

Three Rivers Community College  
Fall 2015  
ESL 063 Writing with Oral Practice and Grammar 3  
SYLLABUS

**Instructor:** James Lee

**Course:** ESL 063 Writing with Oral Practice and Grammar 3

**Meeting Times:** Monday & Wednesday 5:00 pm – 6:40 pm

**Classroom:** D128

**Office Location & Hours:** Room D-205-E, By appointment Mondays & Wednesdays

**Contact Information:** JLee1@trcc.commnet.edu

**Required Textbooks:**

Blanchard, K & Root, C. *Ready to Write* (Book 3). 4<sup>th</sup> ed. New York: Pearson, 2010.

Azar, Betty. *Fundamentals of English Grammar* (Textbook) & (Workbook). 4<sup>th</sup> ed. New York: Pearson, 2011

**Course Description:**

In the final course of this series, students will complete their study of intermediate grammatical structures. Writing assignments will shift from the paragraph to the essay as students learn to incorporate facts, reasons, and more into their paragraphs. Additional reading strategies such as summarizing will be introduced. This is an interactive, participatory class.

**Course Outcomes:**

Students will be able to:

1. Construct simple, compound, or complex sentences utilizing the passive voice, adjective clauses, noun clauses, adverb clauses, phrasal verbs, and gerunds and infinitives.
2. Identify the audience and purpose of writing.
3. Utilize the writing process including prewriting techniques: brainstorming, free writing, clustering, and outlining.
4. Use reasons, facts, and examples to support the main idea.
5. Write essays using Classification, Problem-Solution, Cause and Effect, and Compare-Contrast
6. Answer reading comprehension questions in complete sentences both verbally and in writing.
7. Summarize various reading texts.
8. Participate in level-appropriate conversation

**Attendance:**

- Students are expected to attend all classes. If a student misses classes, he or she will not be able to make up any graded quizzes or in-class writing.
- Class begins promptly; please avoid being late or leaving early.
- It is the students' responsibility to find out what he or she missed.
- Late homework will not be accepted.
- Exit Exams cannot be made up after the last day of classes.

**Technology:**

During class, turn off your cell phone or other electronic equipment.

Students are expected to have access to a computer outside of class in order to access Blackboard.

**Digication:**

All students are required to maintain a learning portfolio in Digication that uses the (Three Rivers) College Template.

**Grading:**

Grading will be based on the following criteria: Below 60% = F range, 60-69.5% = D- to D+ range, 70-79.5% = C- to C+ range, 80-89.5% = B- to B+ range, above 90% = A- to A+ range. Students must earn a "C" or more to advance to English 096.

Grading will be determined as follows:

Grammar Test 1	9%
Grammar Test 2	9%
Grammar Test 3	9%
Writing Test 1	9%
Writing Test 2	9%
Writing Test 3	9%
Weekly Journal Entries	6%
Weekly Reading Quizzes	10%
Weekly Writing Homework	10%
Exit Exam	20%

### **UF (unearned F) Grade:**

This notation is awarded to students who were enrolled in a course, did not officially withdraw, but who failed to participate in course activities through the end of the term. It is used when, in the judgment of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of academic performance possible. Students who receive this notation will have reported on their behalf a "last date of participation" by the assigning faculty member. When saved on the grade roster, this notation will immediately convert to a regular grade of F on the student's transcript. It will be punitive and count in the GPA. The UF notation is used for internal reporting and will not appear on the student's transcript.

### **College Withdrawal Policy:**

A student who finds it necessary to discontinue a course once class has met must provide notice to the Registrar. Simply, fill out the withdrawal form and give it to the Registrar's office. Withdrawal forms are available at the Registrar's office and at the office at the sub-base. Non-punitive "W" grades are assigned to withdrawal requests. An Instructor's signature is required after the deadline has passed. No withdrawals are permitted after the last class preceding the final exam. Students who do not obtain an official withdrawal, but simply stop attending class receive an "F" grade for the course.

### **Academic Integrity:**

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor. Plagiarism, cheating, and other forms of academic dishonesty are serious offenses. Dishonesty in written work may result in an F for the course, and any occurrence of plagiarism will be reported to the Office of the Dean of Students for possible disciplinary action. If you have any questions about how to incorporate the words and ideas of others into your writing, please ask me.

### **Plagiarism:**

Plagiarism is the unacknowledged use of another person's words or ideas in your writing. If you use any ideas, thoughts, writing, quotes, or even paraphrase some other writer's thinking, you must acknowledge that person. Whether conscious or unconscious, plagiarism is a serious academic offence. Consequences for plagiarism can range from failing the assignment to failing the course.

**Disabilities:**

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

<b>TRCC Disabilities Service Providers</b> Counseling & Advising Office Room A-119	
<b>Matt Liscum</b> (860) 215-9265	<input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Sensory Disabilities <input type="checkbox"/> Medical Disabilities <input type="checkbox"/> Mental Health Disabilities
<b>Chris Scarborough</b> (860) 215-9289	<input type="checkbox"/> Learning Disabilities <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Autism Spectrum

**Weather Cancellations:**

Call 860-215-9000, press 1 for College Closing Announcement. Or go online to: [www.trcc.commnet.edu](http://www.trcc.commnet.edu) or [www.threerivers.edu](http://www.threerivers.edu) (Announcement posted on main page).