

## ESLN 312 Advanced ESL Writing

## ESLN 032 Advanced ESL Writing

Winter 2011

M, W and F 11:00-11:50, Room 205 Alexander

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Office Hours: MW-1:30-3 and TH-12-2 *and by appointment*

### Course Description:

This course introduces students to composition writing in the academic context. Students review paragraph structure, identify and produce effective compositions in multiple genres and develop their ability to analyze and critique peer writing.

### Course Objectives:

- Obtaining relevant subject material/content for one's writing.
- Organizing discourse on a topic.
- Revising written discourse on a topic, whether one's own or that of a peer.
- Editing for mechanical grammatical and lexical errors.

By the end of this course, students will be able to:

- draw useful information from personal knowledge and from some basic library sources for appropriate use in written discourse.
- narrow a topic and drafts a series of coherent paragraphs containing both descriptive and analytical content to produce an essay for a specified audience effect.
- revise a series of paragraphs to improve logical development and strengthen audience effect.
- edit simple, compound and complex sentences with some correction of conditional sentences, modals, and uses of the passive voice.

### Textbook and materials:

1. Keith Folse, April Muchmore-Vokoum, Elena Solomon (2010). *Great Essays 3<sup>rd</sup> Edition*. Heinle Cengage Learning.
2. Course webpages: [my.emich.edu](http://my.emich.edu), [Quia.com](http://Quia.com), etc.

### Additional Required Materials:

- Bluebooks (for dialog journals) or Online account for dialog journals as alternative. More information will be provided after the second week of class.
- Folders/and or three ring binder to be used ONLY in this class
- USB Key/Flashdrive: You will also need a way to save all of your drafts electronically.

### Course Policies:

**Attendance:** Class attendance is very important. It is expected that you attend class regularly. Students who miss more than four classes will have their grades lowered. Every further time you miss class, your grade will be lowered to the extent that you receive a C- and have to repeat the course. Please turn off all phones, pagers or other digital communication devices before entering class. Attendance is important: more than four (4) absences will result in lowering your final grade. For example, if you have five (5) absences and your final grade is a B, your final grade will be lowered to a B-; if you have six (6) absences, your final grade will be lowered to a C+.

If you are absent, YOU are responsible for finding out your assignment, and you must come to the following class prepared. Find out by contacting either the teachers or another student. You should NOT schedule other appointments during class time. All assignments must be turned in on time. Late assignments will not be

accepted for credit; you will get a failing grade for that assignment. We have a \*\*\***professors DO NOT PRINT FOR STUDENTS policy**\*\*\*. You have an EMU account which allows you to print a significant amount of paper from library printers through your EMU account. We will also ask you to send drafts and completed assignments digitally, either through email or on the “My.emich.edu” class web page.

**Class participation:** Since class discussions and group work are organized based on the input of students, active participation in class is very important. You are expected to do required readings and assignments on time, and be prepared to participate in class discussions in each session. You are expected to attend and be prepared for every class. It is important not only to you but also to your classmates that you be ready to participate in all class activities. You are not only a writer, but you are also a reader of each others’ work.

**Homework and Assignments:** Assignments must be turned in on time. No late work will be accepted without prior permission. Missed work will receive a grade of “0”. If you are unable to come to class due to an emergency or illness, it is your responsibility to find out what you missed and complete missed assignments. Missing a class on the date of a due assignment does not automatically make the assignment due the next class. Such work will be considered late and lose points. In situations of an emergency or illness, you should contact (email) the instructor as soon as possible so there is clear understanding between you and your instructor about what is expected in terms of missed work.

**Academic Dishonesty.** Academic dishonesty, including all forms of cheating and/or plagiarism, will not be tolerated in this class. Penalties for an act of academic dishonesty may range from receiving a failing grade for a particular assignment to receiving a failing grade for the entire course. Plagiarism is a violation of the Student Code of Conduct and will be treated as such. One of the things we will work on in this class is how to avoid it, but it will not be accepted or graded. Homework (not dialog journals) should be submitted on standard letter-size paper, word-processed and double-spaced. Please turn off all phones, pagers, computers and other technology devices while in class.

