

**Instructor Information**

Name: John F. Adams  
Office: LART 226  
Hours: M-F 9:00 - 10:15 a.m.  
Contact Info: jfadams@utep.edu

**Course Information**

Name: Esol 2303  
Location: C301 & LART 405B  
Hours: MWF 1:30 – 2:20 p.m.

**Description**

This course focuses on writing for advanced college assignments and professional modes of communication. Although system coding and programming skills are not covered, media tools and non-prose projects will be available for interested students. Rhetoric will not be the emphasis of this course, but may be addressed in part depending on the project or intended audience. There will be a multimedia presentation at the end of the semester. Writers are encouraged to construct video clips or pre-record spoken sound bytes to enhance or to replace an in-person speech. Students are encouraged to collaborate throughout the semester, but are not required to participate in groups. Research is expected, but only as it becomes necessary to update and validate a student's purpose for writing and the reader's expectation of "current" information.

**Objectives**

Students will be expected to ....

- Enter into existing dialogues, either academic or professional and then "participate"
- Adopt vocabularies and styles associated with target genres
- Analyze sample documents and discuss rhetorical impact and practical efficacy
- Identify stylistic goals and develop writing strategies that pursue those goals
- Write to specific audiences (rather than a general "they")

**Required Materials**

A sharable ("cloud") folder to store projects and backup drafts  
Access to an approved Data Backup Protocol  
Reliable Access to Internet and Blackboard Learn  
Access to a computer terminal meeting minimum system requirements\*

Required Textbooks:

- Markel, Mike. (2013) *Practical Strategies For Technical Communication*. Boston: Bedford's St.Martin
- Any current (2012+) style manual with information on APA Citation Formats and Style for reference

**Required System and Software Standards:**

Suggestions, expectations and advice for, file storage and document backups include: Cloud Services like UTEP's "Mspace", Google's "Drive", Microsoft's "OneDrive", or "Dropbox", "Box" are acceptable as long as they are backing up only – they should not be your universal or combined storage *and* backup solution. Applications like "Evernote" and "OneNote" can also make a big difference in your records, but must also not be trusted without a corresponding backup protocol.

Rationale: In a professional setting, much of your written work will be stored as records and is normally a shared responsibility. Although some businesses treat such documents as intellectual property (aka "property of your employer") and thus archival information, while working in an academic setting, your work and backups for your work are your own responsibility. For that reason, students are required to invest time and available funds in storing files securely. A pocket USB device may not suffice – but is a good start. Utep's sever also offers students online file storage for free. The campus cloud storage option (Mspace) has been upgraded and is available for backing up files through the UTEP server. Loss of data is more common than you might think, but it is normally avoidable.

Windows 7 is the new standard and baseline for Utep's technology offerings. Mac OSX is alternative, but is not universally considered an "equivalent" service. Campus computer labs will have Windows 7, and a few may have smaller Mac sections. For this reason, some suggested programs useful for this class will include:

Knowledge of Modern Browsers: (MS Internet Explorer 9+, Google Chrome, Mozilla Firefox).

Access to Current Word Processors: MS Word (2010+), Libre Office, or equivalent.

Familiarity with Compressed File Formats: \*.docx (for drafts) \*.pdf (for finished files).

Basic functionality in Blackboard (version 9 (Learn)). This tool will be used for most handouts, messages and announcements. Some work will only be transmitted and submitted online.

As an example, If your browser is not equipped to navigate the new Blackboard environment, then you may visit the technology "help" desk in the library, or plan to complete work on campus in any computer lab, but schedule your time accordingly. "My computer doesn't do that" isn't an excuse ;)

**Suggested Projects, Assignments (and values)**

All Major Projects above 10% are required work – (total= 80%)

Use any combination of other smaller projects (5% - 10% each) to arrive at your total semester score of 100%)

Group Manifesto	5%
Cover Letter(s)	5% (each)
Wiki / Blog	15%
Resume(s)	5% (each)
Letter(s) of Inquiry	5% (each)
Midterm Exam	10%
Analytical Report	10%
Presentation (speech or pre-recorded video)	20%
Memoir	15%
Final Exam	10%

**Grading Standards** (Semester Percentages and Project Rubrics)

Project drafts must be submitted at least 2 weeks before any final (gradable) version is presented. All projects will be evaluated based primarily on the following categories.

