

**COLLIN COLLEGE COURSE SYLLABUS**  
**ESLG 0305. S03 MWF 11:00-11:50 AM**

**Semester/Year:** Spring, 2017

Course Information
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**Course Number:** ESLG 0305.S03 MWF 11:00-11:50 AM

**Course Title:** Grammar for Non-Native Speakers, Intermediate I

**Course Description:** Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. Instruction for non-native speakers of English in all verb tenses (to include past, present, future in simple progressive and perfect forms), passive voice and modals. Course content supports ESLW 0305 objectives for grammar usage. Lab required.

*Note: May not be used to satisfy the requirements of an associate degree. Developmental courses may be taken for a combined total of no more than 27 credit hours. In addition, you may repeat this course only once after receiving a grade, including "W" or pay an upcharge. If you drop this course before census day, it will not count against you.*

**Course Credit Hours:** 3 Lecture Hours: 3 Lab Hours: 1

**Placement Assessment: Placement in ESLG0305.** Consult the ESL Testing Coordinator if you have questions about an assessment level.

\* **Prerequisite:** Placement in ESLG 0305

**Student Learning Outcomes:**

• **State-mandated Outcomes:** Upon successful completion of this course, students will: 1. Use verb tenses and voice with proficiency. 2. Use simple, compound, and complex sentences structures including phrases and clauses with proficiency. 3. Use parts of speech (nouns, pronouns, verbs, adjectives, adverbs, prepositions, interjections, conjunctions) and determiners (quantifiers, articles, demonstratives, possessives) appropriately and with proficiency. 4. Use appropriate word choice, word form, and word order with proficiency. •**Additional Collin Outcomes:** Upon successful completion of this course, students will be able to understand and apply the following grammar structures in spoken and written discourse: verb tenses, verbs in context, passive voice, and modals.

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**DE Administrative Withdrawal:**

Administrative Withdrawal: Participation in class is an essential requirement of this course. Maintain contact with your professor if you are not able to attend class or complete an assignment on time. If

you miss more than 20% of the meetings of a Developmental Education class between the beginning of class and the college withdrawal date, you may be administratively withdrawn from this class. Administrative withdrawal may have academic, financial, financial aid, and visa implications. It will count toward Collin's Repeat Policy and the 27-hour limitation on Developmental Education courses. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy, please contact your professor.

**Repeat Policy:** Beginning Fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Please see the "Repeating Courses" section of the Fall 2016 Registration Guide for more information.

**Method of Evaluation:** The final grade in this course will be a weighted average based on the following. Grades will be available in Canvas.

50% Final exam

30% Tests, Class Work, Participation, Attendance, and Homework

10% Quizzes

10% Completion of Lab Assignments: 4 Lab Reports will be due throughout the semester. (see Course Calendar for lab due dates.) Lab assignment specifics and log in instructions will be provided in class during a lab orientation.

You will receive a handout with all the lab options and instructions.

**Grading Policy:** Grade AD, BD, CD, FD or I will be awarded. A grade of "DD" will **not** be awarded.

<b>AD</b>	90% average or more on graded assignments
<b>BD</b>	80%-89% average on graded assignments
<b>CD</b>	70%-79% average on graded assignments
<b>FD</b>	Less than 70% average on graded assignments
<b>W</b>	Withdrawn

Students who are concurrently enrolled through Continuing Education have the same requirements for performance as students who are registered for credit. Non-credit students will receive their grades by mail from the Developmental Education Division.

**Course Requirements:** In order to successfully complete this course, students must do the following:

- Attend class regularly (See attendance policy.)
- Complete tests, quizzes, class activities, lab assignments, and homework.
- Complete the departmental final exam. (*Final exam must be taken on the scheduled test dates.*)

## INSTRUCTOR

**Instructor's Name:** Linda Kapocsi

**Office Number:** SCC K219, inside Suite K216

**Office Hours:** M 8:20-8:40; 12:20-12:40, TU 11:30-12:40, W 8:20-8:40; 12:20-12:40, TH 11:30-12:40,  
F 8:20-8:40; 12:20-2:20

**Phone Number:** 972-578-5528 **Email:** [lkapocsi@collin.edu](mailto:lkapocsi@collin.edu)

**Website:** <http://iws.collin.edu/lkapocsi/>

**Class Information:**

**Section:** S03

**Meeting Times:** Mondays, Wednesdays, and Friday's 11:00-11:50 AM

**Meeting Location:** SCC BB122

**Course Resources:** *Understanding and Using English Grammar with Answer Key* and Access Code for MyEnglishLab

**Supplies:** 6 Form 882E Scantrons, a 3-ring notebook/binder, notebook paper, pencil, pen, eraser, highlighter, a small stapler, a paperback dictionary of your choice (English only and/or bilingual)

**Attendance Policy:** Attend class regularly with no more than three hours of absences. Students are expected to attend each class and to arrive on time. Each absence beyond **three class hours** will result in the final grade being lowered. If a student is **late or leaves class early** three times, it will count as one absence. If a student is absent, it is his/her responsibility to ask the instructor or classmates about missed assignments.

