

**ESOL 1309: Writing and Reading for
Speakers of English as a Second Language**
CRN:15957 Semester/Year: FALL 2021

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 Telephone: Use Microsoft Teams	 E-mail: junava@utep.edu (best means to contact instructor)
 Office Hours: Mondays 1:30 – 2:30, Tuesdays 12:00 – 1:20 and Wednesdays 12:30 – 2:00	
Class meetings: Mondays 12:00 – 1:20 p.m. LART 206	

Course description

This course focuses on the development of strategies for efficient writing and reading in general academic English. The emphasis is on essays organized according to basic rhetorical patterns (e.g., comparison-contrast, cause-effect, argumentation). Other types of writing activities include summarizing, paraphrasing, and journal writing. Through a process approach to writing, students develop the skills necessary to write essays in a coherent and cohesive manner, following college-level academic conventions.

HYBRID COURSE DELIVERY

This section of ESOL 1309 is delivered in a hybrid format, with some class sessions held in the classroom and other instructional sessions or components conducted on-line. Hybrid classes demand that students develop good organizational and time-management skills, that they interact with instructors and classmates via computer-mediated communication as needed or required, and that students develop the ability to work independently. As with any other class, it is important to attend all sessions and it is crucial to devote the necessary computer time to the class (see attendance policy below).

Optional textbooks:

- *A collegiate English dictionary or an advanced ESL learner’s dictionary.** (Please ask your instructor).

Objectives

At the end of the course, students will be able to:

- Use a variety of techniques to select and explore topics for writing;
- Read, summarize, paraphrase, and organize textual/visual materials for writing purposes;
- Compose well-structured essays reflecting various organizational patterns;
- Write clear and effective essay introductions and conclusions;
- Evaluate texts for content, structure, coherence, and language use;
- Conduct an oral presentation describing the main aspects of a topic explored in writing;
- Revise and edit texts for both content and language use;
- Identify and correct common mechanical errors (punctuation, capitalization, and spelling).

Note* Although explicit grammar instructions is the focus of ESOL 1406, the co-requisite course of ESOL 1309, this class may also include grammar issues relevant to academic reading and writing.

Criteria for Success

Be able to:

- 1) Write essays reflecting various rhetorical patterns such as comparison-contrast, cause-effect, and argumentation using a process approach to writing development (pre-writing, outlining, drafting, and revising), with a focus on content and organization (thesis statements, topic sentences, supporting sentences, transitions) and language usage (grammar, word choice).
- 2) Construct effective introductions that include specific leads and attention-getters as well as effective conclusions that provide closure.
- 3) Advance ideas through the use of logical patterns of development.
- 4) Revise, edit, proofread and format a written draft for final presentation.
- 5) Plan and conduct a well-organized oral presentation using information based on writing assignments.
- 6) Attend and actively participate in class activities and meet all assignment deadlines.

Major Course Assignments and Exams

The following is an overview of assignments for this course. Specific guidelines, instructions, and recommendations for each assignment will be provided by the instructor in class and/or on Blackboard.

Comparison-Contrast Essay: In a comparison-contrast essay the writer compares or contrasts two items by focusing on similarities and differences between them. The essay may focus on physical characteristics or on other attributes. Information from secondary sources may be used.

Cause-Effect Essay: In a cause-effect essay the writer discusses possible or actual causes or outcomes of a particular situation or phenomenon. The essay may focus on either causes or effects. Information from external sources may be used.

Argumentative Essay: In an argumentative essay the writer argues in favor of or against an issue, supports claims with reasons and facts, and uses strong evidence to refute any counterarguments. Information from secondary sources may be used.

In-Class Oral Presentation: Students will make a brief oral presentation based on specific class writing done during the semester. The presentation will be graded on organization, content and language use.

In-Class Writing Exams: These timed writing exams (one before and one after the mid-term point) will focus on a brief response to an essay-type question and/or a short essay. Students are required to take this exam with Respondus Monitor Lockdown browser.

Journal Writing: Students will compose brief journal entries during the semester according to guidelines provided by the instructor.

Homework and Other Assignments: In addition to the assignments described above, the course may include homework and other writing tasks such as pre-writing activities, summarizing/paraphrasing, peer review, etc.

NOTE: Some modifications or adjustments may be made to the assignments described above according to the needs of students in each section.

Departmental final writing exam: As part of the course assessment, students are required to take a departmental final writing exam during final exams week. The exam will focus on appropriate and effective essay development. The final essay will be rated on content and development, text and paragraph structure, academic language usage, as well as grammar and mechanics. Students are required to take this exam with Respondus Monitor Lockdown browser.

