



## ESL Writing III



### Course Details

Instructor:	Professor David Hodges
Office & Mailbox::	Jefferson Hall Room 218
Home Office:	(856) 854-8385
Cell Phone:	(856) 979-6653
Email:	<a href="mailto:dhodges@camdencc.edu">dhodges@camdencc.edu</a>
Course Wiki:	<a href="http://writing3spring10.pbworks.com">writing3spring10.pbworks.com</a>
Class Meetings:	Mon, Wed, 1:30PM-2:45PM      Wilson West 204
Office Hours:	Mon, Wed, Noon-1:00PM      Basic Skills Office
Section	ESL 023-04
Course Number	CRN 95442

### Resources

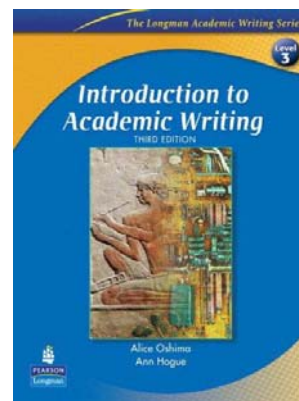
ESL Dept Secretary	ESL Department Chair	Director, International Student Services	Education Specialist (Language Lab)
Christine Miles	Dr. Hoda Zaki	Prof. Jesse Orlando	Prof. Peggy Ramstad
Jefferson 218	Jefferson 202	Community Center 107	Wilson West 211
227-7200 X4271	(856) 227-7200 X4292	(856) 227-2700 X4539	(856) 227-7200 X4336

### Required Textbooks

Alice Oshima  
Ann Hogue  
**Introduction to Academic Writing, Level 3**  
**Third Edition**  
Pearson Longman  
ISBN: 0-13-193395-7

### ESL Dictionary

*Longman Dictionary of American English,*  
*American Heritage English as a Second Language Dictionary,*  
or comparable ESL Dictionary



### Required Materials

1. A supply of lined, 8-1/2 by 11-inch paper. No 3-hole punches. No "spiral litter" allowed!
2. A personal email account where you can receive confidential emails.
3. Internet access to the course Wiki.
4. Microsoft Word for papers written outside of class.

### Course Information

Lecture MW, Spring Session 2010, 3 Credits

### Prerequisites

Placement Testing

**Course Description**

This course will focus on the paragraph. It will introduce the students to the paragraph format, organization, and grammatical structure. The goal of the course is to prepare ESL students for a smooth transition to ESL Writing IV, where strong, well-organized, well-supported paragraphs in a variety of rhetorical modes form the basis for longer essays.

**Objectives (Learning Outcomes)**

Upon completion of this course, you'll be able to:

1. Brain storm, organize, draft and revise a paragraph
2. Recognize features of a good topic sentence
3. Demonstrate the ability to develop good topic sentences
4. Demonstrate the ability to develop supporting details
5. Demonstrate the ability to produce simple, compound and complex sentences
6. Produce a well-developed and organized paragraph

**Course Activities**

Students will engage in a range of learning activities, working in pairs to discuss topics, checking and comparing their writing, etc. You'll write extensively in class, as well as out of class. You'll employ various rhetorical techniques using various grammatical structures.

**Course Outline**

This is not a time-line, just an organized way to present the course material.

1. Demonstrate the ability to brainstorm, organize, draft and revise paragraphs:
  - a. Pre-writing, outlining, drafting, revising and editing, final draft
2. Recognize features of a good topic sentence:
  - a. Correct and incorrect topic sentences and the differences between them
3. Demonstrate the ability to develop supporting details:
  - a. Definition and qualities of major and minor supporting details
  - b. Relevance of major and minor details to topic sentences
4. Demonstrate the ability to produce simple, compound and complex sentences:
  - a. Features of simple, compound, and complex sentences
  - b. Techniques for connecting clauses to form compound and complex sentences
5. Produce a well-developed and well-organized paragraph:
  - a. Correct topic sentences
  - b. Relevant and adequate supporting details
  - c. Coherence through transitions
  - d. Correct grammar and punctuation

**Course Mechanics**

1. Word process (Microsoft Word preferred) and print your writing assignments whenever possible.
2. Bring a printed copy to class the day it's due
3. Check the Course Outline at the wiki often for possible changes to the schedule and substitutions or additions to the required homework assignments.
4. Scrupulously follow the formatting guidelines for every written assignment (See the "Sample First Page" at the end of this Syllabus).

**Assessment of Student Learning Outcomes**

You'll be evaluated on the degree to which you achieve the learning outcomes. Your grades will demonstrate how well you succeed, not how hard you try. Tests, class participation, projects, homework assignments, and essay grades will all factor into your final grade.

1. Regular tests on features of a paragraph on which you achieve at least 75% correctness.
2. In-class timed writing assignments on which you earn at least 75%.

