EAP 1620C Course Syllabus*1

Advanced Reading for Non-Native Speakers

Valencia College
Fall 2011

Instructor Information

Instructor: Tara Waller
E-mail: twaller1@mail.valenciacollege.edu
Class Website: http://online.valenciacc.edu
Office Hours: I have no office on campus. As a result, feel free to MSN me or e-mail me for situations that seek immediate attention. I am also willing to stay after class should we need to arrange a meeting. Conferencing via Blackboard is also available and will be discussed in depth in class.

Course Identification

Course Number: EAP 1620 CRN: 17730
Course Location: 4-236 West Campus
Class Times: MW 1:00 PM – 2:15 PM
*Vocabulary Power 3: Practicing Essential Words*, by Kate Dingle
*Thinking Through the Test: Reading*, 4th Edition, by Elizabeth Schmind Bellas, and Peri Poland
- *REA 0002/EAP 1620 Lab Book*

Disclaimer: Changes to 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.
- **(HIGHLY SUGGESTED) Standard 8-1/2 X 11 loose-leaf paper, one (1 inch to 1-1/2 inch) 3-ring binder with dividers & your choice of college level English dictionary
- Correctional tape or Standard White Out
- Black or Blue ink pens
- A Dictionary of American English
- One (1) two-pocket folder

Suggested Materials: - Small stapler
- A pack of index cards.
- A highlighter
- An organizer

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

**Course Description/Overview**

Students develop ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading for study and enjoyment, and 5) reading a variety of materials, such as texts, periodicals, journals, and electronic materials. Required lab work is a homework component of this course.

**Valencia College 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:**

I A-B. Read with literal and critical comprehension.
II A. Compose units of discourse providing ideas and information suitable for purpose and audience.
I IB. Transmit ideas and information in effective written language that conforms to the conventions of Standard American English.
I IIA. Listen with literal comprehension.
IV A. Compose oral messages, providing ideas and information suitable to the topic, purpose, and audience.
Classroom Policies

To ensure learning, improvement and exposure to the target language, English should be spoken in the classroom at all times.

Attendance: Attendance is required and critical to your learning and progress. You are expected to arrive on time and remain in class for the full class period. Two noted cases of excessive lateness (10 minutes or more) will result in one unexcused absence. Students with three absences will receive an excessive absence notice. Once a student has exceeded four absences, he or she may be withdrawn from the course. Absences due to extraordinary circumstances, such as medical or personal emergencies, will be dealt with on a case-to-case basis at the instructor’s discretion. Ultimately, the instructor will have the final say on how to handle any absence.

2 latenesses = 1 absence
3 absences = 1 warning

More than 4 absences = Withdrawn from course.

Contact: I am more than happy to answer any questions you may have. I check my e-mail several times a day, and I expect my students to do so as well. Please make sure you check your ATLAS e-mail account as well as our Blackboard website DAILY. You may also contact me via MSN and Blackboard’s chat system.

Participation and Conduct: You cannot participate fully if you do not come to class prepared. In-class participation is expected from all students and is a percentage of your final grade. Participation includes paying attention, taking notes, actively engaging in class activities, and having a positive attitude.

This is a college classroom—a place of learning. Your classmates are here to learn and so are you. Unruly behavior that hinders said learning is unacceptable. Please notice the following rules for our class:

1) All cell phones, PDAs, Ipods, Pagers and all other electronic devices must be silenced and turned off during class. Disruption from cell phones and other electronic devices will result in one warning. Should your device disrupt the class a second time, you will be asked to leave the classroom and you will be recorded as absent for that day. Should your device need to be left on for a personal reason or emergency, please discuss this with the instructor first.

2) Raise your hand if you have something to contribute to a discussion or if you have a question.

3) Treat your instructor and your peers with respect.

4) Do not speak while the instructor is lecturing, or another student is asking or answering a question.
5) Excessive talking in any language other than English will result in one warning. If the student is caught again they will be asked to leave the classroom and be recorded as absent for that day.

6) Always come prepared—this includes doing your homework and having the textbooks and other necessary materials.

**Late/Make-Up Work:** When you are absent, it is your responsibility to turn in assignments that are due. No late work will be accepted unless extraordinary circumstances are involved. **There are no makeups for missed in-class assignments.** These circumstances will be determined on a **case-to-case basis.**

**Required Lab:** Weekly lab is required in all EAP courses. EAP 1620 requires the equivalent of two hours of lab per week. Some weeks you will spend more than two hours, and some weeks you will spend fewer than two hours. 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. The instructor will talk more about this in class.

**Academic Honesty:** Cheating, misrepresentation of work or plagiarism is not tolerated. This includes using an online translator, copying and pasting information found from internet research or from texts, or copying information from a friend. Such conduct will result in a zero on the assignment. If the behavior is repeated, the student will receive a grade of “F” for the course and any other disciplinary action by Valencia Community College.

The use of an online translator and/or plagiarism will not be tolerated. The first instance of a copied or plagiarized paper will result in a zero on that assignment. If a second paper is copied or plagiarized, that will result in a grade of “F” for the course and any other disciplinary action by Valencia Community College.

**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). 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.

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**Important Dates & Withdrawal Information**

**COLLEGE DATES:**

Refund Request Deadline: **September 6th, 2011**

Withdrawal Deadline for a “W”: **November 4th, 2011**
CLASS SCHEDULE:

October 19th, 2011 - Wednesday – Midterm Exam

December 12th, 2011 – Monday (1:00 PM) – Final Exam

HOLIDAYS:

September 5th, 2011  Labor Day
October 6th, 2011  College Night
Thanksgiving Break  November 23-27, 2011

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75.

Grading Scheme

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

A  90-100%
B  80-89%
C  70-79%

Grades that do NOT satisfy the EAP course requirement:
D  60-69%
F  0-59%

Course Assignments & Grades:
All homework assignments must be done on size 11 x 8 1/2 paper, be labeled properly (name, date, course, and assignment name/page number), and stapled in the upper-left-hand corner. Otherwise, assignments will not be accepted.
Grading Policy: Grades will be based on the following:

<table>
<thead>
<tr>
<th>Type of assignment</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation (Class Activities/Attendance)</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes, Tests</td>
<td>15%</td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Reading Labs</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam FL College Basic Skills Test</td>
<td>25%</td>
</tr>
</tbody>
</table>

College-Wide Midterm/Final Examination: Both the midterm and final are departmental college-wide exams. The mid-term exam will be given in the seventh or eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during the week prior to final exam week.

Classroom Contacts: Please exchange phone numbers with at least three students in the class so that you can obtain assignments and keep up with course work if you are absent from class.

Student # 1
Name: _________________________________________________________________
Telephone: ____________________________
E-mail address/Messenger: ________________________________
The best time to call: ________________________________

Student # 2
Name: _________________________________________________________________
Telephone: ____________________________
E-mail address/Messenger: ________________________________
The best time to call: ________________________________

Student # 3
Name: _________________________________________________________________
Telephone: ______________________________________________________________

E-mail address/Messenger: _____________________________________________

The best time to call: _________________________________________________