Dixie State University
Syllabus & Assignment Schedule for

Intermediate Academic Writing (4.0 credits)
CRN #26698 ESL 1550-01 Spring 2014

This course counts toward elective or foreign language college credit earned for graduation. This course also counts for financial aid and activity eligibility purposes, and the final grade contributes to your cumulative Grade Point Average. You must earn 83% in this class and pass Intermediate Grammar to be eligible to take ESL 2750, Advanced Writing.

Instructor:	Mary Thayer	**Classroom:**	UPlaza Bldg. D, **101D**
Phone:	(435) 635-2409	**Class Time:**	9:00- 9:50AM – M/T/W/TH
Email:	thayer@dixie.edu	**Course Begins:**	Monday, 1/6/2014
Office Location:	UPB 118	**Course Ends:**	Wednesday, 4/23/2014
Office Hours:	T/F 10:15-10:45 AM & by Appointment	**Final Exam:**	**Wed., 4/30/14 @ 10:00AM–12:00**

Program Objectives: *When English Language Learners finish our program, they should be able to function communicatively as members of the Dixie State University community.*

1. In **reading**, students will be able to comprehend most standard written English and have strategies for comprehending what is not immediately understood.
2. In **listening comprehension**, students will understand standard English spoken in and out of the classroom and obtain strategies for effective note-taking for specific academic material.
3. In **speaking**, students will be able to appropriately respond orally to the demands of college life and college-level classes, including oral classroom responses, speeches, and presentations.
4. In **writing**, students will be able to produce appropriately clear, grammatically correct and coherent responses to in-class and/or extended assignments.
5. In **academic awareness**, students will understand the importance of and methods for supporting ideas with a variety of sources and referencing those sources accurately.

Course Objectives:
Students will:

1. Develop writing skills covering a range of academic rhetorical modes;
2. Learn and apply grammatical constructions which support particular rhetorical modes;
3. Identify and work to correct deficiencies in the application of grammatical skills and principles;
4. Learn to develop ideas effectively into a variety of types of effective paragraphs;
5. Summarize short writings;
6. Express ideas clearly and accurately in writing and speech using critical thinking; and

7. Develop classroom skills in an academic environment, including participation in class and group discussions.
8. Cite sources more effectively which involve paraphrasing the writing through understanding and having a sense of purpose for writing.

Course Outcomes:
This course contributes to the students' acquisition of 2 of the 5 Program Objectives for exiting the ESL program. This course develops the students' writing and academic awareness for Program Objectives #4 and #5.
Students who successfully complete this course will be able to:

1. Recognize and demonstrate progress in using appropriate word forms;
2. Recognize and demonstrate progress in using common verb tenses, irregular verbs, subject-verb agreement, pronoun agreement, and punctuation;
3. Successfully correct common grammatical errors in their own writing;
4. Recognize and successfully use many rhetorical signals appropriately;
5. Use writing strategies to write both in and out of class compositions effectively and efficiently;
6. Write coherent paragraphs showing attention to appropriate organization for the task.
7. Cite sources effectively when using others' words or ideas.

Catalog Description: This course is designed to help students gain intermediate writing skills in academic contexts; this course will focus on writing well-developed short paragraphs with sentence variety, fluency, intermediate vocabulary, and standard conventions of English. Students will be exposed to the writing process and will be expected to produce prewriting activities, drafts, revisions, in addition to final drafts of academic writing.

Course Prerequisite: COMPASS ESL combined test score 57-72 or above, or a Grade B or above in ESL 0350 (Basic Writing, offered based on sufficient student need.)

