

EAP 1620 Course Syllabus

Advanced Reading for Non-native Speakers of English

CRN 30343

Summer 2007 (Tuesdays & Thursdays 11:30 a.m. to 1:05 p.m.)

Valencia Community College (West Campus)

Course Information.....	(Instructor, Contact Info, Materials)
Course Objectives.....	(Learning Expectations)
Grading Policy.....	(Grade Distribution, Grading Scale)
Classroom Policies.....	(Attendance, Tardies, Conduct)
Course Policies.....	(Description, Competencies)
Semester Schedule.....	(Deadlines, Important Semester Dates)
Sequence of Instruction.....	(Readings, Assignments)

Important Note: This syllabus is subject to change at the discretion of the Instructor. Any changes will be announced in class. Students are responsible for all information delivered in class, especially when the student is absent.

COURSE INFORMATION

Section: W01

Location: Building 5, Room 215

Times: TR 11:30-1:05

Instructor: Professor LaTasha Farmer

Office Hours: By Appointment Only

E-mail: lfarmer2@atlas.valenciacollege.edu

Important Room Numbers:

Communications Department	5-231
Communications Lab	5-155
Microcomputer Assistance Center	Library, 1 st floor
Testing Center	7-219
Tutoring Center	Mathematics Center, Bldg. 7

Required Text and Materials:

- *Reading Across the Disciplines: College Reading and Beyond*, 3rd edition
- *Thinking Through the Test: Reading*, 3rd edition and Access Code Card to myreadinglab.com
- *Essential Academic Vocabulary*
- REA 0002/EAP 1620 Lab book
- A college level dictionary
- Black or blue ink pens, pencils, and a highlighter pen

Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 1520.

COURSE DESCRIPTION/OBJECTIVES

Students develop ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies.

Competencies:

- Improving English vocabulary
- Locating key concepts
- Reading critically
- Reading for study and enjoyment
- Reading multi-media/hypertext material effectively

Lab work of two hours per week is a required component of this course. In order to pass this course, students must earn a grade of C or better in course work and lab work and a passing score on the Comprehensive Departmental Final Exam.

Additional Objectives: In addition to the EAP objectives, the course will also reiterate VCC's core competencies—think, value, act, and communicate. These competencies are outlined in further detail in the syllabus. The course will also emphasize CLAST Competencies.

CLAST Competencies:

IA-B. Read with literal and critical comprehension>

II A. Compose units of discourse providing ideas and information suitable for purpose.

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

III A. Listen with literal comprehension.

IV A. Compose oral messages, providing ideas and information suitable to the topic, purpose, and audience.

GRADING POLICY

EAP courses require a grade of C or higher in order to advance to the next course. In order to pass EAP 1620, students must earn a C or higher AND receive a passing score on the Florida College Basic Skills Exit Test.

The following scale and grade distribution will be used to determine your final grade.

Grading Scale:

100-90 A 89-80 B 79-70 C 69-60 D 59-0 F

Grades will be distributed as follows:

❖ Participation and Attendance	20%
❖ Lab Assignments	25%
❖ Homework and Quizzes	20%
❖ Reading and Vocabulary Tests	25%
❖ FL College Basic Skills Exit Test	10%

A minimum grade of 70% on the Florida College Basic Skills Exit Test is required in order to pass the course.

Participation: Participation grades include in class assignments and are determined by the attached rubric.

