

LOS ANGELES MISSION COLLEGE
ESL 5A Writing and Grammar Syllabus
Fall 2012

Section: 0247 / 3145
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

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

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.

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. Special Accommodations:** If you are a student with a disability and require classroom accommodations, please see me to discuss arrangements. If you have not done so already, you may also wish to contact the Disabled Students Programs & Services Office in Instructional Bldg. 1018. Phone (818) 364-7732/TTD (818) 364-7861 and bring a letter stating the accommodations that are needed.
- 9. 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.

10. 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.

11. 3-Attempts Policy: A new state policy in effect as of Summer 2012 limits students to **3 attempts per course**. Receiving a grade of "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by September 9, 2012 (avoiding a "W") will not count as an attempt.

12. 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:

<u>Name</u>	<u>E-mail</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read and fully understand the course standards for **ESL 5A Section 0247/3145** 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