

**EAP 1560 SYLLABUS**  
**High Intermediate Structure for Non-Native Speakers of English**  
**Summer 2006**

**Section W02**  
**M/W 6:00 pm – 7:35 pm**  
**Room 5-213**

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**Professor:** Furyal Z. Mehar  
**Telephone:** 407.967-9195 (Only for Emergency)  
**E-Mail Address:** [fmechar@atlas.valenciacce.edu](mailto:fmechar@atlas.valenciacce.edu) or [fzmehar@yahoo.com](mailto:fzmehar@yahoo.com)

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**Important Room Numbers:**

<b>My Mailbox</b>	<b>5-231 (where you can turn in your work outside of class)</b>
<b>Communications Department</b>	<b>5-231</b>
<b>Communications Lab</b>	<b>5-155</b>
<b>Microcomputer Assistance Center</b>	<b>Library, 1<sup>st</sup> floor</b>
<b>Testing Center</b>	<b>7-219</b>
<b>Tutoring Center</b>	<b>SSB-248</b>

**Classmates to Contact:**

<b>Name</b>	<b>Phone Number</b>	<b>E-mail Address</b>
<b>1.</b> _____		
<b>2.</b> _____		
<b>3.</b> _____		

**Required Texts and Materials:**

- Understanding and Using English Grammar, Third Edition
- Understanding and Using English Grammar, Workbook, Full Edition

**Prerequisite:** Demonstration of required level of English proficiency or minimum grade of "C" in EAP 0460.

**Course Description/Objective:** Students develop the ability to use complex grammatical structures appropriate to effective academic presentations, discussions, and essays at this level. **Competencies:** (1) controlling verbs, (2) selecting and using dependent clauses, (3) using nouns and noun phrases, (4) using a variety of sentence types, (5) improving editing ability, (6) recognizing predicate requirements of verbs, and (7) identifying grammatical constructions in readings from various disciplines.

Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion.

**Other Objectives:** In addition to specific EAP objectives, the course will reinforce the following competencies wholly or partially.

**Valencia Competencies:** Valencia has defined four interrelated competencies that prepare students to succeed in the world community: (1) think, (2) value, (3) act, and (4)

communicate. The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

**CLAST Competencies:**

**IIB.** Transmit ideas and information in effective written language that conforms to the conventions of Standard American English.

**Classroom Policies:**

**Attendance:** Regular attendance is important to your success. To succeed in this course, you are expected to attend class and **be on time**. If you are absent two times, you will receive an excessive absence warning, stating that you are subject to being withdrawn from the course. This message will be sent to your Atlas account. At three absences, you will be withdrawn from the course (unless there are extenuating circumstances).

Attendance will also affect your participation grade. You are allowed one absence and for each absence beyond that one, your participation grade will fall by 10%.

Being prepared for and attending class is the key to your success. If you are late to or absent from class, it is **your responsibility** to find out what you missed in class. Contact another student to find out what information or material we covered so that you will be prepared for the next class period. This will contribute to your success in the course. Make arrangements to obtain the missed material and assignments from either another student or your professor, and turn in any assignments before or at the next class period. Assignments that you do not turn in will earn a grade of zero.

**Tardiness:** Punctuality to class is required. Important information regarding the class is given at the beginning of class. If you miss that information, you risk falling behind. If you are late to class, be sure to get any information from another student. Students are required to come to class on time because tardiness disrupts the classroom and the students' attention and wastes time. Students are considered tardy if they are **five minutes** late to class. Attendance will be taken within the first five minutes of each class. If you are not in the classroom at that time, you will be marked absent. That absence will count toward your total number of absences.

Excuses for absences or tardiness do not matter. It is not necessary to bring a note. Either you are in class or not; any time you are not in class, you will be marked absent.

**Assignments:** You are required to complete **all** assignments. Homework is not optional. We have the equivalent of only three hours per week in the classroom which is not adequate time to improve in your second language. Therefore, completing your homework is crucial to your success. All assignments are to be completed legibly, neatly, and completely, or points may be deducted from any given assignment or the assignment may not be graded. Homework is due on the announced date at the beginning of class, and all assignments should be completed and prepared to turn in **before** class, **not** during. Please label all assignments properly in the upper right-hand corner of the paper with your name, the course name and section, the name and page number(s) of the assignment, and the date the assignment is submitted.

**Tests and Quizzes:** If you must be absent on the day of a test or quiz, you may arrange with the instructor to take the test or quiz in the Testing Center (7-219) **before** the test or quiz is returned to the class, usually by the next class period. It is your responsibility to inform the instructor in advance in order to make these testing arrangements. Once a test or quiz has been returned to the class, students will not be able to make up the work. Students who do not make prior arrangements will **not** have the opportunity to make up a test. Any missed tests or quizzes will earn a zero.

**Required Lab:** Lab is required in all EAP courses. To earn full credit for the lab, you must complete all lab assignments. There will be **no makeup labs**. Any lab not completed will earn a zero and may not be made up. Only partial credit will be earned for incomplete lab assignments. Your instructor will give you further details about assignments.

