

**Syllabus**  
**E.S.O.L 0303 – Writing and Grammar (Lec. & Lab.)**  
**3 Semester Credit Hours**  
**Clarendon College**

Course Name: ESOL 0303 Writing and Grammar

Semester: Fall 2023

Instructor: Bruno Castel

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Office Hours: MWF 11:00 am – 12:00 pm

T TH 1:00 pm – 3:00 pm and 4:00 pm to 5:30 pm

**Required Instructional Materials:**

Textbook: Grammar and Beyond 1. ISBN: 978-1-107-69571-9 Published by Cambridge University Press.

**Other Instructional Material:**

Dictionary: Native Language-English/English - Native Language. 40,000 entries minimum.

Online grammar workbook – Access Code. Writing Skills Interactive 1. Cambridge University Press

**Course Description:**

This is a multi-leveled class of students with varying English proficiencies. It is designed to allow students to grow in their English skills at a pace that best fits their learning style and needs.

**Methods of Instruction:**

- The class will consist of traditional lecture and discussion.
- Vocabulary and grammar textbook exercises.
- Writing exercises.
- Power Points, and online activities.

### **Course objectives:**

This ESL basic grammar and writing course will provide an introduction to the basics of American English grammar and writing. We'll be covering the following topics in detail:

- review the basic English structure in the form of nouns, verbs, prepositions, adjectives and adverbs
- review the proper use of pronouns, prepositions, and conjunctions
- practice sentence structure and mastering subject-verb agreement
- cover writing basics
- improve reading comprehension
- increase your vocabulary
- learn how to write clearly and more effectively
- learn how to organize your thoughts and write a personal or business letter
- students will write on a variety of topics: personal narratives, descriptions, reports, and reflections based on the literature. They will also have the opportunity to create their own writings.

### **Learning Outcomes:**

Writing for Non-Native Speakers Focuses on strategies and techniques of writing and composition.

Open only to non-native speakers.

Approval Number.....	32.0108.54 12
maximum SCH per student.....	9
maximum SCH per course .....	3
contact hours per course.....	96
Learning Outcomes Upon successful completion of this course, students will:	

1. Write a clear, well-organized, multi-paragraph essay using a logical sequence in a prescribed rhetorical mode.
2. Demonstrate ability to use the writing process by generating ideas, drafting, revising, and editing.
3. Demonstrate functional vocabulary knowledge in a variety of contexts at a level appropriate for college level courses.
4. Write coherent and cohesive sentences in a variety of common patterns.

5. Recognize and use proper English mechanics.

6. Demonstrate proficiency in basic skills related to research-based academic writing, such as paraphrasing, summarizing, quoting, and citing sources according to prescribed style guidelines.

### **Grading Policy:**

The final semester grade will be figured as set in the current catalog:

90 to 100= A      80 to 89= B      70 to 79= C      60 to 69= D      below 60= F

A student's final grade will be made available through Student Portal at Clarendon College's website.

Your final grade will be determined as follows:

- Participation 10%
- Assignments 40%
- Exams 30%
- Quizzes 20%

No late work will be accepted.

No early finals are given unless permission is obtained by the V.P of Academic Affairs.

### **Withdrawing from the course (Dropping):**

You may drop the course and receive a "W" on your transcript. Please review the Clarendon College student handbook to read about dropping a course, when and how to drop, and the legal consequences according to Texas state law.

### **Academic Integrity Policy:**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty 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) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building

to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, and/or Vice-president. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice-president of Academic Affairs. The Vice-president of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to the Vice-president of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Vice-president of Academic Affairs. If the Vice-president of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice-president is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice-president of Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken. Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

### **Accommodations Statement:**

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Vice-President of Academic Affairs. We will work with you to make whatever accommodations are necessary.

### **Student Rights and Responsibilities**

Student Rights and Responsibilities are listed on the College website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

### **Tentative Course Outline and Schedule:**

Part 1 – Units 1, 2. Completed by September 14<sup>th</sup>.

Part 2 – Units 3, 4. Completed by September 28<sup>th</sup>.

Part 3 - Units 5, 6, 7. Completed by October 12<sup>th</sup>.

Midterm Exam – October 19<sup>th</sup>

Part 4 – Units 8, 9, 10. Completed by November 2<sup>nd</sup>

Part 5 – Unit 11. Completed by November 16<sup>th</sup>

Part 6 – Units 12, 13, 14, 15. Completed by November 30<sup>th</sup>.

Review – Review of Units 1 through 15. Completed by December 1<sup>st</sup>

Final Exam – December 4<sup>th</sup> - 6<sup>th</sup>.

## **Clarendon College 2023-2024 - Calendar**

### **Fall 2023**

Faculty Report .....	Thursday, August 10
In-Service .....	Friday, August 11
Residence Hall Check-In 10:00a.m. – 5:00p.m. ....	Sunday, August 13
Cafeteria Opens for Evening Meal.....	Sunday, August 13
New Faculty Orientation .....	Monday, August 14
Registration.....	Monday & Tuesday, August 14-15
Classes Begin.....	Wednesday, August 16
Late Registration Begins.....	Thursday, August 17
Last Day to Register and/or Add/Drop .....	Monday, August 21
Last Day for Financial Settlement.....	Thursday, August 24
Census Date (12th Class Day) .....	Thursday, August 31
Labor Day (College Holiday – Closed no classes) .....	Monday, September 4
Constitution Day (Celebrated).....	Friday, September 15
Columbus Day & Indigenous Peoples' Day (College Holiday – Closed no classes).....	Monday, October 9
Pre-Registration Begins for Fall Mini 2023 and Spring 2024 .....	Monday, October 23
60% Term Completed.....	Tuesday, October 24
Last Day to Drop a Class with a "W" .....	Friday, November 3
Cafeteria Closes after Lunch .....	Friday, November 17
Thanksgiving Holiday (Closed – no classes) .....	Monday - Friday, November 20-24
Cafeteria Re-opens for Evening Meal.....	Sunday, November 26
Classes Resume after Thanksgiving Holidays .....	Monday, November 27
Fall Commencement Ceremony .....	Friday, December 1
Final Exams. ....	Monday - Wednesday, December 4-6
Cafeteria Closes after Evening Meal .....	Wednesday, December 6
Residence Halls Close at Noon .....	Thursday, December 7
Final Grade Rolls Submitted by 2p.m.....	Thursday, December 7
End of Fall Semester (Grade Posted to Transcripts by 2 P.M.....	Friday, December 8
Nursing Commencement 6pm .....	Friday, December 8
College Offices Close for Christmas Break at 4:00 p.m.....	Friday, December 15
College Offices Re-open after Christmas Break.....	Tuesday, January 2, 2024