ESL 3 A Writing and Grammar # 3237 SYLLABUS Spring 2013

Monday and Wednesday 6:50 – 10:00 pm Start Date: February 4, 2013
CSB 201
Instructor: Kristin Jackson **email:** ourcaptain@gmail.com
please put "Mission College student" in the subject

Office Hours: 35 minutes before each class, 6:15 – 6:50 in our classroom if it is available, or right outside.

Course Description: This course introduces students to lengthy paragraphs and the short essay format. Students will also review and learn intermediate grammar. This class requires college-level reading and critical thinking. Reading, writing, and good note taking are part of every class meeting.

Materials Required: This course has one required book: **Writing Matters! Student Book: Introduction to Writing and Grammar by Lorraine McClelland and Patricia Marcotte, McGraw-Hill ELT publisher, 2002, ISBN-13: 9780072552799; ISBN: 0072552794.** (Do not confuse this book with "Writing Matters" by Rebecca Moore Howard. That is NOT our book. Ours has a green, blue, and yellow cover.) A bilingual or English-only dictionary is also recommended. Bring plenty of 8 ½ x 11" notebook paper to every class. Do all of your homework on this standard size as well. **Please always skip lines so that I have a place to write corrections and comments.**

Prerequisite: Either successfully complete ESL 2A or be put into this level based on the placement test for new students entering Mission College.

Grading Policy: ***This class is a credit / no credit course. No letter grade is given.*** *However, passing requires the equivalent of "C" or better work.* A "C" is 70%. In order to pass this class, you must write seven (7) high quality, in-class short essays and a final exam short essay to demonstrate understanding and use of the information from class. You must show your ability to write a well-organized, college-level, three-paragraph short essay on a given topic, using correct English and appropriate vocabulary. In addition, you must do reading and writing at home. We will check these together in class. Of course, you must be in class. See the attendance section for more information.

During the semester, we will write eight (8) in-class short essays. Each essay will receive a score of 1 – 10. As the semester goes on, you will need to show improved writing skills with each essay. I will throw out the lowest score, so only seven (7) of the in-class essays count toward your grade. This way, everyone can have one bad night—or be absent-- and it will not affect your grade. I will not accept essays brought from home as a substitute for in-class essays, nor may you do one at a later date. If you miss the in-class essay, you receive a zero (0) on it. Please be good about your attendance.

Grading: Seven (7) in-class short essays = 10 % each = 70% of the final grade.
Final short essay exam = 30% of the final grade.

Your Responsibility: If you are absent, it is your responsibility to **get the class notes from a classmate**. Also, you must do the homework even if you missed class. Do not fall behind.

Poor attendance will hurt you. If you must miss class, arrive late, or leave early, you will miss information and opportunities. It is **your responsibility** to get all of the information you missed. Exchange contact information with several classmates just in case you miss any information. Remember, you may not do in-class essays outside of class or on a later date.

Academic Honesty: All work must be your own. **Do not copy** your homework or test answers from any outside source. Do not copy from our book, the Internet, any magazine, book, newspaper, dictionary, or another student. **Plagiarism,** claiming someone else's work as your own, is a serious offense in all schools. If you submit any work that is not your own, you will automatically receive a zero on that assignment. **Plagiarism on the final essay will result in an automatic *FAILURE*** of the course.

Classroom Rules: Please do not bring food into the class. Water or coffee is acceptable, but you must clean up when you leave. Do not leave any containers, gum wrappers, etc. behind. Please put your phone on silent during class. Remember, we have a large class, so a little noise from everyone makes a big noise in the class. Everyone needs to hear the instruction, and the instructor needs to hear you. Please be courteous to your classmates and instructor, and of course, pay attention. **Please do not talk when the instructor is talking.** Phone calls, text messages, web surfing, etc. can be done before and after class or during the break.

Special Needs: If you have any special needs, such as difficulty seeing or hearing so that you need to sit near the front, or have any learning disabilities so that you need extra time for a test, feel free to let me know. Special seating arrangements are no problem. Also, if you wish to contact the Disabled Students Programs and Services on campus, they can be very helpful, especially if you require extra time for a test. Refer to the schedule of classes for more information.

Final Exam: Our final exam will be on **Monday, June 4 th, from 8 to 10 pm.** If you cannot attend, you must inform me before that time.If you do not take the final, you cannot pass the class. Your final must be written in a large size bluebook, available in the campus bookstore.

Attendance Reminder: Attendance is critical. If you are not here, you will miss the instruction that you need to pass the class. If you are often late, leave early, or miss class altogether, do not expect to pass the course. **Important: If you miss three days of class, I will drop you from the course on the night of your third absence.** School policy allows you to miss only (six) 6 hours of this class. I will generously not drop you after a second absence, but the third. **On your third absence, I will drop you.** Arriving late or leaving early will also count as hours missed. If you miss more than six (6) hours, you will be excluded from the class. Refunds, financial aid, drop dates, etc. are your responsibility. I believe that the last day to drop with a refund is February 18, and the last day for you to drop the class with a “W” is May 3. Please see the Schedule of Classes for full details.

IMPORTANT: You may attempt a class only three (3) times. A "W" is an attempt. Again, please see the Schedule of Classes for full details.

No School: Mission College is closed on: President's Day February 15-18; Spring Break

March 29- April 5; Memorial Day May 27. Classes end May 25, so our last day of instruction will be Wednesday, May 22. Our final is scheduled for Monday June 4 at 8 pm. Please see the Schedule of Classes for full details.

Class Schedule. I will distribute a full class schedule by the end of the second week of class. This will have more details about dates for book work and in-class writing.

STUDENT LEARNING OUTCOMES (SLO)

Students need to demonstrate competency with all four objectives to pass this course.

#1) Upon completion of this course the student will analyze a writing prompt and organize thoughts in a simple outline.

#2) Upon completion of this course the student will produce a cohesive paragraph which has a topic sentence, supporting sentences, and a conclusion.

#3) Upon completion of this course the student will utilize a variety of sentences which effectively communicate ideas.

#4) Upon completion of this course the student will evaluate and edit writing for logic, cohesion, and grammar.

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. 818-364-7754

I appreciate your dedication and hard work.