Required Textbook and Materials:

1. *Hogue, A.& Oshima, A. (2006/2007). Introduction to Academic Writing, 3rd Edition, Level 3.* Pearson Longman. Textbook Prices may vary from $8.00 (Previously Owned) - $42.00+ (New)
2. *Study Dictionary of American English*. Pearson Longman. This will be helpful in many classes. √ **bestbookbuys.com** Prices may vary from $8.00 (Previously Owned) - $25.00+ (New)
3. Note Book
4. 2 pocket, 3 clasp folder with lined paper
5. Pen / pencil

Textbook Detail: (REQUIRED) Introduction to Academic Writing, Level 3
EDITION/COPYRIGHT: 3RD 2006/7
Textbook Color: BLUE **AUTHORS: Hogue, A. & Oshima, A.** **PUBLISHED DATE: 2006 or 2007**
ISBN: 0131933957

$42.00 **Pricing Disclaimer**

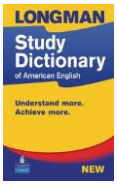
New Pricing is subject to change without notice. All totals are calculated using new prices, as we cannot guarantee the availability of used

books. Pricing changes often occur daily. We make every effort to ensure the accuracy of the pricing on this web site:

<http://bookstore.dixie.edu/SelectTermDept.aspx>

Summary

The Third Edition of Introduction to Academic Writing, by Alice Oshima and Ann Hogue, continues in the tradition of helping students to master the standard organizational patterns of the paragraph and the basic concepts of essay writing. The text's time-proven approach integrates the study of rhetorical patterns and the writing process with extensive practice in sentence structure and mechanics. **Features of the Third Edition**: A step-by-step approach guides students seamlessly through the process of writing. Clear, succinct explanations help students to understand and apply key concepts and rules. Numerous models and varied practice support students at all stages of writing. NEW instruction and practice in summary writing prepare students for academic work. NEW Try It Out! exercises give students opportunities to assess mastery of skills. NEW self-editing and peer-editing worksheets motivate students to revise their work.



Study Dictionary of American English. Pearson Longman. Dictionary. **DICTIONARY COLOR: YELLOW**

√ **bestbookbuys.com** Prices may vary from $8.00 (Previously Owned) - $25.00+ (New)

My Responsibilities to You: I will be prepared and on time for each class. I will return your work in a timely manner after carefully evaluating it based on the guidelines I will give you before you turn in the work. I will be available during my office hours unless I tell you otherwise, and often at other times. I will respond to your emails, phone calls, and text messages in a timely manner (not necessarily within hours). I will work to ensure that you have the opportunity and tools to learn the skills that this class represents as what you will need to succeed in a regular English writing class.

Faculty and student code:

All students and faculty members are expected to maintain professional behavior in the classroom setting, according to the rights and responsibilities listed in the *Dixie State College of Utah Policies and Procedures Manual.* Students should read the Code carefully and know they are responsible for the content. (Go to http://www.dixie.edu/humanres/pol.html and click on the sections on the left-hand side.)

Responsible use of technology: If students are found abusing the technology in any way, (including physically abusing or using the technology to access inappropriate material), students will no longer have access to the technology.

Dishonesty: ***Dishonesty will NOT be tolerated in any form. Any student cheating on an assignment or test will receive a zero for that assignment or test. Giving as well as receiving information is dishonest.***

Respect for Others: Please plan to arrive on time and be prepared. Additionally, please feel free to offer your opinions and questions to the class, but do not carry on side discussions. Please refrain from text messaging. In general, students may ***NOT*** engage in an activity which the instructor deems disruptive or counter-productive to the goals of the class. Instructors have the responsibility to remove offending students from the class. It is a vital part of our learning environment that everyone feels comfortable making mistakes; it is the only way to truly learn a new language. Comments and attitudes in our classroom need to maintain an environment of encouragement and safety.

Repetition of offensive behavior may result in expulsion from the class.

Computer Lab: The Computer Lab has **2 locations** in the **(1) Smith Computer Center & (2) Dixie State University Library on the 2nd Floor (Library Main Floor) in the Jeffrey R. Holland Centennial Commons Building**. For more information go to http://new.dixie.edu/cit/cis/ for the Smith Computer Center information & http://library.dixie.edu/ for the DSU Library info.

