



Syllabus  
College ESL 6A: Writing & Grammar  
Section 8542, Fall 2014

The Basics

Instructor: Karen Kurokawa

Class Hours: Face-to-face 9:35 – 11:40 a.m. Mondays and Wednesdays in MSA 104  
Online 2 hours per week

Office Hour: 11:45 a.m. – 12:45 p.m. Wednesdays in GC-280Q

Email: Best to contact me through the ETUDES *Private Message* section in our course site.

Required Text: *Effective Academic Writing – The Short Essay, Second Edition* by Savage and Mayer.  
**NOTE: You must buy a new book;** otherwise, the online access code won't work.

Other Requirements:

- You must have access to the internet on a computer, not a smartphone. If you do not have access to a computer at home, internet-capable computers are available in the WLAC library and Los Angeles County public libraries.
- If you are using your own computer, your computer and internet browser must be properly configured for ETUDES. Go to [http://www.wlac.edu/online/NG\\_Tech\\_Reqs.htm](http://www.wlac.edu/online/NG_Tech_Reqs.htm); carefully read through "Technical Requirements" and make sure to address all of the issues on this page. If you need assistance, contact the Distance Learning Program Office at 310-287-4305 or [shemwer@wlac.edu](mailto:shemwer@wlac.edu). You can also go to <http://www.wlac.edu/online/index.asp>.  
Unfortunately, I am not a "tech" person, so I won't be able to help you.

Course Description

ESL 6A is a writing class for non-native speakers of Standard American English. It emphasizes the development of the writing and grammar skills necessary for college-level writing. Students study advanced grammar, punctuation, and academic essay writing. Students write academic essays in response to readings and group discussions, and practice self-editing and revising. *The prerequisite for this class is Level Placement by the ESL Assessment or passing ESL 5A with at least a "C" grade.*



## Section 8542: A Hybrid Course

Section 8542 is a hybrid course, which means that part of the course takes place in the classroom, in person, and part of the course takes place online. Both parts of the class are required. The weekly online hours are **not optional**. (Of course, neither are the 4 hours per week in the classroom.) These 2 hours per week are **not in place of homework**. You will also have homework assignments. When you plan your time, you are responsible for considering:

- 4 hours of being in the actual classroom
- 2 hours of being in the virtual classroom
- 12-18 hours per week of time spent on homework (calculated on a general recommendation of 2-3 hours per week of homework for every unit you enroll in; this is a 6-unit class.)

These hours are your part of the contract you make with WLAC when you enroll in this class. WLAC provides the tools, opportunity, and ultimately your credentials (your degree or transfer credits) for your education. **You** provide the time and effort to make the most of those tools, opportunity and credentials.

## Further Notes on This Class Contract

This class will build on prior understanding of sentence and paragraph structures to help you construct clear and coherent academic essays. To be successful in this class it will be necessary to write clear and reasonably correct sentences that can be understood by a general reader, as well as develop and support main ideas in well-structured paragraphs and short essays.

The goal we share this semester is for you to become a better writer, reader and critical thinker, in short, a better communicator in English and overall. The skills you learn here will help you succeed in class and in your life outside of school, which is something you should take seriously. As your instructor, I do. I will do what I can to facilitate your learning; that's what I'm here for.

However, **your education is ultimately your responsibility**. Your effort will impact your success. To be successful in this class, you must keep up with the assignments, adhere to the deadlines and make use of the information posted on the ETUDES site.



## ESL 6A Course Objectives

Upon successful completion of this course the student will have the following skills:

### Grammar:

1. Ability to demonstrate significant control of English sentence structure, including compound and complex sentences, and the ability to use adjective clauses, phrasal verbs, gerunds, passive voice
2. Ability to use most verb tenses correctly
3. Basic knowledge of fragments, run-on sentences, quotations, reported speech

