<u>ONLINE</u> **ESOL 1312: Research and Critical Writing for**
Speakers of English as a Second Language
CRN: 22930 / Semester/Year: Spring 2021

Instructor: **Judith Navarro**
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Office hours: **Virtually via Blackboard Collaborate: Tuesdays 12:30 – 1:30 p.m. and Wednesdays 11:00 – 12:00 p.m. and/or by appointment.**
Synchronous Class Meetings: **Wednesdays 12:00 – 1:20 p.m. via Blackboard Collaborate**

Course description
Students in this class conduct reading, writing, and research activities that promote critical and analytical thinking by exploring specific issues or topics through genre-based assignments, group discussions, and in-class presentations. Through these tasks, students improve their understanding of text genres, discourse communities, academic written discourse (including analysis, evaluation, and argumentation), as well as basic research procedures and college-level writing conventions. Major assignments include a genre analysis paper, a research proposal, a review of literature, a research project report, and an in-class project presentation. Students also engage in journal writing, generate progress reports, and take an in-class essay writing exam to demonstrate their competency in both academic discourse and standard written English

ONLINE COURSE DELIVERY
This section of ESOL 1312 is delivered in an <u>online</u> format, with instructional sessions or components conducted on-line. Online 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 devote the necessary computer time to the class.

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

- <u>Understand the relationships that exist among genres, texts, writers, readers, and context</u>.
  Different genres, text types, and types of arguments are discussed and analyzed, individually and in groups, focusing on both implicit and explicit information, in order to conduct a rhetorical analysis of texts (audience, goals, claims, language, images, format, etc.).

- <u>Analyze and evaluate arguments in various texts and compose argumentative/persuasive essays</u>.
  Academic texts and logical argumentation constitute the focus of the analyses, although some examples of non-academic arguments may also be used to illustrate the nature of argumentation across genres and discourse communities. Text and discourse features to be identified and used include claims, warrants, supporting information, and counterarguments.

- <u>Collect, evaluate, and summarize information from various sources relevant to a particular topic</u>.
  In order to prepare a feasible research proposal, and to gain knowledge about the topic selected, students will read, summarize, and evaluate texts from various sources and will synthesize this information in a review paper (using APA citation style).
- <u>Conduct a research project to explore specific aspects or issues related to a particular topic</u>.
  Research guiding questions will be investigated mainly through secondary sources (library research), although some primary data may be obtained (if feasible). Projects will be

explored objectively and thoughtfully, and the resulting reports (written/oral) will be composed following academic conventions relevant to college writing.

Learning Modules
This course is designed using a modular format—that is, each week is "packaged" as a single module so that all the materials, lecture notes, submission areas, discussion posts are in one area for a given week

Optional materials:
- Hacker, D., & Sommers, N. (2015). *A writer's reference (with resources for multilingual writers and ESL)*, 8th Edition. Bedford/St. Martins.
- Any current monolingual collegiate dictionary such as Merriam-Webster's, Oxford, or Longman.

Grading
The final course grade is calculated as follows:

Genre analysis:	10%	Grades are assigned on this scale:	
Literature review:	10%	A	90-100%
Research Proposal & Paper:	20%	B	80-89%
Oral presentation:	10%	C	70-79%
Homework/assignments	10%	D	60-69%
In-class writing exam:	10%	F	0-59%
ESOL Lab	5%		
Departmental 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.

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 in class and/or through Blackboard by the instructor.

- **Genre analysis -** Students will select two texts (on the same general topic) reflecting different genre characteristics and write a comparative essay focusing on rhetorical features.

- **Literature review -** Students will conduct secondary (library) research on a social, political, cultural, or ethical issue to become well-informed about the issue in question. Students will then write a literature review to summarize, evaluate, and synthesize the main arguments and ideas found in these sources.

- **Research proposal -** Students will write a research proposal that will focus on a specific aspect of the general topic investigated (see above). This may include the research question(s) to be explored, the thesis statement to guide the research, working outline or mapping of areas to be investigated or developed, annotated bibliography, etc.

- **Research report –** Students will develop a research project that includes a written report with a summary of the relevant literature and a thorough discussion of the main issues related to the topic selected. The report may include visual information, such as graphs, diagrams, or tables. Students may complement their report with other texts (e.g., mini-poster, brochure, video, pod-cast) in which different aspects of

the topic may be highlighted and different purposes achieved (persuasion, quick information delivery, awareness-raising, etc.)

- **Project presentation –** Students will create an oral presentation to be delivered in class in order to share the information learned throughout the course of their research.