- Focus (practical is preferred)
- Rhetorical Purpose and Context (are you aware of the ongoing conversation?)
- Clarity (did you research the most current vocabulary?)
- Polish (is it ready to publish?)
- Format (have you verified the most current acceptable formats?)

(Updated) Project Rubrics will be provided during the second week of class.

**Course Policies**

## &lt;Assignments&gt;

- It is very important to submit all major assignments and take the corresponding exams in order to obtain a passing grade. All assignments must be completed and turned in on student-scheduled dates. Any assigned work that is not submitted by the due date will not earn its maximum corresponding points/credit. Exams should be taken on scheduled dates. No make-up exams will be given without a University approved Excuse. Exceptions will only be considered for medical emergencies (or similar extraordinary circumstances) which must be properly documented upon a student's return to class.

- All work must be edited and revised. Written assignments that do not conform to the specifications outlined by the instructor may receive a failing grade. Students are strongly encouraged to go to the Writing Center at the library or to consult with ESOL tutors (depending on availability) in order to revise and edit their work before submitting it.

## &lt;Documentation styles&gt;

- Instructors will introduce students to in-text, parenthetical documentation early in the semester and require this documentation conventions throughout the course. Students will learn and use the American Psychological Association (APA) documentation format and style throughout the course.

- It is important to realize that the most important words in a paper are the student's, not those found in the sources consulted. Students should strive always to draw inferences from research material and weave into their papers their reaction and evaluation of source material.

## &lt;Mobile phones, laptops, and other electronic devices&gt;

- All students must turn off their cell phones, pagers, iPods, MP3 players, and any other similar devices while in class. If a student uses a cell phone (including checking email or texting) or if his/her use of any electronic device disrupts the class, the student will be reported to the Dean of Students' Office.

- In classes that meet in a computer lab, students must NOT check email, "surf the web", or do work that is unrelated to the class activity being conducted at the moment.

- The use of laptops while in the classroom may be prohibited if the instructor considers them a distraction.

## &lt;Academic honesty&gt;

- Students are expected to adhere to and comply with standards of academic honesty. Academic dishonesty will not be tolerated. All cases are reported to the Dean of Students for administrative and/or academic sanctions, which may include expulsion. All work submitted must be original (created by each student for the class) and any information from external sources must be properly cited. Work from other courses may not be submitted for grade. Forms of academic dishonesty include (but are not limited to): collusion—lending your work to another person to submit as his or her own; fabrication—deliberately creating false information on a works cited page, and plagiarism—the presentation of another person's work as your own (i.e., copying parts of or whole papers off the Internet).

- Any type of cheating or plagiarism constitutes a violation to university policies and to the code of conduct to which all students must adhere. Violations are reported to the Dean of Students. See the website at <http://www.utep.edu/dos/acadintg.htm> for more information.

- As in any course, each student MUST do his/her own work. However, this does not rule out getting assistance or guidance from the class instructor or university tutors. It is important to differentiate between this type of help and non-acceptable types. Some examples of 'help' that is NOT acceptable include copying papers or parts of papers, copying on tests, using "cheat sheets," having someone else do one's work, letting someone else change parts of one's work, or using texts from a published source (magazine, book, or newspaper) without proper documentation.

## &lt;Copyright and fair use&gt;

- The University of Texas at El Paso requires all members of its community to follow copyright and fair use requirements. Students are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend students nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject students to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies.