### Writing:

1. Use pre-writing techniques, including brainstorming and outlining
2. Create:
  - a. Introductions: identifying the topic and creating reader interest with 3 types: general-to-specific, story and question
  - b. Thesis statements: clearly written, well-defined and placed correctly
  - c. Body paragraphs: three to five paragraphs smoothly linked by logical transitions
  - d. Conclusions: paragraph introduced by an identifying transition with writer comment
3. Produce different types of essays: narrative, compare/contrast, argument
4. Write a summary of a reading using paraphrasing
5. Complete timed writings that communicate effectively
6. Use peer and instructor feedback to improve drafts of essays
7. Understand the concept of plagiarism, identify it and avoid/eliminate it

### Critical Thinking:

1. Analyze passages and content to interpret meaning
2. Identify and follow arguments to their conclusion
3. Understand the difference between fact and opinion
4. Identify supporting evidence or lack thereof for presented arguments

## ESL 6A Student Learning Outcome (SLOs)

“Course Student Learning Outcomes describe knowledge, skills, abilities and attitudes that a student can demonstrate upon the completion of a particular course” (emphasis added, from *A Student Guide to SLOs, ILO List*). The SLO for this course is:

- ✓ Argue a point and support it in writing. Write a persuasive 500- to 750-word essay that presents a focused and clear response to an academic prompt.

For more information about SLOs: <http://www.wlac.edu/slo/resources/studentguide.html>



## ESL 6A Institutional Learning Outcomes (ILOs)

"Institutional Student Learning Outcomes describe knowledge, skills, abilities and attitudes that a student can demonstrate upon the completion of the entire learning experience at West" (emphasis added, from *A Student Guide to SLOs, ILO List*). The ILOs that ESL 6A will help you develop toward are:

- ✓ A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- ✓ B. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- ✓ G. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.
- ✓ H. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

For more information about ILOs: <http://www.wlac.edu/slo/resources/studentguide.html>

## Section 8542 Assessments

### Writing Assignments

You will have five (5) graded essay assignments. Three (3) of them will require first drafts and revised final versions. You will revise the first drafts based on my suggestions and corrections to build on them and make them better. All of your graded writing assignments will be submitted online, so you will need to type everything. There will also be ungraded timed writings, to give you practice with thinking and writing quickly. **Please remember that if you do not do your own writing you will not develop the skill you need to succeed in further education and your professional life.** Be clear: learning to communicate in writing is essential to your successful future.

### Tests

You will have five (5) grammar quizzes taken online. You will have one (1) midterm exam and one (1) final exam.

### Online Discussions

You are required to contribute to online class discussions in ETUDES as scheduled. For each class discussion you will write a reply of your own to a topic posted in the *Class Discussions* section of ETUDES AND you will reply to another student's post with a comment or question – courteously and respectfully. Guidelines for writing valuable discussion contributions are posted in the *Discussions* section of ETUDES.

### Due Dates & Grades

Due dates for assessments are listed in the *Modules, Course Map, and Assignments, Tests & Surveys* sections of ETUDES. After your assessments have been graded you will be able to see your grades in the



Gradebook section of ETUDES. The grading scale for this class is: 100-90% = A, 89-80% = B, 79-70% = C, 69-60% = D (not passing), below 59% = F (not passing).

## Section 8542 Class Policies

### Attendance

Because you will learn by doing in-class activities and writings, you are expected to attend every in-person class meeting and participate in the online class every week. You are expected to arrive on time and stay through the end of every in-person class meeting. You are allowed three (3) absences from in-person class meetings; after that you will be dropped from the course. You must participate online in ETUDES weekly and not be absent; your participation can and will be tracked.

Arriving late and leaving early is disruptive to your classmates and to your education. Every three (3) times you are late or leave early counts as one (1) absence.

If you miss a class you are still responsible for the next class's work. You should contact other students in the class to find out what we covered. You can do that in the *Chat* section of ETUDES, but you are urged to also get the personal contact information of a few of your classmates.

### Late Assignments & Tests

You are allowed one late writing assignment. If you miss the deadline you may use this "chance" by turning in the late assignment by the next class period. If you miss the extended deadline (the next class period) you will not receive credit for the assignment. Tests must be taken by their due dates. No late quizzes will be accepted or exams offered.

### Dropping the Class

If you wish to withdraw from this class you are responsible for dropping the class by going to the Admissions Office to do so. If you fail to formally drop the class through Admissions you may receive an "F" in the class.

