class is strongly encouraged because the class will be conducted based on the assumption that students have prepared for the class. Moreover, students need to become accustomed to the habit of preparation because all university classes require reading books or papers before the class; professors anticipate that students bring up questions about topics.

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. There is no +/- . The grade assigned at the end of the course is an accumulation of test scores, homework, written exercises, class participation, and the final exam.

Grade Description

1. **A** Excellent
2. **B** Good
3. **C, D, F** Unsatisfactory Progress

30% Essays

30% Tests

25% Daily Assignments

- Vocabulary Notebook, Quizzes, Reading Responses, Homework, etc.

15% Classroom Participation

Reading responses will be submitted through *eCollege*. Some quizzes and tests may also be given through *eCollege*.

You may earn 5 points per day for daily participation with a total of 20 participation

points per week. Coming to class on time, participating in discussion and group work, answering questions, taking risks, etc. are examples of daily participation that receives full credit for the day. Points will be deducted for sleeping in class, being tardy, using cellphones, speaking languages other than English, not participating in class. etc. If you are absent, you will not receive points for the day.

TECHNOLOGY REQUIREMENTS

- Flash drive or other means (dropbox.com account, for example) of storing digital versions of 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 for online research, additional readings, and *eCollege*
- Access to a computer with a word processing program and a printer (assignments must be typed and printed or submitted electronically)

ACCESS AND NAVIGATION

eCollege through your myLeo account

Helpful Websites:

- Englishclub.com
- Eslcafe.com
- Espressoenglish.net
- Eslflow.com

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Please contact your instructor with any questions you may have or to schedule an appointment at ginger.gonzalez@tamuc.edu

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 next level.

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 class may result in lower grades, may cause failure of the 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.

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.

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. **Excused absences still count toward the 15% of classes you can miss (9 absences).**

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.

Attendance will impact your overall participation grade which is 15% of your grade for this class.

- **Three** absences will drop the participation grade by **one letter grade**.
- **Six** absences will drop the grade by **two letter grades**.

Cultural Immersion Activities

English Language Learners acquire a second language faster and more accurately when they immerse themselves in the culture of the target language. In the ELI, you will have the opportunity to do this as part of your program. Participation in the cultural activities is a component of your class week and is not optional. Missing cultural events will earn you an absence and zeroes on any classroom grades attached to the trip. There will be a minimum of one cultural outing per month. Do not plan personal appointments or trips on these dates.

- September 26
- October 17
- October 31
- November 14

Tardy Policy

In American universities, it is customary for students to be seated in the classroom before the instructor enters. To be late, or tardy, to a class is not acceptable because a student entering class late interrupts the instructor and interferes with the learning of fellow students. Like all university students, ELI students are requested to be seated in the classroom at the beginning of the class hour.

Class begins at 9:00 am, and arrival after 9:00 am is considered a tardy. 20 minutes late to class is considered an absence. You will receive a 1 point deduction for being 5 minutes late and a 2 point deduction for being 10 or more minutes late on your daily participation grade. More than 20 minutes late counts as an absence, and all participation points are deducted for that day.

You may go to the restroom without informing the teacher, but if you do not return within 10 minutes, one tardy will be marked on your attendance; if you do not return within 20 minutes, you will receive an absence for the day.

Phones in the Classroom

No cellphone/smartphone use during class. Check messages before or after class. Taking a call or texting (which includes reading incoming texts) during class is a distraction, inappropriate and disrespectful. Use of cellphones in class will receive a 1 point deduction on your daily participation grade.

Technology in the Classroom

Only technology used for instructional purposes is allowed in the classroom. Using a dictionary or translator on a computer or a smartphone is NOT allowed during class. Electronic dictionaries are acceptable as long as they are not on a smart device.

Homework/Assignment Submission

Only submissions made by the due date/time are accepted. Journals and reading responses will be submitted online through *eCollege*. **No late work will be accepted.**

When you miss class for any reason, you are still responsible for information presented and assignments given in class. Due dates remain the same whether you are in class or not. Contact a fellow student and the teacher for missed assignments.

Make-ups

Do not miss class on test days. You will only be allowed to make up one test. Make up tests will be given on a designated day later in the semester. Full credit will be given.

Use of English

English is the language of instruction for the English Language Institute. Students are

expected to use English only in the classrooms, hallways, and at all ELI functions. Please do not speak your native language during class because not everyone speaks your language. We have many languages represented in the ELI, and we do not want to exclude anyone. We need to speak the language we all have in common which is English. Speaking a language other than English during class will result in a 1 point deduction on your daily participation grade.