Technology Requirements

Course content is delivered via the Internet through the Blackboard learning management system. You will need:

- ✓ A computer, webcam and microphone
- ✓ A working UTEP email account
- ✓ Stable internet access
- ✓ Access to Blackboard (Bb). This tool will be used for most handouts, messages and announcements. Accordingly, all work will only be transmitted and submitted online.
- ✓ A Blackboard-friendly browser—Google Chrome & Mozilla Firefox are the best. Software including: MS Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) **for free** via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.
- ✓ Respondus Lockdown Browser (free download from Blackboard)

IMPORTANT: Check that your computer hardware and software are up-to-date and able to access all parts of the course. If your browser is not equipped to navigate the new Blackboard environment, then you may contact the technology “help” desk. You will also need to check the functionality of your sound drivers and flash and java plugins for participation in Collaborate sessions. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk \(helpdesk@utep.edu\)](mailto:helpdesk@utep.edu) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Netiquette

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.

- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

ESOL Language Lab

In addition to regular classroom sessions, students are required to complete **8 hours** in the ESOL lab

(located in Liberal Arts 238). The lab offers writing tutoring, computer-assisted language learning (CALL) activities, conversation practice, and a reading improvement program. These activities provide extended opportunities to review the topics covered in class and to engage in individual practice.

Attending ESOL lab sessions constitutes an important and required part of the course. Lab attendance should be ongoing throughout the semester. By the middle of the semester, you need to have completed at least 4 hours. You may attend the lab as much as you would like, but only 2 hours per week will count toward the requirement. In some cases your instructor may assign an activity in the lab. The rest of the time you can choose your own activity.

Failure to complete the 8 hours will significantly lower the course grade. The class instructor will monitor students' attendance and work and assign a grade for weekly lab assignments. ESOL lab absences count the same as classroom absences.

Some Important ESOL Lab Policies*

- Students should follow all lab rules and procedures established by the Department of Languages and Linguistics.
- All students must bring their own headphones when working in the lab. The lab does not provide headphones.
- Only ESOL course-related work is allowed in the lab. Any activity unrelated to class may lead to suspension of lab privileges and/or failing the course.
- Food, drinks, chewing gum, and chatting or loud conversations are not allowed in the lab.
- Any disruptions or violation of lab rules will be reported to appropriate university authorities.

NOTE* The above is a partial list of ESOL lab rules and policies. An orientation to review additional rules and regulations is provided at the beginning of the semester. Rules and policies established for all UTEP computer labs also apply to the ESOL lab. It is the responsibility of the student to be aware of all relevant policies and regulations.

Test Proctoring Software

Three course assessments (two exams during the semester and a final exam) will make use of Respondus Lock Down Browser and Respondus Monitor inside of Blackboard to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test.

Please review the following guidelines:

- The assessments will only be available at the times identified on Blackboard.
- A reliable Internet connection is essential to completing the exam. If you must go to a location to take the exam (such as the library), be sure to follow their health and safety requirements.
- Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the test.
- Respondus Monitor requires a webcam and microphone.
- You will be required to show the webcam your student ID prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.
- No notes or textbook materials are permitted during the test. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You should not have conversations with other people and/or leave and return to the area during the test.

Grading

The final course grade is determined as follows:

Major essays (3)	30% (10% each)	Grades are assigned on this scale:	
In-class oral presentation	10%	A	90-100%
In-class exams (2)	15% (5%+10%)	B	80-89%
ESOL Lab	5%	C	70-79%
Journals	5%	D	60-69%
Homework/Class assignments	10%	F	0-59%
Departmental final writing exam	25%		

In order to pass the course, a grade of “C” or higher must be obtained. If a lower grade is obtained, the course must be re-taken.

Extra Credit:

You have the option of earning up to a maximum of 2% extra credit towards your final grade in this course. You can do this by completing extra credit assignments towards the end of the course or by participating in one or more research studies (approved by the ESOL Director) if they are offered to your class. Each assignment or study participation is worth 1% extra credit.

COURSE POLICIES

Assignments

It is necessary to submit all major assignments and take the course exams in order to obtain a passing grade. All assignments must be completed and turned in on the scheduled dates. No late work will be accepted. Exams must be taken on scheduled dates. No make-up exams will be given. Exceptions to these rules may be considered only for properly documented medical emergencies (or similar extraordinary circumstances).

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 contact the Writing Center or to consult with ESOL tutors (depending on availability) in order to revise/edit their work before submitting it.

Documentation styles

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

The most important words in a paper are the students', not those found in sources consulted. Students should always strive to draw inferences from research material and weave into their papers their reaction and evaluation of source material.

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 are designed to help students learn the material and acquire effective skills and strategies. Instructors may drop students from the class if they miss too many classes (see attendance policy below) or class performance shows a lack of effort.