Participation Rubric

	A	B	C	D	F
Attendance	Misses 0 Classes. No tardies	Misses 1 class (over an hour late). OR 2 tardies	Misses 1 and 1/2 classes. OR 3 tardies	Misses 2 classes. OR 4 tardies	Misses 3 or more classes OR excessively tardy. Automatically Withdrawn from the Course
Preparation	All assignments submitted on time. Formatted correctly. Assignments reflect college-level work	All assignments, minus one submitted on time. Formatted correctly. Assignments generally reflect college-level work.	All assignments, minus two submitted on time. Generally formatted correctly. Assignments reflect attempts at college-level work with occasional success.	All assignments, minus 3-4 submitted on time. Often not formatted correctly. Assignments sometimes reflect college-level work but rarely succeed.	Assignments are often not submitted on time. Rarely Formatted correctly. Rarely reflect college-level work.
Classroom Activity	Participates in All In-Class Assignments during small group work. Contributes to whole-class discussions.	Often Participates in All In-Class Assignments during small group work. Contributes often to whole-class discussions.	Sometimes Participates in All In-Class Assignments during small group work. Sometimes Contributes to whole-class discussions.	On Occasion Participates in All In-Class Assignments during small group work. On occasion Contributes to whole-class discussions.	Rarely or never Participates in All In-Class Assignments during small group work. Rarely or never Contributes to whole-class discussions.

In-Class Assignments: Assignments are usually group assignments that consist of answering questions, completing worksheets, or any other assignment given in class. These CANNOT be made up. Missing in-class assignments can result in a very low in-class assignment grade.

CLASSROOM/COURSE POLICIES

Attendance Policy: Regular attendance is expected. After the second absence, you will be automatically withdrawn. If you have an UNAVOIDABLE emergency, arrangements for assignments must be made PRIOR to missing class. It is your responsibility to submit documentation (i.e. a police report, court order, hospital discharge papers) for the emergency. Select classmates to help keep you informed of classroom activities when you are absent.

Classmate's name

Phone Number and/or email address

1. _____
2. _____
3. _____
4. _____

Tardy Policy: Tardies are *extremely* disruptive. One tardy may be forgivable but subsequent tardies will result in a conference with the professor. *Two tardies will count as one absence.* One or more absences affect your participation grade. Please make it a priority to be to class on time. It is equally disruptive to leave class early and to leave the classroom during class time. Unless you have an extreme emergency, please make plans to attend all class meetings in their entirety.

Cell Phones and other Electronic Devices: Cell Phones should be turned off during class times. If you are expecting an emergency call please notify the professor at the start of class. Text messaging is also unacceptable.

Withdrawal Deadline: The Withdrawal deadline for a "W" grade is Friday, June 29. Withdrawing after June 29 will result in a "WP" withdrawal passing or a "WF" withdrawal failing. The final withdrawal deadline is Monday, July 30.

Books: Please bring your primary text to *every* class meeting.

Assignments: All assignments must be completed on time. Homework is not optional. All assignments are due at the BEGINNING of class, NOT during class nor at the end. Please label all assignments in the upper right-hand corner of the paper (flush with the right margin) above the title line with your name, course title and section, the name and page number of the assignment, and the date of submission.

		First and Last Name
		EAP 1620 Section #
		Assignment Name and Page #
		Assignment Due Date
	Assignments must be double-spaced (write on every other line as shown	
	here). Assignments must also be written in blue or black ink only. Write	
	only on the front of the paper and be sure to use the correct heading.	

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). You will have until the following class period to complete the test or quiz. It is your responsibility to inform the instructor **in advance** in order to make the testing arrangements. Once the test or quiz has been returned, you will not have the opportunity to make up the assignment.

Required Lab: Lab is required in all EAP courses. EAP 1620 requires two hours of lab per week. Some weeks may require more than two hours and some may require less. In order to receive full credit for the lab, you must complete all lab assignments. Any lab work not completed will receive a zero and may not be made up. Incomplete lab assignments will only receive partial credit. Your instructor will give you further details about the assignments.

Office Hours: Office hours are by appointment only. If you have any concerns regarding the course, please make appointments as early in the semester as possible.

Atlas Policy: I communicate with students often via atlas. I also use atlas to send material helpful for classroom assignments. This material is usually only available via atlas so check your atlas email often, particularly when instructed to do so. My atlas email is lfarmer2@atlas.valenciac.edu.

Late Work: No late work will be accepted after assignments have been graded and returned. There are no exceptions. If you will be absent for an assignment, you must make arrangements PRIOR to being absent and the work must be submitted to my box (5-231) prior to the class meeting. In-class assignments are not accepted late unless you had an unavoidable, **documented** emergency.

