ESL Writing IV

**Course Details**

Instructor: Professor David Hodges
Office & Mailbox: Jefferson Hall Room 218
Home Office: (856) 854-8385
Cell Phone: (856) 979-6653
Email: dhodges@camdencc.edu
Course Wiki: writing4summer10.pbworks.com

Class Meetings: Mon, Wed, 9:00AM-11:05AM Wilson West 201
Office Hours: Mon, Wed, 11:15AM-Noon Academic Studies Faculty Lounge
Section: ESL 026-E01
Course Number: CRN 84736

**Resources**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Secretary</td>
<td>Christine Miles</td>
<td>(856) 227-7200 X4271</td>
</tr>
<tr>
<td>ESL Department Chair</td>
<td>Dr. Hoda Zaki</td>
<td>(856) 227-7200 X4292</td>
</tr>
<tr>
<td>Director, International Student Services</td>
<td>Prof. Jesse Orlando</td>
<td>Community Center 107 (856) 227-2700 X4539</td>
</tr>
<tr>
<td>Education Specialist</td>
<td>Peggy Ramstad</td>
<td>Wilson West 211</td>
</tr>
<tr>
<td>(Language Lab)</td>
<td></td>
<td>(856) 227-7200 X4336</td>
</tr>
</tbody>
</table>

**Required Textbooks**

Alice Oshima
Ann Hogue
*Writing Academic English*
*Fourth Edition*
Pearson/Longman
ISBN: 0-13-1523359-7
**MUST BE NEW TEXT WITH CRITERION SERIAL NUMBER**

**ESL Dictionary**

*Longman Dictionary of American English,*
*American Heritage English as a Second Language Dictionary,* or comparable ESL Dictionary

**Required Materials**

1. A supply of lined, 8-1/2 by 11-inch paper. No 3-hole punches. No “spiral litter” allowed!
2. A personal email account where you can receive confidential emails.
3. Internet access to the course Wiki.
4. Microsoft Word for papers written outside of class.

**Course Information**

Lecture MW Summer Session 2010 3 Credits

**Prerequisites**

Placement Testing or Successful completion of ESL Reading III, ESL Grammar III, and ESL Writing III
Goals
This course will focus on the basic process of writing (brainstorming, drafting, writing, and editing), and then it will develop a student’s ability to write a five-paragraph essay (introduction, body, and conclusion) that is sound in form and content. It will also develop the student’s ability to using specific rhetorical strategies: description, narration, exemplification, and process. Grammar will be dealt with remedially, that is, teachers will identify common grammatical problems and recommend specific parts of the handbook assigned, require practice at the CALL Lab, and recommend tutoring.

Objectives (Learning Outcomes)
Upon completion of this course, the student will be able to:
1. Write a five-paragraph essay using specific rhetorical strategies.
2. Demonstrate knowledge of the essay structure (introductory paragraph, body paragraphs, concluding paragraph).
3. Construct a traditional essay outline.
4. Demonstrate knowledge of coherence strategies (sentence connectors, signal words, pronoun reference, and paragraph transitions).
5. Use various sentence types.

Course Activities
Since the primary goal of this course is to address your needs for academic writing, you will do a lot of writing in and outside of class. When you’re not writing your four required essays, you’ll be planning to write, proofreading your writing, correcting your own five-paragraph essays.

You’ll work singly and in groups for such activities as brainstorming and outlining. Rewriting is even more important than a strong first draft. Consequently, you’ll produce revisions for most of your papers. Your grade for every paper will be your first draft grade and your final paper grade, averaged.

Course Outline
This is not a time-line, just an organized way to present the course material.