ATTENDANCE POLICY FOR ALL ESOL COURSES

To improve their language proficiency and academic literacy skills, students must be present in class, whether in-person or online, in order to participate in all class activities and engage in active practice.

Good attendance is a course requirement.

IMPORTANT RULES TO KEEP IN MIND:

- During the fall or spring semester, students may be dropped from a MWF class after four consecutive absences or after accumulating a total of six absences, and from a TR class after three consecutive absences or after accumulating a total of four absences. For classes meeting every day, students may be dropped after five consecutive absences or a total of eight absences. During a four-week summer session, students may be dropped after two consecutive absences 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).

HOWEVER

- **Students who feel sick or have tested positive for COVID-19 should absolutely NOT come to campus!** If you are feeling sick, are exhibiting symptoms, or have tested positive for COVID-19, send an email to your instructor immediately. Your instructor will work with you to ensure that you can keep up with or make up your assignments or arrange for you to drop if it is not possible for you to complete the course.

NOTE: We hope that no UTEP student becomes seriously ill. In the unfortunate event that an ESOL student is unable to meet the commitments required to pass the course due to illness, the instructor will advise that student to drop the course. For this reason it is also very important that you contact your instructor immediately if you are feeling ill.

- Late arrivals and early departures also carry penalties for purposes of dropping or lowering the course grade. Each student who arrives late is responsible for notifying the instructor at the end of the class period so his/her attendance can be recorded.

Scholastic Integrity

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Plagiarism Software

Some of your course work and assessments may submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

Copyright and fair use

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

Students who may require special accommodations

Students who need special instructional accommodations due to a permanent or temporary disability are strongly encouraged to consult personnel in 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's responsibility to contact the instructor after contacting the CASS to ensure provision of such accommodations.

Important Note: The syllabus provides a general plan for the course; modifications may be necessary and implemented as a result of students' needs, course development, and classroom life in general.

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: Required of all majors in the College of Liberal Arts.**

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](http://academics.utep.edu/Default.aspx?tabid=59454) – Academic Advising, 1st floor, 747-5290; <http://academics.utep.edu/Default.aspx?tabid=59454>
- [Disabled Student Services](http://studentaffairs.utep.edu/Default.aspx?tabid=20265) - Union East 302, 747-5148; <http://studentaffairs.utep.edu/Default.aspx?tabid=20265>
- [Department of Language and Linguistics](http://academics.utep.edu/Default.aspx?tabid=44572) – Liberal Arts 137, 747-5767; <http://academics.utep.edu/Default.aspx?tabid=44572>
- [Enrollment Services](http://webcontent.utep.edu/enrollmentservices/) -Academic Services Building 101, 747-6186; <http://webcontent.utep.edu/enrollmentservices/>
- [ESOL Program](http://academics.utep.edu/Default.aspx?tabid=51677) – Liberal Arts 114, 747-7038; <http://academics.utep.edu/Default.aspx?tabid=51677>
- [ESOL Lab and Tutoring Services](http://academics.utep.edu/Default.aspx?tabid=51678) – Liberal Arts 238; <http://academics.utep.edu/Default.aspx?tabid=51678>
- [ESOL Student Online Resources](http://academics.utep.edu/Default.aspx?tabid=51679); <http://academics.utep.edu/Default.aspx?tabid=51679>
- [Financial Aid](http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/finaid) - Academic Services 204, 747-5204; <http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/finaid>
- [International Programs](http://studentaffairs.utep.edu/Default.aspx?tabid=52367) - Union East 203, 747-5664; <http://studentaffairs.utep.edu/Default.aspx?tabid=52367>
- [Office of Student Life](http://www.utep.edu/dos/acadintg.htm) - Union West 102, 747-5648; <http://www.utep.edu/dos/acadintg.htm>
- [Registration & Records](http://academics.utep.edu/Default.aspx?tabid=40826) -Academic Services 123, 747-5544; <http://academics.utep.edu/Default.aspx?tabid=40826>
- [Student Health Center](http://chs.utep.edu/health/) - Union East 100, 747-5624; <http://chs.utep.edu/health/>
- [Scholarships](http://ia.utep.edu/Default.aspx?alias=ia.utep.edu/scholarships) - Academic Services Building 202, 747-5478; <http://ia.utep.edu/Default.aspx?alias=ia.utep.edu/scholarships>
- [University Counseling Center](http://sa.utep.edu/counsel/), Union West 202, 747-5302; <http://sa.utep.edu/counsel/>
- [University Career Center](http://www.utep.edu/careers), Union West 103, 747-5640; www.utep.edu/careers