Disability Resource Center (DRC): If you suspect or are aware that you have a disability that may affect your success in the course, you're strongly encouraged to contact (DRC) located in the **North Plaza Building**. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. You may call (435) 652-7516 for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973. For more information go to http://dixie.edu/drcenter

IT Student Help Desk: - The Helpdesk is located in the **Smith Computer Center in the north-west corner of the computer lab.** A technician will be available Monday through Friday, 8:00 AM to 8:00 PM to assist you in your technological needs.
The Help Desk can also be reached at **(435) 652-7951** and through email at: helpdesk@dixie.edu Email is the preferred method and is easier for our techs to check regularly. Please include your full name, student ID number, and phone number when contacting the Helpdesk. Computers and technology are a necessary part of today's learning environment. They are here to provide assistance with Blackboard Vista, Dmail, laptop assistance/student laptop lease program, RedStorm wireless configuration/ other wireless concerns or issues, software resources for students, Student Services, Wimba, and any other technical troubleshooting for which you may need help. For more information go to dixie.edu/helpdesk

Library: The Dixie State University Library is located in the **Jeffrey R. Holland Centennial Commons Building on the following floors: Mezzanine & 3rd Floors; & 2nd Floor (Library Main Floor & Library Classroom);** A copy of the text for in-house use only is at the Reserve Desk in the Library. For more information concerning the library and hours of operation go to http://library.dixie.edu/

Testing Center: The Testing Center is located **in the North-East Corner of the North Plaza Building (On the corner of Tabernacle and 1000 East - Entrance is located on the East side of the building).** For more information go to http://new.dixie.edu/testing/

Tutoring Center: The Tutoring Center is located on the **4th floor (Room #433) of the Jeffrey R. Holland Centennial Commons Building**. Drop-in mathematics tutoring is available. The tutoring schedule is posted at the sign-in desk in the Tutoring Center. The center is free and open to all students. Improve your study skills and clarify concepts and class material. For more information go to http://dixie.edu/tutoring/index.htm

Writing Center: The Writing Center is located on the **4th floor (Room #421) of the Jeffrey R. Holland Centennial Commons Building** if you need assistance with a written assignment in any class. (***Writing Center's mission statement:*** "Our mission is to help you become a better writer by approaching your assignments as a process of invention, writing, and revision.") For more information go to: Writing Center: <http://dixiewritingcenter.com/> Purdue OWL - <https://owl.english.purdue.edu/> ***Please use this valuable resource often!*** You ***will be required*** to use this resource or the ESL tutoring center in the International Student Services Center several times as part of assignments.

dmail: Important class and college information will be sent to your dmail email account. This information includes your DSU bill, financial aid/scholarship notices, notification of cancelled and dropped classes, reminders of important dates, deadlines, events, and other information critical to your success in this class and at DSU. All DSU students are automatically assigned a dmail account. If you do not know your user name and password, go to www.google.com/a/dmail.dixie.edu and select "dmail" for complete instructions **OR visit** go.dixie.edu/mydixie and follow the respective instructions. You will be held responsible for information sent to your dmail, so please check it often during the semester.

Changing your schedule: It is your responsibility, as the student, to ensure the accuracy of your class schedule**.** Be sure to check at the beginning of the semester and after every change you make to your schedule. Run a hard copy and keep the schedule!

Withdrawing from or dropping a class: If you never attend a class, the instructor may withdraw you from the class. If you attend even one day, the instructor cannot withdraw you from the class. Since not all instructors will withdraw you for non-attendance, you should take care of that transaction for yourself by going to the registration window. If you quit attending & do not withdraw from class, you will receive a WF or F which averages into your GPA as an F.

Complete Withdrawal: Dropping all classes by phone or online does not withdraw you from the college & you may receive all F's. You must contact the Advisement Center, complete a withdrawal form, & surrender your student ID card.

Changes: Although unlikely, this syllabus and/or the assignment schedule may be changed if deemed necessary by the instructor. All changes will be announced in class. Absenteeism is ***NO EXCUSE*** for not being aware of the changes.

Receiving your grades at the end of the semester: Your course letter grade will be posted on the internet grading program as soon as the Final Exam has been graded & the overall course average calculated. This usually occurs within 48 hours after the Final Exam has been taken. You can receive your grades earlier if you submit a student evaluation.