3. Out-of-class writing assignments (one-paragraph essays) that reflect proper paragraph format and use of compound and complex sentences and on which you achieve an overall grade of at least 75%.
4. Once in the first half and once in the second half, you will meet your instructor for an individual conference to discuss your progress.
5. **Department Final Exam.** An in-class, timed essay on a topic chosen by the department, not your professor, will be scored by the full-time faculty.
6. Students who **fail the final** and students with a grade average of **less than a C (75%) must repeat the course.**

### Grading

Essays and Paragraphs	Departmental Essay	Tests	Readings	Quizzes
5 Rhetorical Strategies	In-Class Final exam	Grammar & Style	Wiki Discussion Assignments	Chapter Quizzes
5 Rewrites	Department Mandated			
<b>45%</b>	<b>30%</b>	<b>10%</b>	<b>5%</b>	<b>10%</b>

### Attendance and Participation

1. On-time attendance and participation in all graded activities is required.
2. Students who fail to participate in class or submit papers on time are considered absent.

### Absences Excused and Unexcused

1. **No more than 4 classes** may be missed in a 15-week semester.
2. **Students missing 5 or more classes** (excused or unexcused) will be given N/A or F for the course.
3. **3 late arrivals** (or 3 early departures) equals one absence.
4. The only difference between an **unexcused absence** and a **documented excused absence** is that work missed for excused absences can be made up.

### Make Up Work Due to Absence

1. If you must miss a class for a **documentable** excuse, email me in advance or during your absence to let me know you will be bringing documentation with you when you return to class.
2. I will reply to your email with classwork, assignments, and handouts if any.
3. Visit the Wiki during your absence for your homework.
4. Return to class prepared, with written documentation for your absence.
5. Quizzes missed during your absence can be made up only with documentation.

### Grading Policy for Papers

1. Papers are due on the day they are due, at the beginning of class, on paper.
2. I welcome papers submitted by email, but bring a copy to class also.
3. A 10-point penalty will be assessed for papers less than 24 hours late.
4. A 20-point penalty will be assessed for papers 24-48 hours late.
5. Papers more than 48 hours of the due date will be graded 00/100 but must still be turned in.

### Homework Policy

1. Homework is assigned at the Wiki where participation in discussions is mandatory and graded.
2. Late homework is graded 00/100.

### Grades

A	B	C	D	MP	F
93-100%	85-92%	75-84%	There are no Ds in ESL	60-75% Provisional Grade	Lower than 60%

**MP Making Progress.** Students who earn grades lower than 75% need more time to master the material and will not move on to Comp 1. **If** they score at least 60%, have missed no more than 4 classes, have

turned in course assignments on time, and have sought additional help through tutoring, **they may** be awarded a grade of **MP**. This is neither a passing grade nor a failing grade, but it does not jeopardize a student's F1 status. Students receiving **MP** will be required to repeat the course.

- F Failure.** Students who miss more than 4 classes or who fail to turn in any major essay, including the Departmental Final exam, will **Fail**. Students who do meet these minimum requirements but who score below 75% for the course **and do not show sufficient progress to earn an MP grade**, will **Fail**. Students who commit serious or repeated acts of Academic Dishonesty will **Fail**.
- N/A Not Attending.** This one is dangerous. Twice per semester, professors must post attendance grades. Students not attending classes regularly are given the N/A grade, particularly dangerous for international students whose visas require regular attendance.
- I Incomplete.** *Special circumstances only!* **Students in good standing with at least a B average** who are unable to complete the required work for the course may be given a grade of **I** (incomplete) for severe medical or personal emergencies only, at the discretion of the professor. Students who seek this very special dispensation will present a proposal detailing the missing work and when it will be submitted. Incompletes automatically become **Fs** if work is not submitted on time.

### Departmental Rules and Regulations

1. **Travel Plans:** The final day of class is May 10, 2010. DO NOT make earlier travel plans or flight reservations.
2. **Procedure for Student Complaints:** Discuss your complaint with your professor. If the situation is not resolved, discuss your concern with the ESL Chair. If she cannot resolve your complaint (this is rare) you can take your concern to the Dean.
3. **Students' Code of Conduct** (Student Handbook, pages 39 to 45): Camden County College has a clear code of conduct and a zero-tolerance policy towards misconduct. After a verbal warning, the instructor is authorized to remove students from class for disruptive, hostile or disorderly behavior that threatens others or impedes the teaching and learning process, or for abusive or demeaning conduct toward anyone, or for failure to comply with directions. The instructor may request the assistance of Public Safety to remove the student from class. Removal may result in an automatic grade of "F" for an assignment or for the course. The instructor will immediately file a misconduct complaint with the Dean of Students who will follow the proper procedures to determine whether the student has violated the Code of Conduct, and if so, whether to impose sanctions.
4. **Departmental Exam:** Your departmental exams will be given on Monday, May 10, 2010. This in-class exam is **mandatory for every ESL 5 student**. Failure to take this exam will result in an "F" grade regardless of a student's score on other assignments, tests, homework, etc.
5. **PLAGIARISM:** (College Catalog, Page 29): All students are required to do their own work. **All forms of academic dishonesty are absolutely forbidden.** Students who cheat, plagiarize (intentionally stealing someone else's ideas, writings, essays, etc.) or commit other acts of academic dishonesty, will be subject to immediate disciplinary action, ranging from Failure on an assignment, to Failure for the course, to Expulsion from the College.
6. **Cheating:** Students are not allowed to talk to each other, look at other students' papers or at their notebook/textbook during a test or quiz unless the instructor says otherwise. Students can use their dictionaries during a test/quiz ONLY if the teacher approves it. Students caught cheating may receive a "0" and may not be allowed a make-up test.