### **Classroom Expectations**

#### **Cell Phones, Pagers, Laptops, and Headphones in Classrooms Policy**

Cell phones and pagers should be turned off and put away at all times during class times. Do not answer your phone during class time, send or check text messages during class, or leave the room to answer or make phone calls. Headphones are not to be used in classrooms and computer labs and should be put away during class times. Laptops must be put away at all times in this class, unless you have permission to use them for a project. 7-2.4S, pp. 194-5 in the Student Handbook: "Collin College may initiate disciplinary proceedings for student violations, including, but not limited to, a student who: engages in the use of media or telecommunications devices during class, Collin College labs, and/or other learning environments. In addition, all media and telecommunication devices must be completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room."

#### **Classroom Courtesies**

In this class, we treat others as we would like to be treated. Respect and courtesy are expected towards the professor and other students at all times. Any disruptive or rude behavior will not be tolerated. I do not allow food or drinks in our computer labs. As for the classroom, you may bring food and capped/covered drinks as long as they don't bother anyone else and as long as you clean up after yourself.

**ACADEMIC ETHICS:** Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, faculty are requested to delay posting a grade, for the academic work in question, until the Dean of Students Office renders an administrative decision of the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate penalty.

**Late Work**

Late work is not accepted. Tests cannot be made up. Near the end of the semester, there will be an opportunity to complete three optional assignments that can replace your three lowest non-test grades.

**Note: The instructor reserves the right to make changes to this syllabus during the semester. Changes will be communicated in a timely manner.**

**Assignment Calendar**

**Course Calendar**

Meet in SCC BB122 for class unless noted below:

WEEK	LESSON TOPICS:	ASSIGNMENT DUE DATES:
Jan. 16-20	<b>MLK Holiday Jan. 16- No Classes</b>  Introductions; Orientation; Chapter 1; Introduce Lab Instructions	1. Purchase required course materials 2. Determine username and password for Cougarweb and Canvas 3. Get a Student ID Card in SCC F130. 4. Register for CougarAlert. <a href="https://www.collin.edu/cougaralert.html">https://www.collin.edu/cougaralert.html</a>
Jan. 23-27	Chapters 1 and 2  <b>Jan. 27 : Meet Lab I230</b> - Lab Orientation (Cougarweb, Canvas)	Complete MyEnglishLab exercises Chapter 1.
Jan. 30-Feb. 3	Chapter 2; Review Chapters 1-2  <b>Feb. 3: Meet Lab I230</b>	Complete MyEnglishLab exercises Chapter 2.
Feb. 6-10	Quiz Chapters 1-2  Chapter 3  <b>Feb. 10: Meet Lab I230</b>	Due Feb. 6: Lab Modules 1- Chapters 1-2 Due Feb. 6: Quiz 1: Chapters 1-2
Feb. 13-17	Chapters 3 and 4	Complete MyEnglishLab exercises Chapter 3.
Feb. 20-24	Chapter 4 and Review Chs. 3-4	Complete MyEnglishLab exercises Chapter 4.
Feb. 27-Mar.3	Quiz Chs. 3-4	Due Feb. 27: Lab Modules 2 –

	Chapter 5	Chapters 3-4 Due Feb. 27: Quiz 2: Chapters 3-4
Mar. 6-10	<b>Spring Break Mar. 6-9– No Classes; Campuses closed/No Classes Mar. 10-12</b>	
Mar. 13-17	Review Chs. 1-5 Midterm Exam Chapter 11 Mar. 17 – Last day to withdraw from classes	Due Mar 15: Midterm Exam
Mar. 20-24	Chapter 11 <b>ESL Dept. Party Thurs. March 23 SCC Conference Center A Bldg</b>	Complete MyEnglishLab exercises Chapter 11.
Mar. 27-31	Take Quiz 3 Chapter 9	Due Mar. 27: Lab Modules 3- Chapters 5 and 11 Due Mar. 27: Quiz 3 Chapters 5 and 11
Apr. 3-7	Chapters 9 and 10	Complete MyEnglishLab exercises Chapter 9.
Apr. 10-14	Review Chapters 9-10 <b>Apr. 14-16 – Spring Holiday – Campuses Closed/No Classes</b>	Complete MyEnglishLab exercises Chapter 10.
Apr. 17-21	Take Quiz 4 Review Chs. 1-5, 9-11	Due April. 17: Lab Modules 4 – Chapters 9-10 Due Apr. 17: Quiz 4 Chapters 9-10
Apr. 24-28	Cumulative Exam Review for Final Exam	Due April 24: Cumulative Exam Ch. 1-5, 9-11
May 1-5	No Class  Take Final Exam in the Testing Center	<b>Due May 3-4: Final Exam in the SCC Testing Center- take anytime on May 3-4</b>
May 8-12	No ESL Classes	No ESL Classes

**Final Grades:**

To obtain your final grade for each course, check the Cougarweb home page, under the heading “Student Quicklinks”. Click on “Final Grades” at the end of week 17. Remember, your final average grade (A, B, and so on) will be followed by the letter “D” which stands for “Developmental Course”. The “D” isn’t part of your grade but just shows that this course was a developmental course. You can also see your final exam grade and your final average in Canvas Grades.