

**SYLLABI: EAP 0440 Writing 4 (3 Credits)
Fall, 2005**

Section:	39870
Days:	M, W, F
Time:	1:00-1:50p
Room:	YLRC 301
Lab:	As needed. Students may use lab to word process, and print whenever lab is available.
Room:	YLRC 316
Instructor:	Frank Elmendorf (Bill)
Office:	YASP 113
Phone:	253-7588
E-mail:	felmendorf@hccfl.edu
Office hours:	M, W: 02:00-04:00p T, Th: 10:30-12:30a; and 5:00-6:00p Additional hours by appointment
Description:	EAP 0440 is a high-intermediate writing course in which students further develop their writing skills by acquiring the ability to write more sophisticated structured academic paragraphs and essays.
Course objectives:	This course is designed to bridge the gap between the guided writing necessary for less advanced EAP students and the independent writing assigned to college and/or university students. Process writing is emphasized. Students are guided through the other steps in the process: focusing, supporting the main idea or thesis, and revising and refining what they have written.
Instructional methodologies:	Primary emphasis is on the writing process. Students begin with a review of the sentence and paragraph followed by the essay process. Further attention is paid to the grammar structures needed for good sentence, paragraph and essay writing as well as the correct use of transition words. Practice is provided through communicative and cooperative activities as well as independent writing assignments.
Required Materials:	Texts: <i>Writing to Communicate Paragraphs and Essays, 2nd Ed., (WC)</i> Cynthia A. Boardman and Jia Frydenberg. Pearson Education, Inc. (Longman), 2002. <i>At a Glance: Sentences, 3rd Ed., (AG)</i> Lee Brandon. Houghton Mifflin Company, 2002. Website for students: http://college.hmco.com/devenglish/students
Grading system:	90-100%=A 80-89%=B 70-79%=C 60-69%=D 0-59%=F "D" grades receive credit, but must be repeated.
Grading criteria and attendance:	<ul style="list-style-type: none"> ▪ EAP 0440: One midterm examination (25%), one final examination (25%), one formal essay (25%) and class work --assignments, journals, exercises and participation--(25%) constitute 100% of the grade. ▪ Eight absences are permitted. Students are dropped from the course with a grade of "F" or "FX" once eight absences have occurred. There are no excused absences. ▪ If a student misses a test, the student must take the test on or before the day of the next class session in the Testing Center (student I.D. required). Go directly to the Testing Center. The test will already be there. Quizzes may not be made up. ▪ If a student is more than 15 minutes late to class, the student is tardy (T). Three tardies are equal to one absence. If a student leaves class early (LE), the student is also counted tardy. ▪ Five extra credit points will be added to the final average for perfect attendance. Attendance for the purpose of obtaining these points begins Monday, August 29, 2005. ▪ Extra credit point(s) may also be offered for participation in select campus/cultural events. Participation will be optional. ▪ All writing assignments must be typed, except for in-class writings. ▪ All assignments must be handed in on time. Students who are absent must turn in their homework no later than the next class period after their first day back. Assignments turned in after that will not be accepted and will receive a zero. ▪ If you are having serious problems, such as a change in schedule at work or family or child care problems, please discuss this with me so that we can try to find a solution to the problem instead

	of leaving school. PLEASE DO NOT LEAVE SCHOOL WITHOUT DISCUSSING THIS WITH ME, DR. LONO, OR A COUNSELOR AS THIS WILL RESULT IN AN "F" ON YOUR TRANSCRIPT AND MAY RESULT IN YOUR HAVING TO PAY MONEY BACK TO THE SCHOOL OR GOVERNMENT IF YOU ARE RECEIVING FINANCIAL AID.
Behavior:	A positive class atmosphere is necessary for learning. Thus, verbal or physical disruption of teaching, interfering with freedom of expression, all forms of academic dishonesty, causing physical or psychological harm, and failing to comply with the directions of college officials are prohibited. Please see the Code of Student Conduct and Disciplinary Procedure in your Student Handbook and Academic Planner 2005/2006 (pp. 51-58) for the complete code. See also the list of specific concerns for the class below.
Request for Accommodations:	If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. The office is located in the Faculty Building (YFAC 107). You may also reach the office by telephone at (813) 253-7757. Please give your professor a copy of the form you receive as soon as possible so that you can be accommodated.
Emergencies:	If it should become necessary to evacuate the building because of a fire, bomb scare or drill, the class will exit by the closest possible exit and assemble outside 100 yards from the building. Your teacher will indicate the exit and assembly point. Please do not re-enter the building until asked to do so.
Changes:	From time to time, it may be necessary to change any of the above or below to meet student, faculty, or college needs. Students will be advised/consulted should this occur.