# Course Outline

## ESL Writing III

### Changes to Course Outline

Snow days have forced me to revise the outline on FRI FEB 26  
**Changes are in Red.**

Paragraph Assignments ..... are due on **Wednesdays** .

Wiki **Reading** Assignments ..... are due before 11:59 PM Tuesdays (that's Midnight Tuesday).

Grammar & Style **Tests**..... are Wednesdays.

Language Lab Days ..... are Wednesdays.

Chapter **Quizzes** ..... are scheduled, never surprises, **always Mondays**.

Day	Date	Reading Due	Work Due	Classroom Activity
WED	JAN 20			In-Class Writing Sample
MON	JAN 25	<b>CLASS CANCELLED.</b> Class Cancelled due to power outage.		
WED	JAN 27		Report to Language Lab LAB DAY 1	Introduction to the Course Wiki
MON	FEB 01	CHAPTER 1 Paragraph Format	<b>Narrative Essay</b> The Earthquake Story	<b>Chapter Review:</b> Classwork Format, Capitalization Rules, Pronoun Number
TUE	FEB 02	Last Day to Drop Courses for 50% Refund		
WED	FEB 03	CHAPTER 1 Paragraph Format		<b>In-Class Exercise:</b> Combining Simple Sentences into Complex Paragraphs
MON	FEB 08	<b>CHAPTER 2</b> Narrative Paragraphs	<b>Paragraph Exercise</b> Peter, Professional Pitcher	In-Class Grammar Diagnostic <b>In Class Exercise</b> Time Order Signals
WED	FEB 10	<b>CLASS CANCELLED.</b> Class Cancelled due to Snow Emergency		
MON	FEB 15	<b>CHAPTER 3</b> Paragraph Structure	<b>Paragraph Exercise</b> Page 43, "Try It Out!" 5 lists, 5 topic sentences. 5 paragraphs, Yes 5.	<b>Brief Quiz</b> Chapters 1 & 2 <b>Lecture/Exercise</b> Freewriting
TUE	FEB 16	Wiki Reading	<i>The Dare</i> , by Roger Hoffman (not in your textbook)	
WED	FEB 17	<b>CHAPTER 3</b> Paragraph Structure		<b>Lecture/Exercise</b> Outlining
THU	FEB 18	Attendance Reports due from Faculty		
MON	FEB 22	<b>CHAPTER 4</b> Descriptive Paragraphs		<b>Grammar and Style Test 1</b> Capitalization, Subject/Verb, Fragments, Compounds, Commas, Apostrophes <b>Lecture/Exercise</b> Spatial Order, Supporting Sentences for Description