*****Please see the syllabus link*** http://new.dixie.edu/reg/faculty/?page=Syllabus **for extra syllabus information.****

Important Dates

Jan 6 – Class Begins
Jan 9- Last Day to Waitlist
Jan 10- Last Day to Add Without Signature
Jan 15 – Drop / Audit Fee Begins ($10 per class), Residency Application Deadline
***Jan 20 –* NO CLASS** *Martin Luther King Day, Holiday*
Jan 21- $50 Late Registration/Payment Fee
Jan 27- Last Day to Drop Without Receiving a "W", Last Day for Refund & Pell Grant Census
Jan 29 - Courses Dropped for Non-Payment, Last Day to ADD/Audit Classes
Jan 31 – Last Day to Add/Audit, Associate's degree Graduation Deadline for Spring '14
***Feb 17 –* NO CLASS** *President's Day, Holiday,*
Feb 20 – Mid Term Exam
Feb 24 – Mid Term grades due
Feb 28 - Last Day to Drop Individual Class, Bachelor's degree Graduation Deadline for Spring
Mar 10 - 14 –* NO CLASS *Mid Term Break
Mar 17 – Fall 2014 class schedule available online
Mar 20 – Summer Registration open to all students
Mar 28 – Last Day for Complete Withdrawal
Apr 10 – Autumn Registration open to all students
Apr 23 - Class work Ends
Apr 24 – Reading Day
Apr 30 - Final Exam 10:00 AM to 12:00 in this room
May 1 - Grades Due 5:00PM
May 2 - Commencement

Tentative Study and Assignment Schedule

Tentative *(this means it can change)* **Class work, Homework, & Test Schedule**

Monday	**Tuesday**	**Wednesday**	**Thursday**
Jan 6 * First Day of Class* **Pretest, Honor Code, Introduction**	7 Chapter 1	8	9
13 Chapter 2	14	15	16 First Draft DUE: Narrative Paragraph
20 **MLK Holiday** **No Class**	21 Chapter 3	22	23 Revisions DUE: Homeland and Narrative Paragraphs
27 Chapter 4	28	29	30 First Draft DUE: Descriptive Paragraph Revisions DUE: Homeland and Narrative Paragraphs
Feb 3 Chapter 5	4	5	6 First Draft DUE: Logical Division Paragraph Revision DUE: Descriptive Paragraph
10 Chapter 6	11	12	13 First Draft DUE: Process Paragraph Revision DUE: Logical Division Paragraph
17 **President's Day** **No Class**	18 Chapter 7	19	20 First Draft DUE: Compare/Contrast Paragraph Revision DUE: Process Paragraph Mid Term
24 Chapter 8	25 .	26	27 First Draft DUE: Definition Paragraph Revision DUE: Compare/Contrast Paragraph
Mar 3 Chapter 9	4	5	6 First Draft DUE: Introduction and Conclusion Paragraphs Revisions DUE: Definition plus 3 Paragraphs for essay

10 **Spring Break** **No Class**	11 **Spring Break** **No Class**	12 **Spring Break** **No Class**	13 **Spring Break** **No Class**
17 Chapter 10	18	19	20 First Draft DUE: References Revision DUE: 5 Paragraph essay
24 Discuss Needed Issues with Essay	25	26	27 Revision DUE: 5 Paragraph essay
31 Discuss Needed Issues with Essay	**Apr** 1	2	3 Revision DUE: 5 Paragraph essay
7 Discuss Needed Issues with Essay	8	9	10 Revision DUE: 5 Paragraph essay
14 Discuss Needed Issues with Essay	15	16	17 Revision DUE: 5 Paragraph essay
21 Discuss Needed Issues with Essay	22	23 **Last Day of Class**	
		30 Final Exam 10:00 – 12:00	

