LOS ANGELES MISSION COLLEGE
ESL 5A Writing and Grammar Syllabus
Spring 2013

Section: #0552/3243
Instructor: Riye Park
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Office Hours: M/W 12:10 - 1:30 pm; 5:15 - 6:45 pm (or by appt.)

I. Course Description

In this course, students will develop and improve academic writing and grammar skills. We will start with the development of a well-written paragraph, and will advance on to multi-paragraph essays with various objectives for formal situations. Writing will be assigned in every class meeting and for homework. Students will develop critical thinking skills by coordinating readings with grammar and composition skills. These writing skills will prepare you to write formally in college classes as well as professionally in workplaces.

II. Required Texts

1. Coursepack
2. ***Understanding and Using English Grammar with Answer Key*** (4th ed.) by Betty Azar and Stacy Hagen; ISBN #978-0-13-233331-3
3. ***Understanding and Using English Grammar Workbook*** (4th ed.) by Betty Azar, Rachel Koch, Stacy Hagen; ISBN # 978-0-13-241543-9
4. English-English Dictionary (any publisher is acceptable)
5. Thesaurus (any publisher is acceptable)
6. ***Understanding and Using English Grammar Interactive – Computer Program*** by Betty Azar and Stacy Hagen; ISBN #978-013-715-7754 (OPTIONAL)

You MUST have your textbooks with you for every class. 5 points will be deducted if you do not have them.

III. Student Learning Objectives (SLO)

At the end of this course, the student will be able to:

1) Examine a prompt, formulate a thesis, and create an outline which details essay content.

2) Produce a 5-paragraph essay of 250 words. The essay must demonstrate cohesion through the use of references, linking words (transitions), and content organization.

3) The student must be able to evaluate and revise his/her work. Grammar, spelling, and mechanics must be correct, as well as demonstrating knowledge of syntax and varied sentence structures.

IV. Resources

Learning Center (1st floor of the Library)**:** If you need help or feedback while you are working on your assignments, 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.

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit http://eagleslanding.lamission.edu/default.asp

Counseling Department: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call (818) 364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

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

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: http://www.lamission.edu/stem

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

Three Attempt Limit: A new state policy in effect as of 2012 limits students to **three attempts per course**. Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by the deadline to avoid a "W" will not count as an attempt. For spring 2013 the deadline to avoid a "W" is Monday, February 18th.

V. Policy and Expectations

1. Academic Honesty: You must do all of your own work – no copying from other sources (books, classmates, family members, internet, etc.) is allowed. If you turn in an assignment that was **plagiarized** (copied) or not done by you, you will automatically receive an "F" on that assignment and the record of the incident will stay on file. If you are caught cheating on a quiz or test, the same rule will apply.

2. Attendance: Since we meet for 6 hours a week, attendance is very important to stay on top of the material. If you have **4 or more absences, you will automatically be dropped from the course and will not pass the course.** There are no "excused" absences, regardless of medical reasons or doctors' visits. Absences are NOT vacation days; you should only be absent for **EMERGENCIES ONLY**.

3. Tardies: Please arrive to class on time. If you consistently arrive late, it will affect your overall grade. If you arrive more than 30 minutes late or leave 30 minutes before class ends, you will be marked **"absent"** for that class.

4. Homework: Homework is due at the beginning of class. If you are absent, it is YOUR responsibility to contact the instructor or a classmate to get the assignment. You may not use an absence as an excuse to turn in late assignments – **NO LATE ASSIGNMENTS ARE ACCEPTED.** All assignments **MUST BE TYPED AND PRINTED.** If you are absent and wish to turn in an assignment, you can email the instructor.

5. Quizzes/Tests: There will be frequent quizzes and tests throughout the semester. You must be present for them. There are **NO MAKE-UPS** for quizzes (20 pts. or less). If you are absent on a test day, please contact the instructor to schedule a make-up day. Only 1 test make-up is allowed for the semester.

6. Cell Phones: They must be TURNED OFF and be OUT OF SIGHT during class time.

7. Food/Drinks: Please do not bring food into the classroom. Drinks are acceptable, but please clean up after you leave.

8. Email Accounts: Students are highly encouraged to have an email account during the semester. Announcements and reminders will be made through email, so please check your messages frequently.

9. Grading Policy: This is a Pass/No Pass course. 70% or above is passing. Students will be graded on homework assignments, participation, quizzes, tests, and essays. This is an **ENGLISH** class, and constantly speaking in another language during class may lower your participation grade.

10. Tools for Study: Make sure you understand the class material and ask questions if you don't. Visit the tutor often, and visit the instructor during office hours. Make time to study a little bit every single day. Form study groups and study with classmates. Schedule your time well, and keep your eyes on your goal. Believe in yourself that you can do it!! ☺

My classmates' contact information:

Name	E-mail	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read and fully understand the course standards for **ESL 5A Section #0552/3243** set by Professor Riye Park. I agree to abide by them, and understand the consequences if any of the expectations are not met.

_____
Student Signature

_____
Student Name – Print

_____
Date