<Students who may require special accommodations>

- Students who need special instructional accommodations due to a permanent or temporary disability are strongly encouraged to report to the Center for Accommodations and Support Services (CASS), located in the East Union Building, room 106. Students with a documented sensory and/or learning disability may receive special accommodations according to university policies. It is the student responsibility to contact the instructor after contacting the CASS to ensure provision of such accommodations.

<Attendance and participation in class>

- Attendance is mandatory and active participation (in-class and/or online) is required. All in-class and/or online activities ensure that students learn the material and help them develop effective strategies and skills. Instructors may drop students from the class if they miss too many classes (see attendance policy below) or class performance shows lack of effort.

\*\*\*\*\*

**ATTENDANCE POLICY FOR ALL ESOL COURSES**

To expand their language proficiency and academic literacy skills, students must be present in class so as to participate in all class activities and engage in active practice. Good attendance is a course requirement. Therefore, if a student is absent an excessive number of times during the drop period (from the first day after the end of late registration through the last day for faculty to drop students), the instructor will drop the student from the course.

**IMPORTANT RULES TO KEEP IN MIND:**

- During the fall or spring semester, students will be dropped from a MWF class after being absent four times in a row or after accumulating a total of six absences, and from a TR class after being absent three times in a row or after accumulating a total of four absences. During a four-week summer session, students will be dropped after being absent two times in a row or accumulating a total of three absences. It is also important to keep in mind that students can also be dropped from the class for lack of effort (e.g., not turning in major assignments on time). Exceptions due to medical emergencies or illness must be properly documented.

- All truly "exceptional" circumstances should be documented and discussed with the class instructor as soon as possible. Absences due to exceptional circumstances should be reported to the class instructor as soon as possible in order to explain the situation (sending an email message is recommended). This does not necessarily mean that absences will be excused, but it gives the class instructor an opportunity to assess the situation before dropping the student from the class.

- Late arrivals and early departures also carry penalties for purposes of dropping or lowering the course grade (e.g., two late arrivals equal one absence, two early departures equal one absence, and one late arrival plus one early departure equal one absence). It is the responsibility of each student who arrives late to notify the instructor at the end of the class period so his/her attendance can be recorded.

- The final course grade can be lowered by 1 point for every absence in MWF courses, 1.5 points for every absence in TR courses, and 2.5 points for every absence in summer courses.

Exceptions to the above-stated attendance policies are only made under the following circumstances: (1) a medical emergency requiring hospitalization, (2) jury duty, or (3) official UTEP business such as

athletics, debating team, or band. These circumstances must be properly documented (official proof). Documented proof of official UTEP business or jury duty must be provided ten calendar days before the fact; documentation of hospitalization must be provided as soon as possible.

**ESOL SEQUENCE OF COURSES:**

Students enrolled in ESOL courses are required to take courses in sequence according to their placement into the program. The sequence of courses in the ESOL program is as follows:

Level 1) ESOL 1910

Level 2) ESOL 1610

Level 3) ESOL 1406 & ESOL 1309 (both must be completed before enrolling in the next courses)

Level 4) ESOL 1311 & ESOL 1310 (both must be completed before enrolling in the next course)

Level 5) ESOL 1312

**Level 6) ESOL 2303 ALL students majoring in the Humanities and Social Sciences (Liberal Arts) are required to take this class. Please check corresponding degree plan.**

Note 1: ESOL 1311 and ESOL 1312 are credit-bearing courses with credits that count toward graduation, as they are equivalent to ENGL 1311 and ENGL 1312 (required first year composition courses at UTEP).

Note 2: All ESOL courses must be passed with a "C" or better before enrolling in the next course. Students who receive a D or F must retake the course and pass with a C or better before enrolling in the next level.