I. Students will be required to write 4 essays
   A. A Descriptive Essay
   B. A Narrative Essay
   C. An Exemplification Essay
   D. A Process Essay

II. Essay Structure
   A. Introduction
   B. Thesis Statement
   C. Body
   D. Conclusion

III. Outlining Strategies
   A. Titles
   B. Labeling topics and subtopics
   C. Major Details vs. Support
   D. Logical Ordering

IV. Writing Strategies
   A. Brainstorming, Organizing, Drafting
   B. Paraphrasing, Quoting, Summarizing
   C. Proofreading, Editing & Revising

V. Textual Clues
   A. Sentence Connectors
   B. Signal Words
   C. Pronoun Reference
   D. Paragraph Transitions

VI. Sentence Types
   A. Simple
   B. Compound
   C. Complex
   D. Compound-Complex

Mechanics
1. Please word process (Microsoft Word if possible) and print your essay.
2. If you cannot word process, handwrite legibly, double-space, and include a complete ID Block.
3. Bring a printed copy to class the day it’s due
4. Scrupulously follow the formatting guidelines for every paper. (See sample Title Page.)
5. I will refuse to accept assignments that do not comply with submission requirements.
Assessment of Student Learning Outcomes

You’ll be evaluated on the degree to which you achieve the learning outcomes. Your grades will demonstrate how well you succeed, not how hard you try. Tests, class participation, projects, homework assignments, and essay grades will all factor into your final grade.

1. Four essays and two rewrites using required rhetorical strategies will be graded using rubrics provided by the department. All essays combined will account for 40% of your course grade.
2. Tests, Quizzes and Assignments will count for 25% of the final grade.
3. Wiki Readings and Class Participation will count for 5% of the final grade.
4. Department Final Exam. An in-class, timed essay on a topic chosen by the department, not your professor, will be scored by the full-time faculty. Each essay will be read and scored twice on a 0-6 scale for a total of 12 possible points. The passing combined score will be 6. Students who score 5 or below will not pass Writing V. Scores of 6 and above will count as 30% of the final grade.
5. Students who fail the final and students with a grade average of less than a C (75%) must repeat the course.

Grading

<table>
<thead>
<tr>
<th>Essays</th>
<th>Departmental Essay</th>
<th>Tests</th>
<th>Readings</th>
<th>Classwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Essays</td>
<td>In-Class Final exam</td>
<td>4 In-Class Tests</td>
<td>Wiki, Class Participation</td>
<td>Quizzes, Homework Class Assignments</td>
</tr>
<tr>
<td>2 Rewrites</td>
<td>Department Mandated</td>
<td>Grammar &amp; Style</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40%</td>
<td>30%</td>
<td>10%</td>
<td>5%</td>
<td>15%</td>
</tr>
</tbody>
</table>

Attendance and Participation

1. On-time attendance and participation in all graded activities is required.
2. Students who fail to participate in class or submit papers on time are considered absent.

Absences Excused and Unexcused

1. No more than 2 classes may be missed in a 10-week semester.
2. Students missing 3 or more classes (excused or unexcused) will be given N/A or F for the course.
3. 2 late arrivals (or 2 early departures) equals one absence.
4. The only difference between an unexcused absence and a documented excused absence is that work missed for excused absences can be made up.

Make Up Work Due to Absence

1. If you must miss a class for a documentable excuse, email me in advance or during your absence to let me know you will be bringing documentation with you when you return to class.
2. I will reply to your email with classwork, assignments, and handouts if any.
3. Visit the Wiki during your absence for your homework.
4. Return to class prepared, with written documentation for your absence.
5. Quizzes missed during your absence can be made up only with documentation.

Grading Policy for Papers

1. Essays are due on the day they are due, at the beginning of class, on paper.
2. I welcome essays submitted by email, but bring a copy to class also.
3. A 10-point penalty will be assessed for papers less than 24 hours late.
4. A 20-point penalty will be assessed for papers 24-48 hours late.
5. Papers more than 48 hours of the due date will be graded 00/100 but must still be turned in.

Homework Policy

1. Except in the case of excused absences, homework is due on time and is graded.
2. Late homework is graded 00/100.
Grades

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>MP</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>93-100%</td>
<td>85-92%</td>
<td>75-84%</td>
<td>There are no Ds in ESL</td>
<td>60-74% Provisional Grade</td>
<td>Lower than 60%</td>
</tr>
</tbody>
</table>

**MP  Making Progress.** Students who earn grades lower than 75% need more time to master the material and will not move on to Comp 1. **If** they score at least 60%, have missed no more than 2 classes, have turned in course assignments on time, and have sought additional help through tutoring, **they may** be awarded a grade of MP. This is neither a passing grade nor a failing grade, but it does not jeopardize a student’s F1 status. Students receiving MP will be required to repeat the course.

