



**ESL 5A Syllabus
Fall Semester 2015/Section 8508**

Instructor Name: Karen Quitschau

Class Hours: 9:35 – 11:40 Mon/Wed MSA 108

Office Hours: Mon and Tues. 12-2:30 GC 280G & Tues and Thurs 9-9:30

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Welcome

This semester, you will work to develop your writing, reading, vocabulary and critical thinking skills. The goal is for you to be a better reader, thinker and more confident writer by the end of this course. The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. To be successful in this class, you must put keep up with assignments and adhere to deadlines and make use of all the information posted in the ETUDES site. Weekly participation in the course is mandatory.

Course Description:

This is a course in written composition and critical reading skills. It is tailored for multilingual students. This course prepares students for ESL 6A and college level courses. You will collaborate a lot during the semester. Be prepared to collaborate.

Prerequisite:

Level Placement by the ESL assessment or completion of ESL 4A with a "C" or better.

Required Texts and Materials:

Becoming a Master Student 15th Edition by Dave Ellis ISBN #978-1-285-19389-2

You must also be prepared to printout the handouts found in the Modules section of Etudes. It is **YOUR** responsibility to print them out. I will not print them out for you. Please make sure you budget money for any expense you must incur in order to print these materials out. Failure

to print out these materials and bring them to class on the required days will result in a deduction of points off your final grade for the semester.

English dictionary (Cell phones are not acceptable during tests)

Student Objectives:

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

- Employ useful prewriting techniques
- Outline
- Produce coherent topic sentences
- Produce compound and complex sentences with accuracy
- Use computers and software

Institutional Learning Outcomes and Student Learning Outcomes:

This course will facilitate the following **Institutional Learning Outcomes:**

“Critical Thinking: Analyzed problems by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.”

“Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.”

“Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.”

This course will facilitate the following **Student Learning Outcomes:**

At the end of the course, the successful student will be able to produce focused formal essays of at least 400 words with multiple paragraphs.

At the end of the course, the successful student will be able to analyze new vocabulary and submit a brief summary.

Course Requirements and assignment guidelines

You must login several times each week to find out about assignments, read class announcements, participate in class discussions, and send/read private messages. The instructor has the ability to see how often you login/use Etudes through the activity meter. If the instructor detects that you are not logging in and using Etudes sufficiently, you will be notified about this and action must be taken immediately to correct this lack of activity.

Quizzes

Quizzes will be given regularly to ensure that you are keeping up with the reading/grammar assignments. Quizzes must be taken on the days they are assigned; quizzes cannot be made up.

Writing Assignments

Writing assignments provide you the opportunity to practice and demonstrate skills learned in class. During this semester, you will write four paragraphs, two summaries and two essays. Some writing assignments will be written in class and some will be written outside of class. On some assignments you will have a chance to revise your mistakes. On the first draft, I will provide comments and suggestions that you should use before submitting the second draft. All writing assignments must be typed if written outside of class.

Late Assignments

Professor Quitschau does not accept late assignments. Make sure you are aware of every assignment's due date. If you have an emergency or medical problem, you must provide **written documentation** with proof of the medical or family emergency. (This includes death in the family or hospitalizations.) Proof of emergency does not excuse lack of attendance or submission of late work.

Discussion Questions

Each discussion question will be worth up to five points. Please put some thought into your response and answer the question fully in order to receive the maximum points. Please check the discussion section for due dates as they will be locked on that date and no further submissions will be accepted.

Exams

There will be two exams, one midterm and one final. Each exam must be taken on the scheduled date –no exceptions.

Grading

Grades are calculated on the following percentages:

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D (not passing)

50 – 59% = F (not passing)

Please see ETUDES Assignments/Test Section for due dates

Once assignments have been graded, you can view them in the Gradebook Section. You can keep track of your progress throughout the semester by viewing your scores in the Gradebook Section.

Class Policies

Attendance

Because class discussions and group work are an important part of this course, attendance is mandatory. Up to 3 absences are allowed. After that, you will be dropped. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. **Excessive absenteeism will lower your grade, as well as walking in and out of class.** 3 tardies = 1 absence. Students may be dropped from class for excessive tardiness or for failure to attend class the first day or during the entire first week of the class. If you are absent, you must contact a classmate to find out about what was covered in class. Please make sure you get the contact information for someone in class. Do not contact the instructor about missed assignments if you are absent.

Dropping the class

It is your responsibility to drop the class if you are no longer planning to attend. Failure to withdraw may result in an "F" for the course. Please use the Student Information System online to drop a class and write down the confirmation number for your records or print it.

Contacting Me

The best and quickest way to contact me is by sending me a **private message through Etudes**. This will also be the way that I will contact you if I need to contact you on an individual basis. Please check for new personal messages on a frequent basis. I also encourage you to come see me during my office hours if you have any questions or concerns.

Classroom Etiquette

You may not use your cell phone for reasons that are not academically related. Please do not leave the class to use the restroom during class times unless it is a real necessity. You may not leave the class to take/make a phone call unless you have told me about it BEFORE class begins. If I notice that it is your habit to frequently leave the class during class time, I will talk to you about this behavior and how it will not be tolerated. You are not permitted to bring food or beverages (water is acceptable) to class and you will be told to throw it in the trash if you do.

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** 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. Academic dishonesty of any type, such as cheating or

knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college.**

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Campus Resources:

Office of Disabled Student Programs and Services (DSP&S) SSB 320 (310)287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology. If you have a disability, please let the instructor know.

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects. In the HLRC, you can also take advantage of ESL tutoring services as well as help with your writing through the Writing Lab. Please make sure you bring a hard copy of the assignment with you when you seek help on your papers.

Distance Learning:

If you need any technical assistance with ETUDES, please contact the Distance Learning Center at (310)-287-4305.

Important Dates to Remember

Last Day to Drop without a Fee Friday, Sept. 11

Last Day to Drop without a "W" Friday, Sept. 11

Last Day to Drop with a "W" Friday, Nov. 20

Final Examination: Wed. Dec. 16 from 10:15 – 12:15

Campus Closed: Labor Day Monday, Sept. 7; Veteran's Day Wednesday, Nov. 11; and Thanksgiving Holiday November 26-29

The instructor reserves the right to make changes to the syllabus as is necessary.