

### Basic Course Information

Semester:	<b>Fall Semester 2015</b>	Instructor Name:	<b>Julie Craven</b>
Course Title & #:	<b>Grammar and Composition for ESL 005</b>	Email:	<b>Julie.craven@imperial.edu</b>
CRN #:	<b>10324</b>	Webpage (optional):	
Classroom:	<b>213</b>	Office #:	<b>2786</b>
Class Dates:	<b>August 18-December 8</b>	Office Hours:	<b>M:12:45-1:45 W: 9:15-10:15-12:45-1:45 T/Th: 7:00-7:30</b>
Class Days:	<b>T/Th</b>	Office Phone #:	<b>760-355-5750</b>
Class Times:	10:15-12:45	Emergency Contact:	
Units:	5		

### Course Description

*[Required language: Use from [CurricUNET](#) course outline of record.]*

ESL 005 is a grammar class in an English only environment designed for the advanced ESL student. The course emphasizes grammar and writing sentences and paragraphs in a variety of rhetorical modes.

### Student Learning Outcomes

*[Required language: Use from [CurricUNET](#) course outline of record.]*

1. Correctly form and use verbs in a variety of tenses. 2. Write and identify a variety of sentences (simple, compound, complex, compound/complex) including questions and negatives.

### Course Objectives

*[Required language: Use from [CurricUNET](#) course outline of record.]*

1. Students will demonstrate competency recognizing time expressions and writing in appropriate tense according to these time expressions. 2. Students will demonstrate competency in recognizing prepositional phrases and understanding their punctuation. 3. Students will demonstrate mastery in recognizing and using noun, adjective, and adverb clauses. 4. Students will demonstrate mastery in using, recognizing, and producing dependent and independent clauses. 5. Students will demonstrate mastery in identifying the parts of speech and sentence parts: subject, verb, and complement. 6. Students will demonstrate competency in understanding advanced subject-verb agreement. 7. Students will demonstrate competency in understanding the relationships and functions of connecting devices including conjunctions and transitions. 8. Students will demonstrate mastery in writing complex sentences with adjective clauses using the relative pronouns who, whom, which, that, and whose. 9. Students will demonstrate mastery in using a variety of pre-writing skills: brainstorming, clustering, and outlining, which lead to the development of ideas and topics for paragraphs. 10. Students will demonstrate mastery in writing topic sentences with topics and controlling ideas. 11. Students will demonstrate in writing simple sentences with correct punctuation. 12. Students will demonstrate competency in writing well organized,

coherent, paragraphs with topic, supporting, and concluding sentences of six to twelve sentences with the following organizational patterns: listing order, giving instructions, and reason/example. 13. Students will demonstrate mastery in using correct capitalization. 14. Students will demonstrate competency in using correct punctuation and have the ability to recognize and correct run-on sentences, comma splices, and fragmented sentences. 15. Students will demonstrate the ability to use, produce, and recognize level appropriate vocabulary in a variety of oral, aural, and written exercises with specific focus on vocabulary used in academic context areas.

### **Textbooks & Other Resources or Links**

**[Required Information:** Describe which textbooks and/or other resources are required for the course. Take textbook information from [CurricUNET](#) or list. Be sure to include ISBN number.]

Sentence Combining Workbook, fourth edition, Wadsworth, ISBN-9781285177113-First Steps in Academic Writing, Level two, Ann Hogue, Longman, ISBN-9780132414883-Notebook with white, lined standard academic notebook paper-English/English dictionary

### **Course Requirements and Instructional Methods**

**[Required Information:** Provide detailed information related to types of class activities, assignments, tests, homework, etc. Online and Hybrid courses must demonstrate compliance with the IVC [Regular and Effective Contact Policy for Distance Education](#). ]

Over the course of the semester, you will have six writing assignments including the final exam paragraph. You will also have four to five quizzes and a sentence combining section of the final examination. Your homework assignments will be related to your two textbooks and various handouts and handout activities given in class.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### **Course Grading Based on Course Objectives**

**[Required Information:** Provide detailed information related to grading practices and grading scale, including values and totals. Consider adding final grade calculation, rubrics, late assignment policy, and other grading practices.]