### Contacting Your Instructor

The fastest and most reliable way to contact me outside of class is by sending me a *Private Message* (which is like an email) from the *Discussion* section of the ETUDES website. That is the way I will contact you outside of the classroom, too. I encourage you to ask questions and ask for help in class, email me if you need to and visit me during my weekly office hour. You are here to learn and grow, and I am here to help you.

### Changes to the Course

The course outline, syllabus and schedule are subject to change based on the instructor's discretion. Check the ETUDES website regularly for any changes. All changes and new information will be posted



## More About Ethics & Standards of Conduct

### Plagiarism

When you write paragraphs and essays in this class you must create work that is uniquely yours. You may not copy work created by other people, partially or fully, and submit it as your own. If you copy more than three words in a row from a source (such as your textbook or the internet), you must use quotation marks around the borrowed words and follow it with the source information in parentheses, as you saw in the SLO and ILO sections above. When a writer does not make it clear in this way that the words are borrowed, the writer is practicing what is called **plagiarism** in the United States.

Plagiarism is strongly punished in academics, business and, in fact, all forms of professional life in the United States. It ends careers when it gets exposed, and it regularly does (especially now in the internet age). *This is serious and there are no second chances.* **You will receive "0" points for the very first assignment in which plagiarism is found and you will be reported to Academic Affairs. Based on an investigation by Academic Affairs according to LACCD Student Discipline Procedures, you may be dismissed from the class and receive disciplinary action from the college.**

### Other Forms of Cheating

Plagiarism is only one form of cheating. Guess what: all the other forms of cheating in a class are prohibited, too. You are encouraged to collaborate with your fellow students for group work assignments but for individual assignments your work must be your own. You may not copy or share answers during tests. You may not bring pre-written work to class to use for in-class writing assignments. **When you cheat you will receive a "0" for that work. If you are found to be cheating a second time you will be reported to Academic Affairs, which could lead to an "F" for the class.**

### Academic Integrity

WLAC's policy on academic integrity is from the LACCD Student Code of Conduct (Board Rule 9803.28). It states: "Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam; plagiarism; working together on an assignment, paper or project when the instructor has specifically stated students should not do so; submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade." For more information on the Standards of Student Conduct refer to the college catalog available on campus and online at [www.lattc.edu](http://www.lattc.edu).

### Civility & Respect

**We are all expected to treat each other with courtesy and respect, even when we disagree.**

The LACCD Student Code of Conduct (Board Rule 9803.15) prohibits any behavior which interferes with instruction in the classroom, including profanity and verbal abuse, verbal and non-verbal disruptions,



private conversations during class time, displays of affection, cell phones and other personal electronic equipment, and physical threats or violence. Please see the *Standards of Student Conduct* section of your *Schedule of Classes* for the minimum standards of behavior expected by the college.

Turn off or set to vibrate all cell phones and other electronic gadgets that may beep, ring or otherwise disturb our class. This includes electronic dictionaries. **If you are answering phone calls, texting, checking email, listening to music or using personal electronics in any way not specifically required by a class activity, you are not attending class; you are being disruptive and disrespectful.**

**Campus Resources**

Office of Disabled Student Programs and Services (DSP&S) in SSB 320; 310-287-4450  
 If you have a disability you may be eligible for support with your study. See the WLAC College Catalog for details. If you have a disability, please let your instructors know.

EOP&S and CARE in SSB 330; 310-287-4317  
 Extended Opportunity Programs and Services (EOP&S) offers academic and support counseling, financial aid and other support services to students who are economically and educationally disadvantaged. The CARE program provides additional services to students who are single parents, head-of-household, receiving public assistance from CalWORKs or TANF.

Instructional Support (Tutoring) & Learning Skills Center in the library; 310-287-4486  
 These support services, which include a writing tutor, are available to all students of WLAC.

**Important Dates**

Last Day to Drop Without a Fee	September 12
Last Day to Drop Without a "W"	September 12
Last Day to File for Pass/No Pass	September 12
Campus Closed for Veteran's Day	November 11
Last Day to Drop With a "W"	November 21
Campus Closed for Thanksgiving	November 27-30
Final Exam	December 17, 12:30 – 2:30 p.m.

