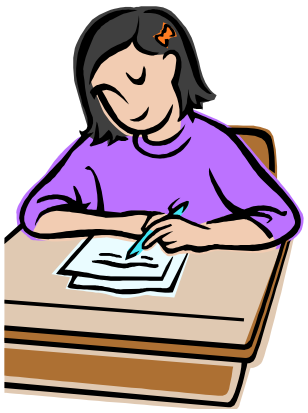
ESL 4A: Writing and Grammar

Spring 2013 Section #0255

Mon/Wed 8:50 am - 12:00 pm

LA Mission College
CSB: Room 208



Instructor:
Mrs. Cindy Luis

E-Mail Address:
luisca@lamission.edu

Telephone:
818/364-7600 Ext. 4304

Class Website:
moodle.lamission.edu

Student Drop-In Hours:
Monday & Wednesday
12:15 pm – 1:45 pm

Office: Instructional Building Room 32

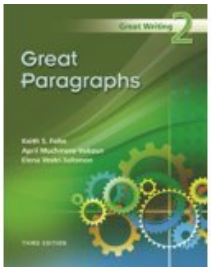
Course Description

Writing is essential to your life. Everyone needs to be able to communicate effectively in writing to family, friends, peers, teachers, co-workers and supervisors. Your ability to write may even directly impact your future employment.

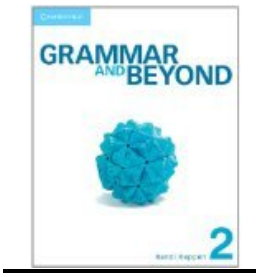
In this class you will learn how to write well-constructed paragraphs in English. We will read, identify and analyze the components of well-written paragraphs, and learn the process of writing from brainstorming and outlining to rough drafts, editing and final drafts. We will also examine relevant grammar topics to improve your writing skills.

This class will prepare you for higher level ESL writing courses and build your confidence in using English.

REQUIRED TEXTBOOKS:



Great Writing 2: Great Paragraphs (ThirdEdition)
by Keith Folse
Heinle (2010)
ISBN #978-1-4240-54007



Grammar & Beyond 2
by Randi Reppen (2012)
ISBN #978-1-139-23390-3

MORE REQUIRED MATERIALS

ESL Newspaper: **"NEWS FOR YOU"** - purchase subscription in the Student Store

ESL 4A Packet of Handouts (available in the Student Store)

Bilingual or English-only dictionary,
one composition book for your journal (NOT wide-ruled paper)
8-1/2" x 11" college-ruled lined paper (NOT wide-ruled paper)
plenty of pencils and erasers!
one large blue book for the final exam

Prerequisites: ESL 3A, or appropriate placement.

Student Learning Objectives for ESL 4A

Upon the successful completion of this course, students will be able to:

1. Analyze a prompt, formulate a thesis, organize ideas around a thesis, and produce an outline;
2. Produce a cohesive 200 word paragraph
3. Utilize compound/complex sentences to express thoughts; and
4. Recognize different types of paragraphs including: definition, process, descriptive, narrative, classification, compare/contrast and cause/effect.

Grading: This class is a credit/no credit course. Students will receive either "P" (=pass) or "N" (=not pass). No letter grade is given. Students must have an average of 70% or higher to pass. Students must do the coursework, participate in class and pass the final exam to receive credit. Grades will be determined as follows:

Journals, Homework & Participation	10%
Quizzes	20%
Writing Assignments	45%
Final exam	25%
Total	100%

Journals: Like any skill, writing improves with practice. One way you will practice writing is in your journal. The more you write, the better you will get! Throughout the semester, you will keep a written journal with entries assigned for homework or during class. **Bring your journal to class every day** to refer to your responses during class discussions and for homework review. Journals will be collected periodically during the semester and graded on completion of entries. The entries will not be graded for grammar or spelling but on thoughtfulness of content. **Late journals will receive half credit.**

Homework: Practicing what you have learned is an important step in the learning process. Homework assignments will be given to reinforce grammar topics learned in class, or for additional writing practice. Homework is due **at the beginning** of the next class and must be completed before class begins. **Late homework will receive half credit.**

Writing Assignments: In this class you will learn how to write great paragraphs! All writing assignments will be done in class so it is very important for you to attend all classes. Writing assignments will be done in steps over several days with editing, revising and feedback, to make your final draft the best it can be! If you are absent from class, you will miss a step and receive a lower grade. **I will not accept writing assignments brought from home.** I will throw out the lowest score, so your lowest writing assignment score will not count towards your class grade.

