

ESOL 1310: Reading English as a Second Language

Hybrid Class

Semester/Year: **Fall 202**

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Traditional UTEP webmail (Replies within 48 hours M-F)

Constantly available for Q/A via Microsoft Teams.

Course description



This course is designed to develop effective academic reading skills, with emphasis on vocabulary development, text analysis, and critical thinking required for favorable academic performance at the college level. It is also designed to support the development of writing skills by creating a link between reading and writing. In addition, the course is designed to help students develop effective reading strategies, reading fluency, and techniques for vocabulary learning. These strategies and techniques will be applied to different types of texts, both written and multi-modal genres, in order to expand students' understanding of the relationships found between writers, texts, and readers.

COVID-19-PRECAUTIONS

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu¹, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit [ep²strong.org](http://ep2strong.org)³

Hybrid course delivery

This section of ESOL 1310 is delivered in a hybrid format with the instructional sessions and additional components (assignments, peer-reviews, discussion boards, quizzes, and presentations) 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 attend all sessions and it is crucial to devote the necessary computer time to the class (see *attendance* policy below).

Online Specifics

¹<mailto:covidaction@utep.edu>

²<https://www.epstrong.org/>

³<https://www.epstrong.org/>

Online Sessions:

When having Online Sessions, **you will NOT go to a physical location on campus, nor connect during a set period of time.** Online classes for this course are asynchronous (you work at your own pace). When meeting Face-to-Face, the students will join their scheduled classroom on campus.

Office Hours:

Students may have additional options for contacting the instructor. The students will use the **Chat Feature** on **Microsoft Teams** to contact instructor for appointments/office hours.

ESOL Language E-Lab:

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

The students are still responsible for completing the required number of hours for the lab. The students then, will have to complete a total of **eight hours of lab**. For students taking two classes which are co-requisites, they will need to complete a total of 16 hours (8 hours per class).

Objectives

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

- Read and understand a variety of texts reflecting different genres and topics, including multimodal/digital texts;
- Analyze the structure and organization of ideas in a text, both in terms of development and coherence/cohesion;
- Identify main and secondary ideas, as well as important information and supporting details, in texts of different lengths;
- Use a variety of reading strategies (e.g., skimming, scanning) to extract information from texts;
- Recognize information presented in implicit ways, i.e., reading between the lines;
- Generate outlines and synthesize texts, paraphrase and summarize text excerpts;
- Understand text conventions (format, structure, register, expectations, assumptions) associated with different genres, both academic and non-academic;

- Generate personal responses or reactions to texts in written (free-writing, journal writing, online discussions) and spoken modes (in-class discussions, oral reports) in order to promote critical thinking and logical argumentation;
- Answer general and specific comprehension questions about texts in a variety of formats, especially those common on reading tests (open-ended, multiple-choice, true-false, essay questions);
- Expand active and passive lexical knowledge through specific vocabulary learning activities and through extensive reading;
- Recognize the importance of register in academic reading/writing and acquire and use words, phrases, and formulas commonly used in school-based genres (lecture notes, university announcements, catalog information), as well as in academic and professional texts;
- Access and use prior knowledge to predict, understand, and evaluate what is read.
- Use dictionaries and thesaurus efficiently;
- Pose questions about a text's point of view and the author's arguments and evidence.
- Self-monitor comprehension while reading and self-assess one's level of understanding.

Materials:

1. Internet access
2. Earphones or earbuds
3. Webcam
4. Microphone
5. **Other texts discussed during the semester* (Required)**
6. **USB/Online storage. * (Required)**
7. Microsoft Teams (via @miners.utep.edu)
8. Other free educational applications might be required during the semester

Teaching approach

Reading a text involves a process that relies on both the readers' knowledge of the world, background knowledge of the theme or topic at hand, skills to decode and interpret the ideas presented in a text, as well as familiarity with the way information is presented in different types of texts and in various discourse communities. Both intensive and extensive reading activities, as well as guidance, support, and practice are necessary to become a good reader. Thus, it is essential to devote time to, and focus attention on, reading, and to be willing to actively participate in class activities. In this course, most

class sessions are devoted to improving reading skills, learning vocabulary, developing critical thinking, and conducting reading-to-write activities.

Homework assignments

In order to maximize reading time, **many texts must be read at home**. It is crucial to dedicate time outside of class to reading, analyzing, and responding to texts, and to completing related assignments. Failure to complete homework assignments or lack of effort in completing these can lower the course grade considerably or result in a failing grade.

Grading

Course evaluation measures include quizzes, mid-term and final exams, as well as homework. Active participation in class and completion of reading-to-write assignments also are evaluated. No make-up quizzes or exam are given. Exceptions to this rule can be made only in case of appropriately documented illness or serious medical issues (see course policies below).

The course grade is determined as follows:

Grades are assigned on this scale:

- Speaking Activities/Participation: 15%
- ESOL Lab: 5%
- Assignments: 20%
- Journals: 10%
- Discussion Boards/Quizzes: 15%
- Midterm Exam: 15%
- Final Exam: 20%

A	90 – 100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%
<i>In order to pass the course, a grade of "C" (70) or higher must be obtained. If a lower grade is obtained, the course must be re-taken.</i>	

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

- All assignments must be completed and turned in on the scheduled dates and the corresponding exams taken on scheduled dates in order to obtain a passing grade. **Late work will not be accepted. 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 to consult with ESOL tutors/instructor (depending on availability) in order to revise and edit their work before submitting it.

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 Discipline⁴.

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.

Students who may require special accommodations

⁴<https://admin.utep.edu/LinkClick.aspx?link=HOOP-Section+II.pdf&tabid=30181&mid=63285>

- 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 ACCOMODATIONS:

- 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.

Attendance and participation in class

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.

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.

Professionalism Discussion Boards

- Students should post answers to each discussion questions (no less than 150 words) by Thursday at 11:59 pm. The answers should be brief, meaningful, well thought-out, and grammatically correct. The follow up responses (replies to two classmates – no less than 50 words) must be posted in the following three days, in other words, Sunday at 11:59 by the latest.
- Students will be responsible for reading their peers' responses and interacting with them in a constructive manner.

Exams (Projects)

- Projects are to be completed outside the classroom. **No late work will be accepted.**

TEST PROCTORING SOFTWARE

Course assessments 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.

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.

Effective Electronic Communication

Effective Electronic Communication

(Based on Doering's 2013: Netiquette: Rules of Behavior on the Internet)

- **Identify yourself:** Begin messages with a salutation and end them with your name.
- **Include a subject line:** Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!").

- **Avoid sarcasm:** People who do not know you may misinterpret its meaning.
- **Use appropriate language:** Avoid coarse, rough, or rude language; observe good grammar and spelling.

Use appropriate emoticons (emotion icons) to help convey meaning. Use "smiley's" or punctuation such as :-) to convey emotions. See website list of emoticons at <http://netlingo.com/smiley.cfm> and <http://www.robelle.com/smugbook/smiley.html>.

- **Avoid "flaming":** (online "screaming") or sentences typed in all caps.

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 365⁵ 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 Desk⁶ (helpdesk@utep.edu⁷) as they are trained specifically in assisting with technological needs of

⁵https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_microsoftoffice365.html

⁶<https://www.utep.edu/irp/technologysupport/>

⁷<mailto:helpdesk@utep.edu>

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.

Due Dates

Discussion Boards	Thursday by 11:59 pm (individual entries)
	Sunday by 11:59 pm (replies to classmates)
Speaking activities	Sunday by 11:59 pm
Journals	Thursday by 11:59 pm
Quizzes	Thursday by 11:59 pm