Assignment Schedule

Grading		Point Distribution		Percent Needed for a Specific Grade
Attendance	**2 points per day**	**/200**	**20%**	*A = 93 – 100%*
10 Paragraphs	**5 points per paragraph**	**/ 50**	**5%**	*A- = 90 – 92%*
Revisions	**10 points when to the standard**	**/200**	**20%**	*B+ = 87 – 89%*
Quizzes	**2 points per quiz**	**/ 50**	**5%**	***B = 83 – 86%****
Worksheets	**4 points per concept**	**/150**	**15%**	*B- = 80 – 82%*
Midterm	**Feb 20th**	**/100**	**10%**	*C+ = 77 – 79%*
5 Spotlights	**10 points per spotlight**	**/ 50**	**5%**	*C = 73 – 76%*
Final Exam	**Apr 30th**	**/200**	**20%**	*C- = 70 – 72%*
				D+ = 67 – 69%
				D = 63 – 66%
				D- = 60 – 62%
				F = below 60%

Final points /1000 = ___ % = ___

830 points is 83%. An **83%** is required to allow you to proceed to Advanced Academic Writing.

Course Assignments and Assessments:

Class Structure: Most classes will be composed of lecture, readings, and student responses and will cover a significant part of a chapter in the text. Missing class means missing critical discussions and assignment explanations. Avoid absences.

Attendance Policy*:*

You will receive a grade reduction for every absence.

Attendance can affect quizzes, tests, and group work during class meetings. Information for the tests will be given in class. If you do not receive that information, you must get it from the text on your own. Language learning benefits most from consistent exposure and production of

the target language in an appropriate setting, so being in class and prepared is essential. Sometimes, an absence is beyond your control (such as a subpoena, hospital confinement, National Guard duty, school related activities, and field trips).You will know about most of these in advance and can make plans with me if they occur on a test day. Written documentation will be needed in order to be given the opportunity to remove or replace a score of zero for missed work.

Policy for Absences Related to College Functions:
http://www.dixie.edu/humanres/policy/sec5/523.html

10 Paragraphs:

You will write 9 paragraphs and a Reference Page which correspond with instruction in the chapters. You are to read the assigned chapters prior to the beginning of the class in which they will be introduced. Come prepared to ask questions about what was not clear from the reading. You will have a writing assignment with each chapter. Paragraphs are worth 5 points each.

Revisions:

Every paragraph assignment will be followed with a revision assignment in which you correct errors in the initial draft. Revisions must be typed in the correct format. A paragraph revision can be submitted more than once. When revisions meet the standards in the corresponding chapters, they will be given 10 points each.

The Final Project is made up of 5 of the paragraph assignments. This 5 paragraph essay will be revised 5 times, each revision being worth 20 points.

Revisions will not be accepted unless stapled to the original draft or most recent revision.

Quizzes:

Quizzes are on concepts from the textbook. Quizzes are worth 2 points each. You will receive full points when you take a quiz no matter the raw score. When quiz results indicate that a student does not yet understand the concept, worksheets are assigned on the corresponding concept until mastery is achieved. 100% on a quiz may result in 100% for corresponding unassigned worksheets.

Worksheets:

Students will be assigned worksheets on concepts from the textbook until mastery is achieved. Four points per concept.

Spotlights:

Each student is to review 5 concepts from the textbook by making 5 class presentations. Spotlights needn't be lengthy but should explain the concept thoroughly. Each spotlight is worth 10 points.

Late Work Policy:

Late work is accepted for full credit; however, work turned in after the posted due date may or may not be graded in time to be calculated into the midterm or final grades for the class.

Mid-Term Exam & Final Exam:

A comprehensive Mid-Term Exam will be given in accordance with DSU's policy on

Thursday, 2/20/2014 during class & & Final Exam **Wednesday, 4/30/2014 at 10:00. (*NO* changes for the Final.)**

Grammar Grading

This is the grammar grid. The abbreviations are what I will use when editing your papers. Mark the ones you especially need to work on.