**Late Work:** No late work will be accepted once assignments have been graded and returned to the class. There will be **no exceptions**. Homework is due in class on the announced date. If you are absent from class, you may turn in any assignments to my mailbox in the Communications Department, 5-231 before the next class period or to me at the next class period. Please do **not** leave any papers on or under my office door. Leave any papers in the Communications Department, 5-231; ask someone in the department to put your work in my mailbox.

**Classroom Behavior and Participation:** The time you spend in the classroom is very valuable, so you cannot afford to waste it. Active participation is essential for succeeding in this course. Students are expected to use English exclusively in class as English is the language that each student in the class shares. I will remind you of this - only to promote your language learning - if I hear another language besides English. Students are expected to stay on task during group work and class discussion so as to move through work in the classroom at an appropriate pace. Please do not disturb other students or disrupt the classroom by talking. Save your private conversations for before or after class. You should come prepared for class in order to contribute to the class and to best benefit your learning. In order to succeed in this course, bring all required materials to class, do all the required homework thoughtfully, and be prepared to participate actively during class.

As our goal in the classroom is to promote a positive and supportive learning environment, please:

1. arrive to class on time
2. stay in the classroom during the entire class
3. show respect to all in the class as every person's ideas are valuable
4. follow instructions
5. turn off cell phone and pagers
6. listen to others just as you like to be listened to

By following these guidelines, we will together maintain a favorable learning environment.

Any behavior that disrupts the teacher's conduct of the classroom or other students' learning in this class is unacceptable because it distracts from learning. Therefore, please do not:

1. talk excessively with others next to you
2. talk while other students are talking to the class
3. talk while the professor is talking to the whole group
4. make distracting noises
5. leave the classroom during class
6. text message or answer phones during class
7. listen to MP3 players or iPods (or any music)
8. have personal computers on in the classroom

Failure to follow the teacher's instructions will not be tolerated and may result in being asked to leave the class. Rude or inconsiderate conduct or behavior toward another student or the instructor will also not be tolerated.

Beyond that, there are certain acceptable standards of classroom conduct, outlined in the Student Handbook, that are required of all students and that students are responsible for following. It is the responsibility of each student enrolled at Valencia to meet these standards. See

page 163 of the 2004-2005 Student Handbook - Student Code of Classroom Conduct - <http://valenciacce.edu/pdf/studenthandbook.pdf>

**Atlas Policy:** Check your Atlas accounts regularly as course information may be provided through Atlas. In order to minimize the risk of computer-virus transfers, I will answer student e-mail only when the source of that e-mail is a student's Atlas account. I will delete unread e-mail from all other sources. Also, I will communicate only directly with students; I will not make available the message board or chat rooms.

**Students with Special Needs:** Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students With Disabilities (OSD) and discuss specific needs with the professor, preferably during the first week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, SSB-102, ext. 1523).

Any student with special needs that may affect his/her progress in this course should notify the instructor as early in the semester as possible.

Students with a physical or medical condition that necessitates leaving class while it is still in session should talk with me the first week of class and sit near the exit door. All other students are expected to remain in class throughout the class meeting, tending to personal needs before or after class.

**Withdrawal Policy:** The last day to withdraw from a class without penalty is **June 29, 2007**.

**Plagiarism and Academic Dishonesty:** Plagiarism, the act of copying someone else's work and putting your name to it, is a form of cheating. If you copy someone else's work and put your name on it, that is copying and plagiarizing. While some of the assignments in this course allow students to work in small groups, some assignments will require individual effort. Unless it is explicitly stated that you may work with other students on an assignment or a test, you should assume that the assignment requires individual effort. Plagiarism and copying are serious offenses and are detrimental to your learning and progress, and they will not be tolerated. Any work that is not the student's own or is copied will receive a zero, or even worse, the student may be withdrawn from the course or expelled from the college. See page 122 of the 2004-2005 Student Handbook – Academic Dishonesty - <http://valenciacce.edu/pdf/studenthandbook.pdf>

**Evaluation and Grading Scale:** EAP courses use a ten-point scale, with "C" as the minimum passing and advancement grade for each course.

Grades that satisfy the EAP course requirement:

<b>A</b>	<b>90-100%</b>	<b>B</b>	<b>80-89%</b>	<b>C</b>	<b>70-79%</b>
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Grades that do NOT satisfy the EAP course requirement:

<b>D</b>	<b>60-69%</b>	<b>F</b>	<b>0-59%</b>
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**Determination of Final Course Grade:** In order to pass the course, students must earn a "C" or above in course work and a passing score on the Comprehensive Departmental Final Exam. The final grade will be determined by the following:

<b>Participation</b>	<b>10%</b>
<b>Tests</b>	<b>25%</b>
<b>Quizzes, Homework, and Lab Work</b>	<b>25%</b>
<b>Midterm</b>	<b>15%</b>
<b>Final</b>	<b>25%</b>

**College-Wide Midterm and Final Examinations:** Both the midterm and final are college-wide departmental exams. The midterm exam will be given in the third week of the semester, and the Comprehensive Departmental Final Exam will be given on the last day of class.

**\*Disclaimer:** Changes in the syllabus may be made at any time during the term by announcement by the instructor. A revised syllabus may be issued at the discretion of the instructor.