- **Writing Exam (1)**: This timed writing exam will focus on argumentative writing and APA documenting style. Students are required to take this exam with Respondus Monitor Lockdown browser.
- **Homework and other assignments:** In addition to the assignments described above, the course may include a variety of homework assignments and other writing tasks such as journal writing, brief analytical reports, quick in-progress reports, etc.

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

ESOL LANGUAGE LAB
In addition to regular classroom sessions, students are required to complete **8 hours** in the ESOL lab. This semester the lab will be a "virtual" lab. You will NOT go to a physical location on campus. Our virtual lab will offer writing tutoring, computer-assisted language learning (CALL) activities, conversation practice, among other activities. You may also visit UTEP's online Writing Center to complete your ESOL lab hours. Even though you will not be going to a physical location, we will be providing you with opportunities to interact online with other classmates.

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.

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) 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!

Course Communication: How we will stay in contact with each other:

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class
time, small group meetings, and office hours. However, there are a number of ways we can keep the
communication channels open:

• **Office Hours**: We will not be able to meet on campus, but I will still have office hours for
your questions and comments about the course. My office hours will be held on
Blackboard Collaborate and during the following times: **Tuesdays 12:30 – 1:30 p.m. and Wednesdays
11:00 – 12:00 p.m. and/or by appointment,**

• Email: UTEP e-mail (junava@utep.edu) is the best way to contact me. I will make every attempt to
respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP
student account and please put the course number in the subject line. In the body of your e-mail, clearly
state your question. At the end of your e-mail, be sure to put your first and last name, and your university
identification number.

• Discussion Board: If you have a question that you believe other students may also have, please post it in
the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if
you have a helpful response.

• Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other
important messages.

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.

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

  o Respect and courtesy must be provided to classmates and to the instructor at all times. No
     harassment or inappropriate postings will be tolerated.

  o 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.

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. Your
participation in the course is important not only for your learning and success but also to create a
community of learners. Participation is determined by completion of the following activities:

o Reading/Viewing all course materials to ensure understanding of assignment requirements
o Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum)
o Participating in scheduled Blackboard Collaborate sessions
o Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY
I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar's Office to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course

BLACKBOARD COLLABORATE SESSIONS
This class requires that you participate in scheduled Blackboard Collaborate sessions once a week. See blackboard for details on dates. The purpose of these sessions are for you to view live demonstrations of the course material and/or to participate in small discussions.

Students are expected to participate in these sessions with a webcam and microphone. The sessions will be recorded and provided so that they can be reviewed by classmates at a later time. Students should not record the sessions and post them to any sites outside of Blackboard. **Class recordings are NOT substitute for attendance.**

DEADLINES AND LATE WORK

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 not 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 go to the Writing Center in the library or to consult with ESOL tutors (depending on availability) in order to revise/edit their work before submitting it.

MAKE-UP WORK
Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES
I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are

experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk.

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747- 5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

COVID-19 Accommodations

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations. (classes with on-campus meetings) Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact Center for Accommodations and Support Services (CASS) to discuss temporary accommodations for on-campus courses and activities. Apply at cassportal.utep.edu and fill out a three-question application. You will be scheduled to meet with disability coordinator to discuss your unique situation.

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.

CLASS RECORDINGS

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may

engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

TEST PROCTORING SOFTWARE

Two course assessments (1 exam 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.

PLAGIARISM DETECTING 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 STATEMENT FOR COURSE MATERIALS
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.

COVID-19 PRECAUTIONS
You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.
For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided.

Students are advised to minimize the number of encounters with others to avoid infection. Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.

(classes with on-campus meetings) Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.

Course Resources: Where you can go for assistance
UTEP provides a variety of student services and support:

Technology Resources
• Help Desk: Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources
• UTEP Library: Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
• University Writing Center (UWC): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
• Math Tutoring Center (MaRCS): Ask a tutor for help and explore other available math resources.
• History Tutoring Center (HTC): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
• RefWorks: A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources
• Military Student Success Center: Assists personnel in any branch of service to reach their educational goals.
• Center for Accommodations and Support Services: Assists students with ADA-related accommodations for coursework, housing, and internships.
• Counseling and Psychological Services: Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

ADDITIONAL HELPFUL INFORMATION

- Academic Advising Center – Academic Advising, 1st floor, 747-5290; http://academics.utep.edu/Default.aspx?tabid=59454

- 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

- UTEP Library: 1900 Wiggins Way 747-5672; https://www.utep.edu/library/

- MLA & APA Documentation Style: https://owl.purdue.edu/

- Writing Center - University Library 227, 747-5112; http://academics.utep.edu/writingcenter/

- Student Development Center – Union West 106, 747-5670; http://sa.utep.edu/sdc/

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.