COURSE SYLLABUS
ESL 012 COMPOSITION II

Instructor: Dr. Shirley Lee                        Office: CTM 116
Office Phone: 323-4104                           Office Hours: **MW 9:30-10:30**
                                                    **TR 9:00-10:30**
Email: shlee@nvcc.edu                            Website: nvcc.edu/home/shlee

**REQUIRED TEXTBOOKS AND MATERIALS:**

Oshima and Hogue, *Writing Academic English*, (Fourth Edition)
Fuchs and Bonner, *Focus on Grammar 4: an integrated skills approach*, Workbook
An ESL dictionary: *The Advanced Oxford Learner's Dictionary*
or *The Longman Advanced American Dictionary*

81/2 x 11 lined loose-leaf paper
A folder or binder
A small stapler

**COURSE DESCRIPTION & OBJECTIVES:**

This course is designed to help you use advanced language patterns, idiomatic English and a variety of writing strategies in composing and revising short essays and summaries.

**By the end of this course, you will have developed skills in:**

- generating and developing ideas
- using language directly related to the topic
- paragraph development
- applying the appropriate rhetorical and advanced language patterns to a specific writing task
- evaluating and revising initial drafts of your work
- finding and correcting your own grammatical errors

**COURSE REQUIREMENTS:**

In order to pass this course, you must:

- attend class regularly (The number of absences allowed is four classes.)
- participate in class
- complete and hand in all assignments and tests on time
- maintain a 75% average on grammar tests (no make-up tests)
- pass at least five essays - 4 take home essays and 1 in class essay
- pass the departmental final
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<th>WEEK</th>
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| 1    | Introduction to the course, materials and resources  
      | Writing and Grammar Pre-test  
      | Grammar: verb tense |
| 2    | Writing Academic English  Ch 1 & 10  
      | Grammar workbook: Part I |
| 3    | Writing Academic English  Ch 4 & 11  
      | Grammar workbook: Part II; **Essay 1** |
| 4    | Writing Academic English  Ch 2  
      | Grammar workbook: Part II; **Test #1** |
| 5    | Writing Academic English  Ch 3  
      | Grammar workbook: Part III; |
| 6    | Writing Academic English  Ch 3 Continued  
      | Grammar workbook: Part IV; **Essay II** |
| 7    | Writing Academic English  Ch 5  
      | Grammar workbook: Part V; **Test #2** |
| 8    | Writing Academic English  Ch 6  
      | Grammar workbook: Part VIII; **Essay III** |
| 9    | Writing Academic English  Ch 6 & Ch.12  
      | **Test #3** |
| 10   | Writing Academic English  Ch 7 & Ch.13  
      | Grammar workbook: Part VII; ; **Essay V** |
| 11   | Writing Academic English  Ch 7 & Ch.14  
      | Grammar workbook: Part VI; |
| 12   | Writing Academic English  Ch 8 & Ch.15  
      | Grammar workbook: Part VI Test #4 |
| 13   | Writing Academic English  Ch 9 ; **Essay V**  
      | Grammar workbook: Part IX |
| 14   | Grammar Review Essay practice |
| 15   | Final Grammar Examination  
      | Final Essay Examination |
| 16   | Final Results and Conference |
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 standards as set down in the Student handbook.
2. NVCC is a place for learning and growing. You should feel safe and comfortable anywhere on this campus. In order to meet this objective, you should:
   a) let your instructor, his/her supervisor, the Dean of Students or Provost know if an unsafe, unwelcome or uncomfortable situation arises that interferes with the learning process;
   b) inform the instructor within the first two weeks of classes, if you have special needs or a disability that may affect your performance in this course.
3. Every person on the campus should be cognizant of the Fire/Emergency Evacuation Procedures. In case of emergency, please follow the emergency procedure as discussed on the first class and as posted in the classroom.

Division Policy on Plagiarism:

The Department will not tolerate plagiarism in any form. The first time a student plagiarizes, he or she will receive a grade of zero on the plagiarized assignment plus any additional penalty the instructor deems appropriate. In addition, any student found to have plagiarized will have his or her name recorded in a central file maintained by the English Department. Any student who is found to have plagiarized a second time will fail the course in which the plagiarism occurred and may be referred to the Division dean for further disciplinary action.

Attendance policy:

The requisite skills for this course cannot be mastered if you do not attend the class sessions. A student who misses 5 (Five) or more class sessions for any reason will either be withdrawn from the class or receive a U(unsatisfactory). If the 5 (five) absences occur before the final date to withdraw without penalty (10/29/2007), the student will receive a W (Withdraw). After 10/29/2007, a student missing 5 class sessions will receive a U for the course. No exceptions for this policy will be made.

Please note that an “excused” absence does not excuse you from an exam, quiz, homework, or any assignment due or assigned on the missed day; you are responsible for finding out what we did in class and the work assigned during your absence. This policy is effective August 22, 2007, or the first day your name appears on the official class roll.

In the event that you must be absent from class, please notify me in advance, if possible. If it is not possible, please contact me via e-mail or telephone as soon as you are able. Keeping the lines of communication open can prevent potential miscommunications/understanding.
Late Policy:
Habitual late arrivals, early departures, and /or tardy returns from breaks will not be tolerated as these behaviors are disruptive. As published, our class meets from 10:30 to 12:50 MW. If you can not arrive on time, or anticipate needing to leave early, please re-enroll in a course secension that better suits your current schedule. After a first offense, every subsequent tardy will count as half an absence. This policy is effective January 15, or the first day your name appears on the official class roll.