

Clarendon College  
ESOL 0304  
Fall 2010

ESOL Writing and Grammar I  
ADMIN 103

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Office Location: Clarendon College Library  
Office Hours: 8:00 am to 5:00 pm Monday through Friday, or by appointment.

Text: ISBN 139780131957343  
Azar, Betty Schramper and Stacy A. Hagan. (2006) *Basic English Grammar*. (Third Edition).  
White Plains. NY: Pearson Education.

Course Description:  
Students will learn basic form, meaning, and structures of the English language through reading and speaking. Students will be able to summarize selected readings both in writing and orally.

Course Objective:  
Students will read, speak and comprehend English at both a basic interpersonal level and an academic level. Students will also learn about culture in relevant ways.

Methods of Instruction:  
Students will read from a variety of genres including but not limited to children's books, recreational magazines, and external language learning materials. Students will comprehend the main idea of the readings and be able to present a summary in writing or aloud after each reading. Weekly assignments will be given to measure the progress of each student.

Grading:  
Daily Participation:50%  
Tests:50%

Procedures:  
Students are required to complete all coursework and participate in class discussions.  
No late work will be accepted without prior approval.

Cheating:  
Cheating violations include but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise or homework assignment before it is given; (3) using an unauthorized source of information during an exam; (4) entering an office or building to obtain an unfair advantage; (5) taking an examination for another person; (6)

completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an exam; and (9) plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of the course will file a report with the Dean of Students when a student is caught cheating. The report shall include the course, instructor's name, student's name, and the type of cheating involved. Students who are reported to the Dean of Students for cheating more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

**Accommodations Statement:**

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (874 – 3571 or 1 800 687-9737). We will work with you to make whatever accommodations are necessary.

**Withdrawal:**

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's office. It must include the student's signature, current address, social security number, phone number, and course names and numbers of the course(s). The date postmarked on the envelope will be the official date for withdrawal. Students who withdraw after the census date or on or before the last day designated to drop a class designated in the college calendar will be assigned a grade of "W".

**Course Outline:**

Students will receive a course outline and schedule at the first ESOL 0304 Lab Meeting.