

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@camdenc.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

Department Secretary
 ESL Department Chair
 Director, International
 Student Services
 Education Specialist
 (Language Lab)

Staff

Christine Miles
 Dr. Hoda Zaki
 Prof. Jesse Orlando
 Peggy Ramstad

Office

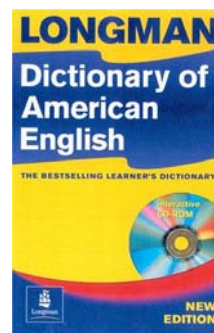
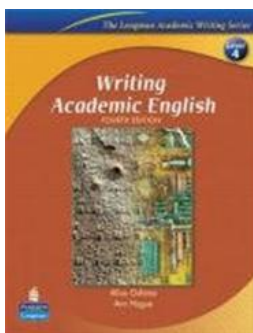
Jefferson 218
 Jefferson 202
 Community Center 107
 Wilson West 211

Phone

(856) 227-7200 X4271
 (856) 227-7200 X4292
 (856) 227-2700 X4539
 (856) 227-7200 X4336

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.

- | | |
|--|--|
| <p>I. Students will be required to write 4 essays</p> <ul style="list-style-type: none"> A. A Descriptive Essay B. A Narrative Essay C. An Exemplification Essay D. A Process Essay <p>II. Essay Structure</p> <ul style="list-style-type: none"> A. Introduction B. Thesis Statement C. Body D. Conclusion <p>III. Outlining Strategies</p> <ul style="list-style-type: none"> A. Titles B. Labeling topics and subtopics C. Major Details vs. Support D. Logical Ordering | <p>IV. Writing Strategies</p> <ul style="list-style-type: none"> A. Brainstorming, Organizing, Drafting B. Paraphrasing, Quoting, Summarizing C. Proofreading, Editing & Revising <p>V. Textual Clues</p> <ul style="list-style-type: none"> A. Sentence Connectors B. Signal Words C. Pronoun Reference D. Paragraph Transitions <p>VI. Sentence Types</p> <ul style="list-style-type: none"> 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

Essays	Departmental Essay	Tests	Readings	Classwork
4 Essays	In-Class Final exam	4 In-Class Tests	Wiki, Class Participation	Quizzes, Homework
2 Rewrites	Department Mandated	Grammar & Style		Class Assignments
40%	30%	10%	5%	15%

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

A	B	C	D	MP	F
93-100%	85-92%	75-84%	There are no Ds in ESL	60-74% Provisional Grade	Lower than 60%

- 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 **F**s if work is not submitted on time.

Departmental Rules and Regulations

- Travel Plans:** The final day of class is July 21. **DO NOT** make earlier travel plans or flight reservations.
- 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.
- 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.
- 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.
- 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."
- 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). Every revision will be dated so you can always know if the copy you hold is the latest and most accurate.

MONDAYSEssays and rewrites will be due Mondays.

MONDAYSIn-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

Day	Date	Reading Due	Work Due	Classroom Activity
MON	MAY 17			In-Class Writing Diagnostic
WED	MAY 19		Bring Textbook Bring Dictionary	Syllabus Quiz, First Day Form. Classroom Discussion Plagiarism. Sign First Day Forms, Integrity Pledge. Study Descriptive Essay.
MON	MAY 24	CHAPTER 10 Types of Sentences		Answer Student Questions Chap 10 Group Activity: Complex Sentences Quiz Chapter 10
TUE	MAY 25	Last Day to Drop Courses for 50% Refund		
WED	MAY 26	CHAPTER 11 Parallel Structures	Descriptive Essay 1st Draft	Group: Choose Class Questions Chap 11 Brief Quiz Parallel Structures Preview Chapter 2 Activity: Unity in Paragraphs
MON	MAY 31	NO CLASSES MEMORIAL DAY HOLIDAY		
WED	JUN 02	CHAPTER 2 Unity and Coherence	<i>(FEEDBACK</i> <i>Descriptive Essay)</i>	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: <i>That</i> Clauses, Reported Speech, Question Clauses, If/Whether Clauses
WED	JUN 16	CHAPTER 3 Supporting Details	<i>(FEEDBACK</i> <i>Narrative Essay)</i> Descriptive Essay Rewrite	Grammar and Style Test 2 Chapter 12 Noun Clauses

MON	JUN 21	CHAPTER 13 Adverb Clauses		LAB DAY MONDAY In-Class Criterion Essay
WED	JUN 23	CHAPTER 14 Adjective Clauses		Intensive Review Adverb Clauses. Exercise: Produce Complex Sentences with Adverb Clauses
MON	JUN 28	CHAPTER 5 Process Essays	Homework Essay Practice Process Essay (1st Draft & Rewrite)	LAB DAY MONDAY Exercises: Tenses with Conditionals, Chronological Order, Coherence, Restrictive/Nonrestrictive Adjective Clauses
WED	JUN 30	CHAPTER 15 Participial Phrases		Grammar and Style Test 3 Chapter 13 Adverb Clauses Chapter 14 Adjective Clauses
MON	JUL 05	NO CLASSES INDEPENDENCE DAY HOLIDAY		
WED	JUL 07	REVIEW Chapters 3 and 5	Process Essay 1st Draft	Grammar and Style Test 4 Chapter 15 Participial Phrases
MON	JUL 12	OVERFLOW Instruction Days		LAB DAY MONDAY
WED	JUL 14	OVERFLOW Instruction Days	Exemplification Essay 1st Draft	Practice Final Exam
MON	JUL 19	OVERFLOW Instruction Days		LAB DAY MONDAY
WED	JUL 21	Last Day of Class for this Course		IN CLASS DEPARTMENTAL FINAL

sample first page

Patience Acquandoh
ESL-026-E01
Descriptive Essay
First Draft
Due Date: Wednesday, May 26, 2010
Date Submitted: Wednesday, May 26, 2010

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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