WED	FEB 24	<b>CHAPTER 4</b> Descriptive Paragraphs	<b>LAB DAY 2</b> Report to Language Lab	<b>In Class Writing Exercise</b> Detail Inventory, Spatial Organization Plan, First Draft of Description Paragraph
MON	MAR 01	<b>CHAPTER 5</b> Logical Division of Ideas		<b>Lecture/Exercise</b> Descriptive Paragraphs <b>Lecture/Exercise</b> Transition Signals for Logical Division of Ideas <b>Brief Quiz</b> Chapters 3, 4 and 5
TUE	MAR 02	Wiki Reading	<i>A Dog's Tale, by Mark Twain (not in your textbook)</i>	
WED	MAR 03	<b>CHAPTER 5</b> Logical Division of Ideas	<b>Descriptive Paragraph</b> <b>Essay</b> First Draft	<b>Lecture/Exercise</b> Recognize and Correct Runons and Comma Splices
MON	MAR 08	<b>CHAPTER 6</b> Process Paragraphs		<b>Brief Quiz</b> Chapter 6 <b>Lecture/Exercise</b> Time Order Signals and Time Order Arrangement
TUE	MAR 09	Wiki Reading		
WED	MAR 10	<b>CHAPTER 6</b> Process Paragraphs	<b>Descriptive Paragraph</b> <b>Essay</b> Rewrite	<b>Grammar and Style Test 2</b> Compound Sentences, Runons, Comma Splices <b>Lecture/Exercise</b> Combining Clauses into Complex Sentences
MON	MAR 15	No Classes Spring Break		
WED	MAR 17	No Classes Spring Break		
MON	MAR 22	<b>CHAPTER 7</b> Comparison/Contrast Paragraphs		<b>Brief Quiz</b> Chapter 7 <b>Lecture/Exercise</b> Block Organization, Point by Point Organization
MON	MAR 22	Registration Begins for Summer Session		
TUE	MAR 23	Wiki Reading		
WED	MAR 24	<b>CHAPTER 7</b> Comparison/Contrast Paragraphs	<b>Process Paragraph Essay</b> First Draft	<b>Lecture/Exercise</b> Comparison Signals, Contrast Signals
MON	MAR 29	<b>CHAPTER 8</b> Definition Paragraphs		<b>Brief Quiz</b> Chapter 8 <b>Lecture/Exercise</b> Complex Sentences with Adjective Clauses
TUE	MAR 30	Wiki Reading		
WED	MAR 31	<b>CHAPTER 8</b> Definition Paragraphs	<b>Process Paragraph Essay</b> Rewrite Report to Language Lab LAB DAY 3	<b>In Class Writing Activity</b> Modifier Inventory, Convert Adjectives to Verbs, 1st Draft of Definition Paragraph
MON	APR 05	<b>CHAPTER 9</b> Essay Organization		<b>Brief Quiz</b> Chapter 9 <b>Lecture/Exercise</b> Transitions between Three Parts of an Essay
TUE	APR 06	Wiki Reading		
WED	APR 07	<b>CHAPTER 9</b> Essay Organization	<b>Definition Paragraph</b> <b>Essay</b> First Draft	<b>Lecture/Exercise</b> Better Introductions. Better Conclusions.

MON	APR 12	<b>CHAPTER10</b> Opinion Essays		<b>Brief Quiz</b> Chapter 10 <b>Lecture/Exercise</b> Using Source Materials to Support Opinion Essays
APRIL 12-23		<b>Academic Advisement Period</b>		
TUE	APR 13	Wiki Reading		
WED	APR 14	<b>CHAPTER10</b> Opinion Essays	<b>Definition Paragraph Essay Rewrite</b>	<b>Grammar and Style Test 3</b> Comparison and Contrast Signals, Adjective Clauses, Subject and Object Pronouns <b>Lecture/Exercise</b> Essay Organization
MON	APR 19	<b>CHAPTER10</b> Opinion Essays		<b>Lecture/Exercise</b> Proper Citation of Sources. Quotation and Paraphrase.
TUE	APR 20	Wiki Reading		
WED	APR 21	Overflow Instructional Day	<b>Opinion Paragraph Essay First Draft</b>	<b>Lecture/Exercise</b> Topics as needed Prewriting, Outlining, Intros, Conclusions?
MON	APR 26	Overflow Instructional Day		<b>Lecture/Exercise</b> Topics as needed Evidence, Citations, Logic, Reasoning?
APR 26-MAY 02		Fall 2010 Online Priority Registration		
TUE	APR 27	Withdrawal Deadline		
WED	APR 28		<b>Opinion Paragraph Essay Rewrite</b> Report to Language Lab LAB DAY 4	<b>In Class Writing Activity</b> Strategies for timed writing in response to a prompt.
MON	MAY 03	<b>Practice Final Exam</b>		
TUE	MAY 04	Wiki Discussion	<i>Course Feedback. What works, what doesn't, in Writing 3</i>	
WED	MAY 05	<b>Grammar and Style Test 4</b> Overall Semester Test: All questions of grammar, syntax, sentence structure, style and vocabulary.		
MON	MAY 10	Last Day of Class for this course.		
<b>FINALS WEEK</b>		No Class meetings after May 10		
WED	MAY 19	See WebAdvisor for Grades		<b>Final Grades due from faculty.</b>

## sample first page

Patience Acquandoh  
ESL-023-04  
Descriptive Paragraph  
First Draft  
Due Date: February 01, 2009  
Date Submitted: February 01, 2009

### An Excellent Essay Title, Correctly Capitalized

The first line of every paragraph is indented. Every page has a one-inch margin all around for professor's notes. Text is a 12-point Roman typeface (such as Times Roman), with **Bold** and *Italic* fonts for titles and emphasis. If possible, page numbers should include the student's last name; for example, ACQUANDOH 2. Both the **Due Date** and the **Date Submitted** appear in the **Title Block**, always located in the upper left-hand corner of the first page. Every paper is identified either as *First Draft*, *Revised Draft*, or *Final Draft*. Every written assignment requires a *Title* with appropriate capitalization.

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