**<HELPFUL INFORMATION>**

- Academic Advising Center – Academic Advising, 1st floor, 747-5290; <http://academics.utep.edu/Default.aspx?tabid=59454>
- Center for Accommodations and Support Services - Union East 106, 747-5148; <http://sa.utep.edu/cass/>
- Department of Language and Linguistics – Liberal Arts 137, 747-5767; <http://academics.utep.edu/Default.aspx?tabid=44572>
- Enrollment Services -Academic Services Building 101, 747-6186; <http://webcontent.utep.edu/enrollmentservices/>
- ESOL Program – Liberal Arts 114, 747-7038; <http://academics.utep.edu/Default.aspx?tabid=51677>
- ESOL Lab and Tutoring Services – Liberal Arts 238; <http://academics.utep.edu/Default.aspx?tabid=51678>
- ESOL Student Online Resources; <http://academics.utep.edu/Default.aspx?tabid=51679>
- Financial Aid - Academic Services 204, 747-5204; <http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/finaid>
- International Programs - Union East 203, 747-5664; <http://studentaffairs.utep.edu/Default.aspx?tabid=52367>
- Office of Student Life - Union West 102, 747-5648; <http://www.utep.edu/dos/acadintg.htm>
- Registration & Records -Academic Services 123, 747-5544; <http://academics.utep.edu/Default.aspx?tabid=40826>
- Student Health Center - Union East 100, 747-5624; <http://chs.utep.edu/health/>
- Scholarships - Academic Services Building 202, 747-5478; <http://ia.utep.edu/Default.aspx?alias=ia.utep.edu/scholarships>
- University Counseling Center, Union West 202, 747-5302; <http://sa.utep.edu/counsel/>
- University Career Center, Union West 103, 747-5640; [www.utep.edu/careers](http://www.utep.edu/careers)

Writing Center - University Library 227, 747-5112; <http://academics.utep.edu/writingcenter/> Pacing Calendar Week 1 Introductions (Diagnostic Writing, Introductions and textbook use)

**UTEP Policy Statements, Offices and Contact Information**

Attendance (policy of Languages and Linguistics Department)

Disabled Students Offices (Current office location and legal terminology to be added this weekend.)

Plagiarism / Academic Dishonesty Warnings (verbiage to be verified, updated and added this weekend)

**Major Project Calendar**

Wiki / Blog	start Week 2 - draft due week 12
Cover Letter	start Week 3 - draft due week 4
Resume	start Week 4 - draft due week 5
Letter of Inquiry	start Week 5 - draft due week 6
Midterm Exam	Week 7
Analytical Report	start Week 8 - draft due week 10
Presentation (speech or pre-recorded video)	Weeks 9 and 10
Memoir	start Week 1 draft - due Week 11
Final Exam	(see finals schedule)

**Textbook Calendar** with page numbers (Approximate schedule of readings) Part 2 - chapters 4, 5 and 6

Part 4 - chapters 11, 12 and 13

Appendix A

Part 1 - chapters 2 and 3

Part 3 - chapters 7 and 8

Appendix B

~2 weeks for each "part"



**Important Note:** \*Assignments\* include BB discussion forums and "Exercises" at end of most chapters.

But for my sanity (and yours):

“Assignments” MUST be completed online

Textbook “Exercises” MUST be submitted on paper

**Textbook Pacing Calendar (chapters and exercises by chapter and/or page number)**

Week 2 P. 77 (#1 solo and #4 group\*)

Week 3 P. 103 (#2 and #5 (with forum\*)); P. 136 - 139 (any 12 exercises)

Week 4 Quiz; Project choice discussion (online + in class)

Week 5 P. 296 (#3 (with forum\*))

Week 6 P. 313 (#2\*)

Week 7 P. 357 (#1 solo #3 group\*)

Week 8 (Spring Break) Quiz;

Week 9 P. 15 (#3 solo)

Week 10 P. 31 (#4 group\*)

Week 11 P. 53 (#4 group\*)

Week 12 Quiz; +++Project draft check+++

Week 13 Presentations and video essays due

**Review**

Week 14 P. (#2 group\*)

Week 15 P. (#2 solo)

Week 16 +++Project ALL Final Drafts Deadline+++

**Final Exam**