In addition, you may be referred to the Office of Student Conduct and Community Standards (SCCS) for discipline that may result in either a suspension or permanent dismissal. The **Student Conduct Code** contains detailed definitions of what constitutes academic dishonesty. If you are not sure about whether something you are doing would be considered academic dishonesty, you may consult with the instructor or access the **Student Conduct Code** online at <http://www.emich.edu/studentconduct/conductcode.html>.

## SECTION V: VIOLATIONS

The following behavior is subject to disciplinary action under this Code. An individual, a group of individuals or a student organization may be charged with any of the violations. In cases where a violation is committed by an individual member of a student organization, the entire organization may be held responsible, in addition to the individual member, when those members not directly involved participate in the activity by encouraging, witnessing or condoning the act in any manner.

### A. Academic Dishonesty

Engaging in academic dishonesty in any form with respect to examinations, course assignments, research projects, grades, and/or academic records, including, but not limited to the following:

1. **Cheating** - using or attempting to use unauthorized materials, information or study aids in any academic assignment. Examples of cheating are: looking on someone else’s paper; using any kind of “cheat” sheet or other enhancement during a test; allowing someone else to take an exam in your place; submitting the same work more than once for credit; using someone else’s homework or lab assignments; collaborating with another student on any assignment or take-home test if told that collaboration was not allowed; assisting another student in committing an act of academic dishonesty by allowing another student to copy

homework or an exam; taking an exam for someone else; or giving test information to students in other sections of the same class.

2. **Falsification** - intentional and unauthorized falsification or invention of any information or citation in an academic assignment. Examples of falsification are: making up data on an assignment; making up a source to cite in a paper; altering then resubmitting returned academic work; giving false information to a faculty or staff member to increase one's grade; or attempting to change, actually changing, altering grades or any other unauthorized tampering with grades.
3. **Plagiarism** - deliberate and knowing use of someone else's work or ideas as one's own. Examples of plagiarism are: quoting a source verbatim, or paraphrasing text from a given source, without properly citing the source; turning in a research paper that was written by someone else; or in any other way passing off someone else's work as one's own; or failing to give credit for ideas or materials taken from someone else.

- **Classroom Management.** Students are expected to abide by the **Student Conduct Code** and assist in creating an environment that is conducive to learning and protects the rights of all members of the University community. Incivility and disruptive behavior will not be tolerated and will result in a request to leave class and referral to the **Office of Student Conduct and Community Standards (SCCS)** for discipline. Examples of inappropriate classroom conduct include repeatedly arriving late to class, using a cellular phone, or talking while others are speaking. To learn more about the **Student Conduct Code**, you may access it online at <http://www.emich.edu/studentconduct/conductcode.html>

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### E. Disruptive Conduct

1. Actions that impair, interfere with, or obstruct the normal operations of the University and/or interfere with the rights of other members of the University community or visitors. This includes intentional occupation of or blocking the entry or exit of University facilities, including but not limited to, buildings, classrooms, offices, hallways, entryways, conference rooms and campus grounds.
2. Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his/her class.
3. Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs.

### \*\*\*PLEASE REMEMBER\*\*\*

**You will be marked absent for the day if you are not present when the teacher takes attendance, even if you enter later in the hour. Your final grade will be lowered if you are absent more than four (4) times. Every additional absence lowers your grade one more notch. If you get a grade of C- or lower in an ESLN class, you must repeat the course the following semester.**

Course Grading:		GRADING SCALE	
Homework/quizzes/notebook	5%	A = 94-100	C+= 79-77
Dialog Journals	5%	A- = 93-90	C = 76-74
In-class Writing	20%	B+= 89-87	C- = 73-70 (repeat course)
Out of class writing	30%	B = 86-84	D = 60-69 (repeat course)
Mid-term Exam (about March 9th)	10%	B- = 83-80	
Final Exam (April 15, 11:00-11:50)	30%		

- **Need extra help?** If you need assistance with the English language for course assignments, I encourage you to come to my office hours for help. I also encourage you to visit the following centers with any questions or when you are not sure of a course assignment.
  - a) **The International Student Resource Center (ISRC)**, located in Room 200 Alexander, is a tutoring center for any EMU international student seeking assistance with the English language for academic assignments. Students may go to the ISRC for assistance in reading and comprehending course materials, improving listening and note-taking skills, improving vocabulary and grammatical skills, assistance with writing assignments, comprehending academic expectations, improving academic communication, etc. To make an appointment, email [esl@emich.edu](mailto:esl@emich.edu) or call 734-487-0370.
  - b) **Holman Learning Center**, located in G04 Halle Library, provides free individual tutoring for 100/200 level classes. To make an appointment, call 734-487-2133 or email at [learning.center@emich.edu](mailto:learning.center@emich.edu).

