Instructor: Dr. Cheri Bridgeforth
Office: CF 210
Office Hours: Mondays 12:30 p.m. – 4:30 p.m.
Tuesdays, Wednesdays and Thursdays 11:00 a.m. – 3:00 p.m.
Other Hours by Appointment
Office Phone: (703) 323-2147
E-mail: cbridgeforth@nvcc.edu

Required Text: Twenty-Six Steps by Linda Ann Kunz
Recommended Text: The Advanced Oxford Learner’s Dictionary

Materials Needed for Each Class: 8 1/2 x 11 white paper, ink pen, stapler, and a folder or binder (for all handouts and essays)

COURSE DESCRIPTION: ESL 013 prepares students for college-level writing. The course emphasizes development of clarity of thought in essays of increasing length and complexity, as well as accuracy in the use of grammar, idioms, and vocabulary that are acceptable to a native speaker of English with a college education.

COURSE OBJECTIVES: The course develops critical thinking skills to be used in writing; effective application of the writing process; and the use of grammar, idioms and vocabulary that are acceptable to a college educated native speaker.

HYBRID FEATURE OF THE COURSE: This course is taught in the classroom and online. Although the in-class time is reduced, it is not eliminated. The activities and lectures that are done in class are followed up with on line activities.

COURSE REQUIREMENTS AND OTHER IMPORTANT INFORMATION
1. You must submit six essays that are primarily written in class. Essays are graded on the basis of correctness of grammar, punctuation, spelling, capitalization, word choice, etc.; thesis statement; and essay development. You may submit the rough drafts of your essays to me for correction and a grade no more than twice; therefore, you must edit and revise them yourself very carefully. Be sure to make and keep a copy of all of your essays until the end of the semester. Late essays will not be accepted without my approval.

2. You must pass a departmental exit test, graded by two to three faculty members other than myself, in order to pass this course. For this test, you must write an essay. There is no choice of topic nor will you know the topic in advance. The topic is selected by a committee of ESL faculty, along with the ESL Assistant
Dean. The most important criteria for passing the exit test are using grammar and vocabulary, which are intelligible to a native speaker. No matter how excellent the content, if grammar and word choice are not intelligible, making the essay easy to read, it will not pass. The essay for the exit test will be written on Saturday, April 23, from 9:00 a.m. – 12:00 p.m. There are no makeup tests for the exit test. You will receive your grade within five days after the exit test.

3. No more than five absences are allowed. If you are absent more than five times, you will fail the class. Two late arrivals equal one absence. The policy on absences applies to the on-line and in-class parts of the class. Remember that I will check your on-line assignments to be certain that they are completed by the due date. Not completing an on-line assignment by the due date will result in an absence and an F grade.

4. You need to come to class prepared (having done the reading, exercises, and/or writing) and to conduct yourself in a manner appropriate to a college classroom. This rule applies to both the in-class and on-line parts of the course.

5. You must pass both the exit test and classroom work (that means turning in all six essays and passing at least five of them) in order to be allowed to register for ENG 111/009. You must also pass or be exempted from ESL reading courses through ESL 017, or you will not be allowed to register for ENG 111/009. See me immediately after class if you are not enrolled in, have not successfully completed or have not been exempted from ESL 017.

6. Plagiarized essays – those written by anyone other than yourself or those that are copied – will receive a 0. If you are caught cheating or plagiarizing, your name and documenting information will be sent to the Division of Languages and Literature and kept in a file in the office.

7. All assignments should be written on standard-size 8 ½ x 11-inch white paper. Write on one side of the paper only. Write in ink, not in pencil. Skip every other line (for grading purposes). All pages must be stapled together; unstapled papers will not be accepted.

8. When your paper is returned to you, errors will be underlined and indicated. To pass the exit test, you need to devise your own system for identifying your typical errors and correcting them yourself. No one will help you when you take the exit test.

9. If you miss a class, you are still responsible for the material. Check with other classmates, with the Perkins tutor or with me about any work that you might have missed. If you are absent on the day we are writing an essay, you must write it in my office or in the Testing Center, not at home.
10. Your favor sheet can be used one time (and one time only) for a late assignment or essay, a computer crash, or an absence.

11. In-class meeting dates are every Monday throughout the semester. On-line meetings are every Wednesday throughout the semester.

**GRADES**

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<th>Grade</th>
<th>Description</th>
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<tr>
<td>P</td>
<td>Pass</td>
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<td></td>
<td>Completed the course objectives</td>
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<tr>
<td>R</td>
<td>Re-enroll</td>
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<td></td>
<td>Need more time to meet the objectives</td>
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<tr>
<td>W</td>
<td>Withdraw</td>
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<td></td>
<td>Missed too many classes</td>
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**COLLEGE RESOURCES**

NVCC has a variety of resources to ensure your success at the College. Among the resources are Perkins Tutors, the Reading and Writing Center, the Counseling Center and the Library. A Perkins tutor will join the 013 class to assist with grammar and sentence structure practice and essay development. The Reading and Writing Center provides peer-tutors and computer assisted instruction.

**CLASS SCHEDULE**

**Week 1**

Pre-testing and Course Overview

**Week 2**

Steps 2 - 3; Paragraph Writing Practice; Thesis Statements; Organizing and Developing an Essay

**Week 3**

Steps 4 – 5; Writing Practice

**Week 4**

Essay #1 (Process Essay) Steps 6 – 7

**Weeks 5 & 6**

Steps 8 - 9; Essay #2 (Cause-Effect Essay)

**Weeks 7 & 8**

Steps 10-11; Essay #3 (Division and Classification Essay)

**Weeks 9 & 10**

Steps 12- 13; Essay #4 (Comparison Contrast Essay)

**Week 11**

Essay #5 (Cause and Effect) Steps 14-15

**Week 12**

Essay #6 (Comparison Contrast Essay) Steps 16 - 17

**Week 13**

Essay Practice
Week 14  Exit Test and Final Class Meeting

Please note the following college policies that affect you:

1. Students are expected to follow the Information Student/Patron Ethics Agreement as posted in computer areas and academic integrity as set down in the Student Handbook.

2. Every person on the campus should be cognizant of the Fire/Emergency Evacuation Procedure. In case of emergency, please follow the emergency procedure as discussed on the first day of class and as posted in the classroom.

3. Students with disabilities are encouraged to contact a Counselor for Disability Services in CG 211 to discuss possible accommodations. All information is kept confidential and may increase your chances of success in the academic setting.

4. Inform the instructor within the first two weeks of class if you have special needs or a disability that may affect your performance in this class.