Although the vast majority of EAP students are model citizens, there are always a few students whose behavior is not acceptable. Listed below are some of the most common behaviors which interfere with a positive learning environment as well as what is normally expected:

Unacceptable behavior

1. Cheating and plagiarism
2. Arriving late
3. Unauthorized use of computers
4. Use of cell phones including sending messages
5. Bringing children to class
6. Conducting side conversations
7. Disruptive or interfering behavior
8. Dominating classroom discussions or questions
9. Sleeping
10. Immature or emotional behavior
11. Unprepared
12. "Consumer" mentality, not following rules
13. Spaced out, unresponsive, easily distracted
14. Eating or drinking in class
15. Intolerance

Acceptable behavior

1. Do your own work.
2. Arrive on time.
3. No use of computers during regular class time unless authorized by instructor
4. Turn cell phones off or place on "vibrate" or "silent mode." Leave class to answer emergency calls.
5. No children in class
6. No side conversations during normal class activities.
7. Cease and desist. Be considerate of others.
8. Participate but give others a chance.
9. No sleeping
10. Learn to look at the ideas presented objectively and analytically, instead of reacting to them personally.
11. Come prepared. Don't do homework in class.
12. College determines rules and regulations, not students. Observe rules.
13. Focus
14. No eating or drinking in class. Water bottles are okay.
15. Open-mindedness

Penalties for repeated violations of the above may result in progressively serious sanctions beginning with a warning, reduction in grade(s), removal from class, and referral to college officials.

TENTATIVE SCHEDULE AND ASSIGNMENTS

WK	DATES	TEXT
1	8/24, 26	Introduction, Writing sample: "Why I Am Who I Am" Writing to Communicate (WC)--Chapter 1: Introduction to Academic Writing WC--Chapter 2: Types of Paragraphs At a Glance (AG)--Chapter 1: Parts of Speech
	8/26	Assignment: Writing to Communicate (WC) #1--"Two Generations" p. 3 #3 (p. 3 #s 1, 2, 4, and 5 also acceptable)
	8/30	Last day for drop/add/refund
2	8/29, 8/31, 9/2	Collect WC #1 WC--Chapter 2: Types of Paragraphs AG--Chapter 2: Subjects and Verbs
	9/2	Assignment: WC #2--Paragraph: An Important First--"The First Time I ..." (WC: Follow steps on pp. 16-17)
	9/5	Non-class day: Labor Day
3	9/5, 9/7, 9/9	Collect WC #2 WC--Chapter 3: Organization of Paragraphs AG--Chapter 2: Subjects and Verbs
	9/9	Assignment: Journal--My First Date
4	9/12, 9/14, 9/16	Collect Journal WC--Chapter 3: Organization of Paragraphs AG--Chapter 3: Kinds of Sentences
	9/16	Assignment: WC#3--Holidays (WC p. 30)
5	9/19, 9/21, 9/23	Collect WC #3 WC--Chapter 4: Coherence and Cohesion AG--Chapter 3: Kinds of Sentences
	9/23	Assignment: WC #4--Passages of Life (WC pp. 42-43)
6	9/26, 9/28, 9/30	Collect WC #4 WC--Chapter 5: Unity and Completeness AG--Chapter 4: Combining Sentences
	9/30	Assignment: WC #5--Events (WC pp. 52-3)
7	10/3, 10/5, 10/7	Collect WC #5 WC--Chapter 6: From Paragraph to Essay AG--Chapter 4: Combining Sentences
	10/7	Assignment: WC Practice 3--Outlining an Essay (pp. 61-62)
8	10/10, 10/12, 10/14	Collect WC: Practice 3 Outlining an Essay WC--Chapter 6: From Paragraph to Essay AG--Chapter 4: Combining Sentences
	10/14	Assignment: WC #6 Outline--"Adapting to a New Environment" (pp. 64-5)
9	10/17, 10/19, 10/21	Collect WC #6: Outline--"Adapting to a New Environment" (pp. 64-5) WC--Chapter 7: The Thesis Statement
	10/19	Mid-term examination: Adapting to a New Environment (in class)
	10/21	Non-class day: All College Day
10	10/24, 10/26, 10/28	WC--Chapter 7: The Thesis Statement
	10/28	Assignment: WC #7--Environment (pp. 74-76)
	10/31	Last day to withdraw without a grade
11	10/31, 11/2, 11/4	Collect WC #7: Environment WC--Chapter 8: The Introductory Paragraph AG--Chapter 5: Correcting Fragments, Comma Splices, and Run-Ons

	11/4	Assignment: WC #8--Causes of Violence (pp. 84-85)
12	11/7, 11/9, 11/11	Collect WC #8: Environment WC--Chapter 9: The Concluding Paragraph AG--Chapter 5: Correcting Fragments, Comma Splices, and Run-Ons
	11/9	Assignment: WC #9--Pollution (pp. 91-92)
	11/11	Non-class day: Veterans Day
13	11/14, 11/16, 11/18	Collect WC #9: Pollution WC--Chapter 10: Body Paragraphs AG--Chapter 5: Correcting Fragments, Comma Splices, and Run-On
	11/18	Assignment: WC: #10--Population and Environment (pp. 100-101)
14	11/21, 11/23	Collect WC #10: Population and Environment WC--Chapter 13: Cause and Effect
	11/23	Assignment: Cause and Effect essay (WC #13, pp. 126-129)—first draft
	11/24-11/25	Non-class days: Thanksgiving
15	11/28, 11/30, 12/2	Collect: Cause and Effect essay—first draft WC--Chapter 13: Cause and Effect
	12/2	Assignment: Cause and Effect essay (WC #13, pp. 126-129)—second draft
16	12/5	Collect: Cause and Effect (second draft) pp. 126-129 Topic for final exam
	12/5	Assignment due: Cause and Effect essay (WC #13, pp. 126-129)—final draft
	12/9	Final Exam: In Class Writing 12:00-1:50p