#### EMU Writing Support

- c) The **University Writing Center** (115 Halle Library) offers one-to-one writing consulting for both undergraduate and graduate students. Students can make appointments or drop in between the hours of 9 a.m. and 5 p.m. Mondays through Thursdays and from 11 a.m. to 3 p.m. on Fridays. One-to-one consulting is also available in the Student Success Center in the First-Year Complex from 6 p.m. to 8 p.m. on Mondays and Wednesdays. Students should bring a draft of what they're working on and their assignment.

The UWC also offers small group workshops on various topics related to writing (e.g., Strategies for Successful College Reading; Peer Review; Revising and Editing Your Writing). Descriptions of all UWC workshops will be posted at [www.emich.edu/english/writing-center](http://www.emich.edu/english/writing-center) by mid-September. Workshops are offered at various times **Monday** through **Friday** in the UWC. To register for a workshop, click the "Register" link from the UWC page.

- d) The **Academic Projects Center** (116 Halle Library) offers one-to-one consulting for students on writing, research, or technology-related issues. No appointment is required – students can just drop in. The APC is open 11-5 **Monday-Thursday**. Additional information about the APC can be found at <http://www.emich.edu/apc>. Students visiting the Academic Projects Center should bring with them a draft of what they're working on and their assignment sheet.

- **Note for F- and J-visa students:** The Student Visitor Information System (SEVIS) require that you report any changes to your address, phone number, program of study, academic status and intention of transfer to the Office of International Students (OIS), 229 King Hall, within ten days of the event. In addition, prior permission from the OIS is needed for dropping courses, employment, registration for more than one online course per term (F-visa only) and endorsing I-20 or DS-2019 for re-entry into the USA. Failure to report may result in arrest and deportation. If you have questions or concerns, contact the OIS at 487-3116, not your instructor.
- **Special Needs Accommodations:** If you wish to be accommodated for your disability, EMU Board of Regents Policy #8.3 requires that you first register with the Access Services Office (ASO) in Room 203, King Hall. You may contact ASO by telephone at 487-2470. Students with disabilities are encouraged to register with ASO promptly as you will only be accommodated from the date you register with them forward. No retroactive accommodations are possible.

## **Tentative Schedule\***

Week 1 (1/5-7)	Orientation, Paragraph Structure, Writing Process (Unit 1-Exploring the Essay)
Week 2 (1/12-14)	Paragraph Structure, Building Better Sentences, Begin Dialog Journal (Due every Monday, beginning Week 3); (Continue Unit 1-Exploring the Essay-Intro, Body, Conclusion)
Week 3 (1/19-21)	Begin Essay Structure, Narrative Example, Peer Reviews, (Unit 2-Narrative Essays)
Week 4 (1/26-28)	Criteria and Evaluating for a formal Essay (Continue Unit 2-Narrative Essays)
Week 5 (2/2-4)	Summarizing, Organizing, Focusing, parts of essay and paragraphs, revising and editing, (Unit 3-Comparison Essays)
Week 6 (2/9-11)	Gathering information, summarizing, research based essay (Continue Unit 3-Comparison Essays)
Week 7 (2/16-18)	Mid-term; Paraphrasing, organizing and selecting information
Week 8 (2/23-25)	References, interviews, using sources in essays. (Unit 4-Cause-Effect Essays)

### **Feb 28 - March 6 Winter Recess - No Classes; Campus Open**

Week 9 (3/9-11)	Mid-Term exam, thesis statement, conclusion, introduction reviews and revisions (Continue Unit 4-Cause-Effect Essays)
Week 10(3/16-18)	Work on revision, paraphrasing, how to avoid plagiarism, parallel structure in your essays (Unit 5-Argumentative Essays)
Week 11 (3/23-25)	Critical reading, thinking (Continue Unit 5-Argumentative Essays)
Week 12 (3/30-4/1)	Review
Week 13 (4/6-8)	Final Exam Preparation
Week 14	Final Exam (4/15, 11:00-11:50 pm)

\*NOTE: "Tentative" means "possible" and decisions to change the schedule are based on the progress of the students.