

## English 005 Paragraph Writing for Advanced ESL Students

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### Course Description:

The students will learn to write paragraphs in English through the writing process, prewriting, drafting, proofreading, editing, and redrafting. Students will learn to write coherent, well organized paragraphs with a minimum of grammatical errors and incorrect vocabulary usage. Review of grammar, instruction in mechanics and usage, and focus on correct spelling will be emphasized.

### Textbook and Supplies

Sentence Combining Workbook, third edition, Wadsworth

First Steps in Academic Writing, Ann Hogue, Longman

English/English dictionary (Longman is recommended.)

Notebook with white, lined notebook paper

### Course Objectives

1. Students will learn and utilize the writing process.
2. Students will learn to use correct English punctuation.
3. Students will write cohesive, well organized paragraphs with topic sentences, body sentences, and concluding sentences.
4. Students will have minimal grammar and spelling errors in their writing.
5. Students will learn a variety of writing styles.
6. Students will use appropriate English vocabulary.
7. Students will be able to proofread and edit their own writing.
8. Students will make necessary corrections in order to submit a well polished assignment.
9. Students will learn to write a variety of sentence types including simple, compound, complex, and compound/complex.
10. Students will come to understand a variety of connecting devices including coordinating and subordinating conjunctions and transitions.

## Grading

Students' grades will be determined on a point basis. Therefore, it is very important to turn in every assignment and take every quiz or 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.

## Attendance and Homework Policies

You must attend class regularly and on time in order to learn and be successful. I am very flexible with tardies and absences, so I will not drop you due to a specific number of absences or tardies. However, if you disappear for more than a week without communicating with me, I may drop you. In order to be successful in class, you should not be absent more than two times in the semester. If you are absent, it is your responsibility to find out what you missed during your absence.

Homework assignments can be turned in late but only one class session after the original due date. I will not accept late homework at the very end of or after the semester, so remember that you have one class after the due date of an assignment to turn it in. 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 or exam, so try not to be absent on the day of a quiz or exam, and you must make up a quiz or exam within a week of your absence. You can take a quiz or exam early if you plan it with me.

## Office Appointment Policy

If you make an appointment to come to my office and for some reason cannot make it to the appointment, you must either email, call, or speak to me about the cancellation before the appointment. If you just don't show up, I will not make another appointment with you.

## Classroom Behavior

In order for our class to be an excellent learning environment, please remember the following:

1. Come to class early or on time. If you come late, enter quietly and find a place to sit down.
2. Do not sharpen your pencil after class has begun.
3. Turn off your cell phone before coming into class. Tell your friends and family not to call you during class. If I see any form of technology on your desk or in

your hands during class, I will ask you to put it away the first time. The second time, I will take it from you for that day. The third time, you will be asked to leave class for the day.

4. Do not talk unnecessarily in class. You may ask me questions when you don't understand something, but do not socialize during class.
5. Do not leave the classroom unless it is necessary. It is very distracting when students leave the classroom repeatedly.
6. Do not bring food into the classroom.
7. Remember that it is my responsibility to teach you, and it is your responsibility to learn. Try not to have behaviors, such as leaving your cell phone on your desk that will distract you in class.
8. If you do not remember to follow these rules, I will ask the entire class to take out this course description and go over them in order to remind you.

#### Student Learning Outcomes:

1. Demonstrate competency in time and listing order transition signals.
2. Demonstrate competency in using coordinators and subordinators that indicate contrast.
3. Demonstrate competency in showing a consequence relationship in a compound sentence.
4. Demonstrate competency in writing a "listing order" paragraph topic sentence.
5. Demonstrate competency in writing a "how to" paragraph topic sentence.

#### Important Dates

Class start date: August 19, 2013

Class end date: December 7, 2013

Last date to drop: November 9, 2013

#### Accommodations for Disabilities Policy

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 the health sciences building, room 2117, (760) 355-6312.

#### Academic Misconduct Policy

Academic misconduct includes misconduct associated with the classroom, laboratory, or clinical learning process. Some examples of academic misconduct are cheating and plagiarism. Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, or with assignments; (b) dependence on the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition without permission of tests or other academic material belonging to a member of the college faculty or staff. Plagiarism includes, but is not limited to, the use of paraphrased or directly quoted published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the Internet and not properly identified is also considered plagiarism. Any student found by a faculty member to have committed academic misconduct may be subject to sanctions as determined by the faculty member. Sanctions may include a warning, grade adjustment, or course failure. Consequences for plagiarism include a zero on the assignment and a referral to Sergio Lopez, Dean of Student Development and Campus Events.

### Discipline Policy

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The college is concerned with the fostering of knowledge, the search for truth, and the dissemination of ideas. Students shall assume the obligation to conduct themselves in a manner compatible with the college's function as an educational institution. An instructor may remove a student for the day of removal and the next class meeting. Such action must be immediately reported to Sergio Lopez, Dean of Student Development and Campus Events. During the period of removal, the student may not return without the consent of the instructor.