







**ESOL 1309: Writing and Reading for
Speakers of English as a Second Language**
CRN: 13005 Semester/Year: **Fall 2023**

 Instructor: Dr. Laura E. Mendoza.	 Office address: Graham Hall, 209
 Telephone: Use Microsoft Teams	 E-mail: lemendoza2@utep.edu
 Office Hours: <ul style="list-style-type: none">• Instant messaging via Microsoft Teams (Constant replying M-F) F2F (Tuesdays 12:00 – 3:00 PM)• Traditional UTEP webmail (Replies within 48 hours M-F)	
 F2F Class Meetings: Tuesdays (10:30 – 11:50 AM)	

**Note: The course being HyFlex means that students have the flexibility to choose their mode of attendance. They can opt for in-person classes, participate through Zoom, or engage asynchronously online. Blackboard has our class Zoom meeting link.*

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.

HyFlex course delivery

This course is delivered in the Hybrid-Flexible “HyFlex” format. Students can choose to take the class online, in the classroom, or both. (This is the Flexibility part of HyFlex.) However, if students decide to take the class online synchronously, they must secure an excellent internet connection to participate in all class activities and follow through. Equally important, they are required to have their microphone and a camera on when taking the class synchronously online. Thus, no matter which mode they choose, they are responsible to follow through with each weekly learning module.

However, if students decide to take the class online synchronously on Zoom, they must secure an excellent internet connection to participate in all class activities and follow through.

If for some reason they decide to join the class via Zoom Live Synchronous Class Meeting, they need to go to Blackboard and click on the Zoom link, but they need to make sure to log in with their official UTEP name and not any nickname or they will miss attendance. Equally important, they are required to have their microphone and a camera on.

HyFlex 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).

Objectives

1. Students will plan and organize their ideas through pre-writing and planning activities.
2. Students will compose texts by constructing and rearranging written content.
3. Students will apply problem-solving and critical thinking skills as they work through the writing process in creating written texts (e.g., journals, essays).
4. Students will gain leadership skills by being active participants in Edge events and the campus community, which include workshops on internships, community engagement, learning communities, and research.
5. Students will develop confidence, communicative skills, and the ability to engage in teamwork through working on team-based activities.
6. Students will analyze different rhetorical techniques including types of hooks and use them in their essays depending on the essay they write.
7. Students will analyze a variety of texts to identify features such as purpose, audience, subject etc.
8. Students will differentiate among three rhetorical modes and implement them in their essays, following the logical structure (introduction-body-conclusion) found in literary texts covered in the course.
9. Students will demonstrate their ability to compose cohesive paragraphs by using topic sentences that relate to the main idea, supporting details that connect to the topic sentences, and transition words.
10. Students will produce texts containing appropriate linguistic forms in English including grammatical structure (fragments & comma splices, subject-verb agreement, verb tenses), vocabulary, spelling and punctuation.

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.

EDGE

- Gain career-practice experience by attending sometimes extensive training at the Center for Community Engagement.
- Gain leadership skills by being active participants in community engagement.
- Students will develop confidence, communicative skills, and the ability to engage in teamwork through working on team-based activities.

Why Get Involved?

Whether you are a new, transfer, or returning student, being involved is one of the most important aspects of your college education. Not only will you increase your likelihood of graduation, but you will also strengthen your skills and develop your Edge Advantage, which will assist you in finding meaningful

employment and pursuing graduate studies. Through the Edge Experiences, UTEP provides you with great opportunities to explore your potential, take risks, and try out new things and ideas.

Here are some other reasons to get involved:

- It will make your college experience a valuable and enjoyable one.
- You will be part of the campus community and make new friends.
- You will build better relationships with other students, staff, and faculty.
- You will build a support network.
- It will enhance your interpersonal and leadership skills that are necessary for driving change.
- You will fulfill your civic and social awareness and responsibilities.

How Do I Get Involved?

- As a college student, determining how to invest your time and energy will have a great impact on your college experience. To determine what sparks your interest, consider the following questions:
- What activities have you been involved with in the past that you have enjoyed? Some examples include student organizations, part-time employment, academic competitions, and community service.
- What are some new things you want to do while you are in college? For example, meet new friends, step out of your shell, and build leadership skills.
- What are your strengths? These may include listening to others, making others feel included, maintaining an active social media presence, and meeting people of different cultures and backgrounds.

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!

Course Communication

Because this is a hybrid class, we will have some online LIVE sessions where we will virtually see each other (in a synchronous way), during small group meetings, and -if needed- during 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. Please use Microsoft Teams to contact your instructor via text/phone/videocall. Remember that you will need your @miners.utep.edu account to freely join Microsoft Teams.
- Email: UTEP e-mail 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.
- Announcements and class emails: 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.

- 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.

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. You can email me your back-up document as a last resort.

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 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 the completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging in discussion with your peers on the discussion boards (grading rubric provided in the “grading information” area of each forum)
- Accessing Blackboard and engaging with the posted materials weekly
- 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. Since this is a Hybrid Flexible (Hyflex) course, students aren’t penalized for not attending class in person or not attending live class Zoom meetings. However, if they choose to take the class online asynchronously, students are required to watch the class meeting video recordings to get credit for their class participation. It’s highly recommended that they keep good time management skills and always stay attentive to our homepage on blackboard announcements.

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.

NOTE: Students who are sick and may be contagious should NOT come to class. If you do not have medical documentation that you are too sick to come to class, your two allowable unexcused absences can be used without penalty, and you may make up the classwork. It is therefore important that you do not miss class unless absolutely necessary, so you have the allowable absences available in case of illness.

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

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.

COURSE RESOURCES

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.

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 1610

Level 2) ESOL 1406 & ESOL 1309 (both must be completed before enrolling in the next courses)

Level 3) ESOL 1311 & ESOL 1310 (both must be completed before enrolling in the next course)

Level 4) ESOL 1312

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 – University Library, Suite 310, 747-5290; <https://www.utep.edu/advising/>
- Department of Latin-US and Linguistics – Graham Hall 202, 747-5767; <https://www.utep.edu/liberalarts/languages-and-linguistics/>
- ESOL Lab and Tutoring Services-Liberal Arts 238
- ESOL Program information <https://www.utep.edu/liberalarts/languages-and-linguistics/academic-programs/esol-program/>
- Campus Resources https://www.utep.edu/advising/student_resources/index.html
- Financial Aid <https://www.utep.edu/student-affairs/financialaid/contact-us/index.html>
- International Programs -Union East 203, 747-5664 <https://www.utep.edu/student-affairs/oipsa/>
- Student Life - Union West 102, 747-5648 <https://www.utep.edu/student-affairs/dean-of-students-office/>
- Registration & Records –Academic Services 123, 747-5544 <https://www.utep.edu/student-affairs/registrar/>
- Student Health Center – Union East 100, 747-5624; <https://www.utep.edu/chs/shc/>

- Scholarships - Academic Services 202, 747-5478; <https://www.utep.edu/student-affairs/scholarships/>
- Counseling and Psychological Services (CAPS) - Union West 202, 747-5302; <https://www.utep.edu/student-affairs/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/>
- University Writing Center – University Library 227; <https://www.utep.edu/uwc/>

ADDITIONAL RESOURCES

- RefWorks: A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- UTEP Edge: UTEP’s cross-campus framework for student success and empowerment
- Student Success Help Desk (SSHD): Provides assistance to students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources
- Military Student Success Center: Assists personnel in any branch of service to reach their educational goals.
- UTEP Food Pantry: Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.