**F  Failure.** Students who miss more than 2 classes or who fail to turn in any major essay, including the Departmental Final exam, will Fail. Students who do meet these minimum requirements but who score below 75% for the course and do not show sufficient progress to earn an MP grade, will Fail. Students who commit serious or repeated acts of Academic Dishonesty will Fail.

**N/A  Not Attending.** This one is dangerous. Twice per semester, professors must post attendance grades. Students not attending classes regularly are given the N/A grade, particularly dangerous for international students whose visas require regular attendance.

**I  Incomplete.** *Special circumstances only!* Students in good standing with at least a B average who are unable to complete the required work for the course may be given a grade of I (incomplete) for severe medical or personal emergencies only, at the discretion of the professor. Students who seek this very special dispensation will present a proposal detailing the missing work and when it will be submitted. Incompletes automatically become Fs if work is not submitted on time.

**Departmental Rules and Regulations**

1. **Travel Plans:** The final day of class is July 21. DO NOT make earlier travel plans or flight reservations.
2. **Procedure for Student Complaints:** Discuss your complaint with your professor. If the situation is not resolved, discuss your concern with the ESL Chair. If she cannot resolve your complaint (this is rare) you can take your concern to the Dean.
3. **Students’ Code of Conduct** (Student Handbook, pages 39 to 45): Camden County College has a clear code of conduct and a zero-tolerance policy towards misconduct. After a verbal warning, the instructor is authorized to remove students from class for disruptive, hostile or disorderly behavior that threatens others or impedes the teaching and learning process, or for abusive or demeaning conduct toward anyone, or for failure to comply with directions. The instructor may request the assistance of Public Safety to remove the student from class. Removal may result in an automatic grade of “F” for an assignment or for the course. The instructor will immediately file a misconduct complaint with the Dean of Students who will follow the proper procedures to determine whether the student has violated the Code of Conduct, and if so, whether to impose sanctions.
4. **Departmental Exam:** Your departmental exams will be given on Wednesday, July 21, 2010. This in-class exam is mandatory for every ESL 5 student. Failure to take this exam will result in an “F” grade regardless of a student’s score on other assignments, tests, homework, etc.
5. **PLAGIARISM:** (College Catalog, Page 29): All students are required to do their own work. **All forms of academic dishonesty are absolutely forbidden.** Students who cheat, plagiarize (intentionally stealing someone else’s ideas, writings, essays, etc.) or commit other acts of academic dishonesty, will be subject to immediate disciplinary action, ranging from Failure on an assignment, to Failure for the course, to Expulsion from the College. You have been given a handout called “Plagiarism and How to Avoid It.”
6. **Cheating:** Students are not allowed to talk to each other, look at other students’ papers or at their notebook/textbook during a test or quiz unless the instructor says otherwise. Students can use their dictionaries during a test/quiz ONLY if the teacher approves it. Students caught cheating may receive a “0” and may not be allowed a make-up test.
# Course Outline

**ESL Writing 4**

For the first week or so of class, the Course Outline will be a work in progress. This is the only printed copy you’ll receive. Updates will be posted on the Wiki ([www.writing4summer10.pbworks.com](http://www.writing4summer10.pbworks.com)). Every revision will be dated so you can always know if the copy you hold is the latest and most accurate.