Students' grades will be determined on a point basis. Therefore, it is very important to turn in all assignments, take every quiz, and complete the final exam. All writing assignments will be graded as follows: 20-18 points=A; 17-16 points=B; 15-14 points=C' 13-12 points=D. If an assignment receives a non-passing grade, students may rewrite it until it receives a passing grade of "C" only. Students must remember to rewrite any non-passing assignments. Homework assignments can be turned in late but only one class session after the original due date. Late assignments cannot receive an "A" grade. They can only receive a "B" or "C" grade. All rewrites of first draft paragraphs must be turned in no later than one class session after the first draft's original due date. You may make up only one quiz, and you must make up a quiz within a week of your absence. You can take a quiz early if you plan it with me. Class participation will also be part of your grade. If you are late or leave the class early frequently, take longer

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than necessary breaks, or leave the classroom at any time for long periods of time, it will affect your class participation grade.

## Attendance

**[Required Information:** *The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]*

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- I do not apply tardies to my drop policy. If you are absent, it is your responsibility to find out what you missed during class.

## Classroom Etiquette

**[Required Information:** *Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]*

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
- Do not sharpen your pencil when your classmates or I are speaking.
- Come to class early or on time. If you come in late, enter quietly.
- Do not talk unnecessarily in class. You can ask a lot of questions, but don't socialize during class.
- Do not leave the classroom unless it is necessary. It is very distracting when students leave the classroom repeatedly.
- Remember it is my responsibility to teach you, and it is your responsibility to learn. Try not to have behaviors that will distract you during class.

## Online Netiquette

*[Required Information for web-enhanced, hybrid and online courses: Describe your policies regarding netiquette. The below is suggested language and may be modified for your course.]*

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

## Academic Honesty

*[Required language.]*

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

## Additional Student Services

*[Suggested Language.]*

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

*[Required language.]*

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

*[Required language.]*

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### Student Rights and Responsibilities

*[Required language.]*

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### Information Literacy

*[Required language.]*

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### Anticipated Class Schedule/Calendar

**[Required Information – Discretionary Language and Formatting:** The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
Week 1 August 17 - 21	Syllabus & Introduction/ Parts of speech review Parts of a sentence review: pronoun chart handout, prepositional phrase handout, diagnostic paragraph	
Week 2 August 24 - 28	Parts of a sentence review Parts of a sentence review prepositional phrase practice, the simple sentence handout	First Steps In Academic Writing pages 10-15
Week 3 August 31 – September 4	Paragraph one (formatting a paragraph), possessive nouns, correction symbols	Chapter one in FSAW
Week 4 September 7 – 11	Unit one Sentence Combining, paragraph one (interview of classmate)	Review of pages 37-43 in FSAW
Week 5 September 14 – 18	Rewrite of paragraph one The conjunction “nor”	Chapter two in FSAW Pages 44-50 in FSAW
Week 6 September 21 – 25	Title handout, the conjunction “nor” Azar coordinating conjunction handout	Pages 53-55 in FSAW
Week 7 September 28 – October 2	Run on sentence and comma splice practice Paragraph two (listing order), quiz #1	Pages 55-61 in FSAW, Sentence Combining (pages 33-38) Page 62 in FSAW, page 39 in Sentence Combining
Week 8 October 5 – 9	Quiz review, handouts on “for” and “so,” unit four Sentence combining Quiz #2, rewrite of paragraph two	Chapter three in FSAW
Week 9 October 12 – 16	Quiz review, transition handout, run on sentence and comma splice practice Introduction to complex sentences, paragraph three (How to Clean a House after a Party)	Pages 76-80 in FSAW
Week 10 October 19 – 23	Run on sentence and comma splice quiz, Rewrite of paragraph three	Pages 81-91 in FSAW
Week 11 October 26 – 30	Sentence combining handout, Review of sentence combining handout, sentence type handout, Quiz #3	Pages 45-46 in Sentence Combining
Week 12 November 2 – 6	Review sentence type handout, unit eight in sentence combining, diagnostic paragraph returned for rewrite (paragraph four.)	Pages 49-65 in Sentence Combining 124-127 in FSAW
Week 13 November 9 – 13	Final exam review, paragraph five assigned (Reason/Example)	128-135 in FSAW

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
Week 14 November 16 – 20	Review of final exam practice, punctuation review, Final exam practice and review, rewrite paragraph five, punctuation quiz	Pages 136-139 in FSAW Pages 141-142 in FSAW
Week 15 November 23 – 27	Thanksgiving holiday	
Week 16 November 30 – December 4	Final exam practice/sentence combining review	

**\*\*\*Tentative, subject to change without prior notice\*\*\***