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*).

Academic Honesty Policy

Texas A&M University-Commerce and the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally-accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another person and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of

academic dishonesty include disciplinary probation, suspension and expulsion (Texas A&M University-Commerce Code of Student Conduct 5.b[1, 2, 3]). Cheating, including plagiarizing papers in whole or part, will result in a grade of zero (0) on the assignment for the first offense and failure of the course for any subsequent offenses.

COURSE OUTLINE / CALENDAR

Week	<u>Assignments</u> Monday	<u>Due</u> Tuesday	<u>During</u> Wednesday	<u>Class</u> Thursday
Week one 8/25-8/28	Orientation	Introduction of Syllabus, Icebreakers, Needs Analysis, <i>eCollege</i> , reading responses	Introduce vocabulary notebook and other assignment expectations	-Well Read (WR): Chapter 1, Text 1 (1.1) -Great Writing (GW):
Week two 9/1-9/4	Labor Day No School	-WR: 1.1, 1.2 -GW:	-WR: 1.2, 1.3 -GW:	-WR: 1.4 -GW:
Week three 9/8-9/11	-WR: 1.4 Reading Response 1 Assigned -GW:	-WR: 2.1 -GW:	-WR: 2.1, 2.2 -GW:	-WR: 2.2, 2.3 -Rdg Rsp 1 Due -GW:
Week four 9/15-9/18	-WR: 2.4 -GW:	-WR: 2.4 -Rdg Rsp 2 Assigned -GW:	-WR: Taking It Online Research Activity -GW:	-WR: Chapters 1 and 2 Exam -GW:
Week five 9/22-9/25	-WR: 3.1 -Rdg Rsp 2 Due -GW:	-WR: 3.1, 3.2 -GW:	-WR: 3.2, 3.3 -GW:	-WR: 3.4 -GW:
Week six 9/29-10/2	-WR: 3.4 -Rdg Rsp 3 Assigned -GW:	-WR: 4.1 -GW:	-WR: 4.1, 4.2 -GW:	-WR: 4.2, 4.3 -Rdg Rsp 3 Due -GW:
Week seven 10/6-10/9 Midterm	-WR: 4.1 -GW:	-WR: 4.1 -Rdg Rsp 4 Assigned -GW:	-WR: Taking It Online Research Activity -GW:	-Midterm Exam (WR: Chapters 1-4 and GW: Chapters 1-3)
Week eight 10/13-10/16	-WR: 5.1 -Rdg Rsp 4 Due	-WR: 5.1, 5.2 -GW:	-WR: 5.2, 5.3 -GW:	-WR: 5.4 -GW:

	-GW:			
Week nine 10/20-10/23	-WR: 5.4 -Rdg Rsp 5 Assigned -GW:	-WR: 6.1 -GW:	-WR: 6.1, 6.2 -GW:	-WR: 6.2, 6.3 -Rdg Rsp 5 Due -GW:
Week ten 10/27-10/30	-WR: 6.4 -GW:	-WR: 6.4 Rdg Rsp 6 Assigned -GW:	-WR: Taking It Online Research Activity -GW:	-WR: Chapters 5 and 6 Exam -GW:
Week eleven 11/3-11/6	-WR: 7.1 -Rdg Rsp 6 Due -GW:	-WR: 7.1, 7.2 -GW:	-WR: 7.2, 7.3 -GW:	-WR: 7.4 -GW:
Week twelve 11/10-11/13	-WR: 7.4 -Rdg Rsp 7 Assigned -GW:	-WR: 8.1 -GW:	-WR: 8.1, 8.2 -GW:	-WR: 8.2, 8.3 -Rdg Rsp 7 Due -GW:
Week thirteen 11/17-11/20	-WR: 8.4 -GW:	-WR: 8.4 -Rdg Rsp 8 Assigned -GW:	-WR: Taking It Online Research Activity -GW:	-GW:
Week fourteen 11/24-11/27	Thanksgiving	Break	No	School
Week fifteen 12/1-12/4	-WR: Chapters 7 and 8 Exam -GW:			-Final Exam Review -Research Paper Due
Week sixteen 12/8-12/11	Final Exam (WR: Chapters 5-8, and GW: Chapters)	Day to be decided.		

*****These dates are flexible. I will adjust the pace by either going faster or slower according to the learning needs of the class.**