Quizzes: There will be grammar quizzes throughout the semester. I will let you know ahead of time when a quiz is scheduled. Please make every effort to be in class when the quizzes are given so you don't get behind. If you are unavoidably absent, quizzes can be made up during office hours the next class day after the quiz was given.

Extra Credit Opportunity: Attached to your Grammar and Beyond textbook is an on-line website where you can do extra practice. If you work on the Grammar & Beyond Interactive website for ten hours or more during this semester, I will drop your lowest **quiz** grade.

Final Exam: The final exam will be on **Monday, June 3rd 10:00 am - 12:00 pm**.
The final exam will be an in-class writing assignment in which you will demonstrate the writing skills you have learned this semester. You will have two hours to write a well-organized paragraph on a given topic, using correct English grammar and appropriate vocabulary. You must pass the final exam to pass the class.

Attendance: We have so much to learn this semester, and you are not going to want to miss any of it! Attendance and participation are crucial for learning. I will arrive early to class and be ready to begin at **8:50 (Please note the new times this semester)** and I expect you to arrive on time and stay for the entire class time, too. The college rule for attendance is: **after 6 hours of absence (=2 class meetings) you may be officially excluded from the course.**
Arriving late to class, coming back late from the break, or leaving class early, are disruptive and distracting to the rest of the students.
Please schedule out-of-class appointments at times when class is not in session.
Break: The class will take a break for **15 minutes** at approximately 10:15. Please return promptly and be ready to resume class at 10:30.

Dropping the Class: If you decide to drop the class, you must complete the proper paperwork with the Admissions office. If you simply stop coming to class, your name may remain on the roster and you will receive a "No Credit" for the class. This will show up on your transcript.

A new state policy in effect as of Summer 2012 limits students to **3 attempts per course**. Receiving a grade or "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by Feb. 18 (avoiding a "W") will not count as an attempt.

Classroom Rules: No food or drinks are permitted in the classroom (except bottled water). I encourage you to bring a bottle of water to keep your brain hydrated! All cell phones must be on **silent** during class. Please step out of the classroom to answer **emergency** calls only. **Please, no texting during class - it is rude and distracting.** Please be respectful of others and only speak **English** in class. Please do not talk while the instructor is talking. We have a large class and a little noise from everyone can be very disruptive. (Please review the Standards of Student Conduct as listed in the College Catalog and in the Schedule of Classes for additional school rules and policies). Also, please note that only **registered students** may attend class - you may not bring your minor children to class with you.

Academic Honesty: All work must be your own. **Do not copy** your homework, quizzes or writing assignments from another person or any outside source. Do not copy from a book, the Internet, a magazine, newspaper, dictionary or another student. **Plagiarism** is defined as: *the act of using another person's words or ideas without giving credit to that person* and *claiming someone else's work as your own*. This is a serious offense in all schools. If you copy, cheat or plagiarize, you will automatically receive a zero on that assignment and could risk expulsion from the college.

Disability Accommodation: Students with a verified disability who may need a reasonable accommodation(s) for this class are encouraged to notify the instructor and contact the DSPS Office as soon as possible. For appointments and information call (818) 364-7732 or visit http://www.lamission.edu/dsps/ All information will remain confidential.

Tips for Success:

- Practice **English** outside of class! Read newspapers, magazines, books, and websites in **English**!! Listen to **English** radio stations!! Watch TV programs and DVDs in **English**!! (Turn on the subtitles in **English** and read along with the dialogue!) Talk to your friends in **English**!! The more effort you put in, the more successful you will be!!
- Attend class every day and on time. Don't leave early. Come prepared and participate.
- Get enough sleep at home so that you can come to class refreshed and alert. Eat a healthy breakfast and drink plenty of water throughout the day.
- Go to the Learning Center to work with the Writing Tutors and Reading lab.
- Visit me during my "student drop-in hours". (I always have a bowl of chocolate!)
- Check the class moodle website often! It has information about what we are doing in class and also additional worksheets, ESL website links, and other helpful information to aid in your success.

Right now, get some phone numbers of classmates, so if you are absent you can find out what you missed in class, or just to get in touch to practice your English.

Name:_____ Phone #:_____Email_____

Name:_____ Phone #:_____Email_____

Name:_____ Phone #:_____Email_____

Student Drop-In Hours: I will be in my office (Instr. Bldg. Rm 32) after class every Monday and Wednesday from 12:15 to 1:45. If you need help with anything, have a question, or just want to say "hi!", please stop by! I look forward to getting to know each of you this semester!