Conduct: Please be respectful of the instructor and your classmates at all times. Disruptive behavior includes ringing cell phones, private conversations in class, and repeated tardies. If disruptive behavior consistently interferes with the learning environment, the instructor will address the behavior with the possibility of withdrawing the student from class.

Atlas Policy: Any communication outside of class will be conducted via atlas. Please be sure to check your atlas account weekly. E-mails sent from email accounts other than atlas will be deleted without being read.

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 two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, SSB-102, ext. 1523)

Plagiarism: Plagiarism is absolutely unacceptable. Acts of blatant plagiarism may result in immediate failure and course withdrawal. In addition, the instructor may refer the student to the department for expulsion from the college.

The following acts are defined as plagiarism:

- Directly copying all or parts of a text/paper without acknowledging the source.
- Paraphrasing or summarizing a text/paper without acknowledging the source.
- Submitting a paper that someone else has written even if the writer was a friend or relative.

Academic Dishonesty: All forms of academic dishonesty are prohibited by the College. Academic Dishonesty includes plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

All work submitted by the student is expected to be the result of the student's individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor, which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

Students guilty of engaging in gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension, and/or expulsion from the College.

The student may appeal action take by the professor under the provisions of either Policy 6Hx28:10-13 Student Academic Grievances or 6Hx28:10-15 Student Rights of Appeal of Administrative Decisions as determined by the nature of the action taken.

Go to <http://valenciacc.edu/policies> and read policy 6Hx28:10-16 “Academic Dishonesty” under *Students* if you require further explanation.

VCC Core Competencies:

Valencia’s core competencies are complex abilities that are essential to lifelong success. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry. These competencies will be part of the course expectations.

To THINK, you must:

- Analyze the date, ideas, patterns, principles, and perspectives.
 - Employ the facts, formulas, procedures of the discipline.
 - Integrate ideas and values from different disciplines.
 - Draw well-supported conclusions.
- Revise conclusions consistent with new observations, interpretations, or reasons.

THINK with curiosity and consistency.

THINK individually and in groups.

To Communicate, you must:

- Identify your own strengths and need for improvement as a communicator.
- Employ methods of communication appropriate to your audience and purpose.
- Evaluate the effectiveness of your own and others’ communication.

COMMUNICATE by speaking, listening, reading and writing.

COMMUNICATE verbally, non-verbally, and visually.

COMMUNICATE with honesty and civility.

COMMUNICATE in different disciplines and settings.

To VALUE, you must:

- Recognize values as expressed in attitudes, choices, and commitments.
- Distinguish among personal, ethical, aesthetic, cultural, and scientific values.
- Employ values and standards of judgment from different disciplines.

- Evaluate your own and others' values from individual, cultural, and global perspectives.
- Articulate a considered and self-determined set of values.

VALUE with empathy and fair-mindedness.

VALUE individually and in groups.

To ACT, you must:

- Apply disciplinary knowledge, skills, and values to educational and career goals.
- Implement effective problem-solving, decision-making, and goal-setting strategies.
- Act effectively and appropriately in various personal and professional settings.
- Assess the effectiveness of personal behavior and choices.
- Respond appropriately to changing circumstances.

ACT with courage and perseverance.

ACT individually and in groups.

ACT in your personal, professional and community life.

IMPORTANT DATES

Full Term	Monday, May 7, 2007-Tuesday, July 31, 2007
Withdrawal Deadline (to receive "W")	Friday, June 29
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Final Withdrawal	Monday, July 30

SYLLABUS ACKNOWLEDGEMENT AGREEMENT

I have read and understand the course policies as stated on the course syllabus which include policies on attendance, tardiness, late-work, academic honesty, student code of conduct, ATLAS, and the grading scale. I agree to comply with the policies set for this course as stated in the course syllabus.

Printed Name _____

Signature _____

Date _____