Error:		
Run On ***RO***		
Fragment ***Frag***		
Comma Splice ***CS***		
Comma ***C***		
Apostrophe ‘		
Capitalization **x**		
Other Punctuation		
Word Form ***WF*** **Word Choice** ***WC***		
S/V Agreement ***S/V*** **Verb Tense** ***VT***		
Pronoun ***PRO***		
Point of View Shift (using ‘you’) ***POV***		
Spelling ***SP***		
Missing word		
Extra Word		
Word Order WO		
Other:		

Assignment Model

M. Thayer (Your Name)

ESL 1550 (Course)

May 28, 2013 (Date Turned in)

Revision of Homeland Paragraph (Name of the Assignment)

(leave one space)

The Essence of Formatting (Title is Centered)

Formatting is an easy but essential skill to learn. Type all serious work on standard 8 ½ by 11 inch paper. Use Times New Roman font, 12-point. Double space the body of your paragraphs and essay. Do not boldface, enlarge, nor underline. Keep a standard 1-inch margin around your text. Notice the group of items in the upper-left corner of this paper. This is the heading. Notice that the heading is single spaced. All of your papers for this class are specified with the heading which includes your name, course, date, and assignment. Skip a line before the title, which should be centered and correctly capitalized (first word, then all other words unless they are articles or prepositions). Indent the first word of each paragraph. Do not print or photocopy on the back of your paper. For multiple page essays, place page numbers at the bottom middle of each page. Once you have used the correct format a few times, it will become second nature, and free points!

ESL 1550
Final 5 Paragraph Essay Rubric

	Possible Score	Actual Score
Format. Page 5 – 30 Points		
Heading: Single Spaced, Name, Course, Assignment, Date	10	_____
Title Centered, Indent paragraphs	5	_____
1 Inch Margins, Double Spaced	5	_____
Times New Roman, 12 Point Font	5	_____
Page Numbers at Bottom of Pages	5	_____
Punctuation and Mechanics – 20 Points		
Capitalization. Pages 7-8	5	_____
Commas. Page 25, 33, 101, 131, 132, 187, 192-193	5	_____
Apostrophe. Page 51, 188	5	_____
Quotation Punctuation. Page 175, 188	5	_____
Sentence Structure – 30 Points		
Complete Sentence. Page 11	5	_____
Subject/Verb agreement. Page 11	5	_____
Compound Sentences with Coordinating Conjunctions. Page 30, 69	5	_____
No Run-ons, Comma Splices, nor Fragments. Pages 14, 87-88	5	_____
Complex Sentences. Pages 99-101	5	_____
Pronouns 79, Appositives, Adjective Clauses p 127, 130-139: used properly	5	_____
Organization – 120 Points		
Introduction paragraph. Pages 148, 150-151		
AGD, transition, thesis, justification, pre-view	25	_____
3 Body Paragraphs		
Topic Sentences. Page 34	15	_____
Supportive Sentences are organized. Pages 44, 65	15	_____
At least 1 Quotation. Pages 174-175	5	_____
At least 1 Statistic. Pages 176	5	_____
Paragraph Unity. Page 67	15	_____
Concluding Sentences. Page 47	15	_____
Signals. Pages 192-193 and Transitions Sentences. Pages 156-7	5	_____
Conclusion paragraph has summary, thesis, definitive end. Page 153	15	_____
References. At least one source citation	5	_____
Plagiarism	-150	_____
Grand Total – 200 Points	200	_____

Page numbers indicate where to find the text's explanation of the requirement.

Revised 12-3-13

This is your copy.

SUBMITTED HONOR POLICY & PLEDGE

DSU ESL HONOR POLICY & PLEDGE: As a student in the ESL Program at Dixie State University, I understand that it is against school policy to use others' work as my own or to **CHEAT** on homework or tests. If I violate this policy, I know I'll receive a **ZERO GRADE** on the assignment. This could result in **FAILURE** of the class. **I promise not to cheat nor plagiarize in any work turned in – either for myself or another's credit.** I also agree to treat others with respect by actively and politely listening when they are speaking and not acting in a way which would make them feel unwelcome in our community of learners.

Printed Name: _____ Class: _____

Signed Name: _____ Date: _____

Mrs. Thayer's copy to be kept on file.
Detach on dotted line.

…….

DSU ESL 1550-01 Spring 2014

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Printed Name: _____ Class: _____

Signed Name: _____ Date: _____

Pretest
ESL 1550 Intermediate Academic Writing

Name: _____ Date: _____

Best contact Information: _____

Write a paragraph about your homeland.

_____

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***On the back**, please write anything you think I should know to help you be most successful in this class.*