Important Dates:

President's Day (college closed)	Monday, Feb 18
Spring Break (college closed)	March 29 - April 5
Memorial Day (college closed)	Monday, May 27
Last day to add a class	Friday, Feb 15
Last day to drop without a "W"	Monday, Feb 18
Last day to drop with a "W"	Sunday, May 5
Final exam for this ESL course	**Monday, June 3rd: 10 am-noon**

Learning Resource Center

If you need help or feedback while you are working on your assignments, visit **The Learning Center**, located on the 1st floor of the Library building. Tutors there will assist you in many areas: writing, reading, research, and homework assignments. The Learning Center is FREE for all students. Call 818-364-7754 to make AN APPOINTMENT or visit the Information Desk. Visit the Learning Center early each semester and use the FREE assistance throughout the term. www.lamission.edu/learningcenter

In the **Writing Lab**, tutors can assist you with MLA or APA styles and in developing writing assignments, lab reports, book reports, essays, and research papers.

The **Reading Lab** offers free assessments of your reading and language skills using Reading Plus, interactive software that provides learning modules for your individual needs to enhance your reading and IT CAN BE ACCESSED on the web.

Library: For information on library hours, resources, workshops, and other services contact 818-364-7105 or 364-7106 or http://www.lamission.edu/library/

Tentative Class Schedule (Subject to change as necessary)

2/4	Parts of Speech	GP Unit 1: Intro to Paragraphs	2/6	"Achieving the Dream" Conference No class	
2/11	G&B Unit 1: Simple Present	GP Unit 1: Intro to Paragraphs	2/13	G&B Unit 2: Present Progress.	GP Unit 1: Intro to Paragraphs
2/18	President's Day No School		2/20	G&B Unit 4: Simple Past	GP Unit 2: Intro to Paragraphs
2/25	G&B Unit 6: Past Progress.	GP Unit 3: Intro to Paragraphs	2/27	Review: G&B Units 1,2 4 & 6	GP Unit 3: Intro to Paragraphs
3/4	QUIZ #1 G&B Units 1,2,4&6	GP Unit 4: Intro to Paragraphs	3/6	G&B Unit 10: Present Perfect	GP Unit 4: Intro to Paragraphs
3/11	G&B Unit 11: Present Perfect	GP Unit 6: Definition Paragr	3/13	G&B Unit 12: Pres. Perf. Progress.	GP Unit 6: Definition Paragr
3/18	Review: G&B Units 10,11&12	Definition Paragraph Due	3/20	QUIZ #2 G&B Units 10,11&12	GP Unit 7: Process Paragraphs
3/25	G&B Unit 16: Future	GP Unit 7: Process Paragraphs	3/27	G&B Unit 17: Future	Process Paragraph Due
4/1	Spring Break		4/3	Spring Break	
4/8	Review: G&B Units 16&17	GP Unit 8: Descrip Paragraphs	4/10	QUIZ #3 G&B Units 16&17	GP Unit 8: Descrip Paragraphs
4/15	G&B Unit 19: Modals	Descriptive Paragraph due	4/17	G&B Unit 20: Modals	GP Unit 10: Narrative Paragr
4/22	G&B Unit 21: Modals	GP Unit 10: Narrative Paragr	4/24	G&B Unit 22: Modals	Narrative Paragraph due
4/29	Review: G&B Units 19-22	Classification Paragraphs	5/1	QUIZ #4 G&B Units 19-22	Classification Paragraphs
5/6	G&B Unit 28: Gerunds & Infinitives	Classification Paragraph due	5/8	G&B Unit 29: Gerunds & Infinitives	Compare/Contrast Paragraphs
5/13	Review: G&B Units 28&29	Compare/Contrast Paragraphs	5/15	QUIZ #5 G&B Units 28&29	Compare/Contrast Paragraph due
5/20	Adverbial Clauses Adjective Clauses	In-Class Paragraph	5/22	Intro to Passive	Review for Final
5/27	Holiday		5/29	No School	
6/3	Final Exam				

Syllabus Agreement

I have read the syllabus and understand the class rules.

I understand that copying, plagiarism and cheating is not permitted on any assignment.
I understand that I will get a zero on any quiz or assignment on which I have cheated or copied from any source such as the internet, a smart phone, or another student.
I understand that I also risk additional disciplinary action from the college if I cheat.

I understand the attendance policy. If I miss four classes, I can be dropped from the class.

I understand that I am responsible to bring my textbooks and supplies to every class.

_____ _____

Signature Date