**MONDAYS**  
**Essays and rewrites** will be due Mondays.

**MONDAYS**  
In-class writing days will be **Lab Day Mondays**

**WEDNESDAYS**  
**Grammar and Style Tests** will be Wednesdays

**ANY DAY**  
**Chapter Quizzes** may be given at any time without warning

**FRIDAYS**  
**Wiki Assignments** will always expire at Midnight Friday

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Reading Due</th>
<th>Work Due</th>
<th>Classroom Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON</td>
<td>MAY 17</td>
<td></td>
<td></td>
<td>In-Class Writing Diagnostic</td>
</tr>
<tr>
<td>MON</td>
<td>MAY 24</td>
<td>CHAPTER 10 Types of Sentences</td>
<td>Answer Student Questions Chap 10 Group Activity: Complex Sentences Quiz Chapter 10</td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>MAY 25</td>
<td></td>
<td>Last Day to Drop Courses for 50% Refund</td>
<td>Group: Choose Class Questions Chap 11 Brief Quiz Parallel Structures Preview Chapter 2 Activity: Unity in Paragraphs</td>
</tr>
<tr>
<td>WED</td>
<td>MAY 26</td>
<td>CHAPTER 11 Parallel Structures Descriptive Essay 1st Draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>MAY 31</td>
<td>NO CLASSES MEMORIAL DAY HOLIDAY</td>
<td></td>
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</tbody>
</table>
| WED  | JUN 02 | CHAPTER 2 Unity and Coherence (FEEDBACK Descriptive Essay) | Grammar and Style Test 1  
Chapter 10 Types of Sentences  
Chapter 11 Parallel Structures  
Activity: Unity and Coherence Exercises |
| MON  | JUN 07 | CHAPTER 4 From Paragraph to Essay | LAB DAY MONDAY  
Course Wiki, WebAdvisor, Introduction to Criterion |
| WED  | JUN 09 | REVIEW Chapters 2 and 4 Narrative Essay 1st Draft | Chapters 02, 04 Review Intros & Conclusions for Narrative |
| MON  | JUN 14 | CHAPTER 12 Noun Clauses | Writing Practice Noun Clauses: That Clauses, Reported Speech, Question Clauses, If/Whether Clauses |
| WED  | JUN 16 | CHAPTER 3 Supporting Details (FEEDBACK Narrative Essay) Descriptive Essay Rewrite | Grammar and Style Test 2  
Chapter 12 Noun Clauses |
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Chapter/Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON JUN 21</td>
<td>CH 13</td>
<td>Adverb Clauses</td>
</tr>
<tr>
<td>WED JUN 23</td>
<td>CH 14</td>
<td>Adjective Clauses</td>
</tr>
<tr>
<td>MON JUN 28</td>
<td>CH 5</td>
<td>Process Essays</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homework Essay, Practice Process Essay (1st Draft &amp; Rewrite)</td>
</tr>
<tr>
<td>WED JUN 30</td>
<td>CH 15</td>
<td>Participial Phrases</td>
</tr>
<tr>
<td>MON JUL 05</td>
<td></td>
<td>NO CLASSES INDEPENDENCE DAY HOLIDAY</td>
</tr>
<tr>
<td>WED JUL 07</td>
<td>REVIEW</td>
<td>Process Essay 1st Draft</td>
</tr>
<tr>
<td>MON JUL 12</td>
<td>OVERFLOW</td>
<td>Instruction Days</td>
</tr>
<tr>
<td>WED JUL 14</td>
<td>OVERFLOW</td>
<td>Exemplification Essay 1st Draft</td>
</tr>
<tr>
<td>MON JUL 19</td>
<td>OVERFLOW</td>
<td>Instruction Days</td>
</tr>
<tr>
<td>WED JUL 21</td>
<td></td>
<td>Last Day of Class for this Course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IN CLASS DEPARTMENTAL FINAL</td>
</tr>
</tbody>
</table>

- **LAB DAY MONDAY**
- **Intensive Review** Adverb Clauses.
- **Exercise**: Produce Complex Sentences with Adverb Clauses
- **Grammar and Style Test 3**
  - Chapter 13 Adverb Clauses
  - Chapter 14 Adjective Clauses
- **Grammar and Style Test 4**
  - Chapter 15 Participial Phrases
- **Practice Final Exam**
An Excellent Essay Title, Correctly Capitalized

The first line of every paragraph is indented. Every page has a one-inch margin all around for professor’s notes. Text is a 12-point Roman typeface (such as Times Roman), with **Bold** and *Italic* fonts for titles and emphasis. If possible, page numbers should include the student’s last name; for example, ACQUANDOH 2. Both the **Due Date** and the **Date Submitted** appear in the **Title Block**, always located in the upper left-hand corner of the first page. Every paper is identified either as **First Draft**, **Revised Draft**, or **Final Draft**. Every written assignment requires a **Title** with appropriate capitalization.

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