

ONLINE ESOL 2303: English for Humanities and Social Sciences Speakers of English as a Second Language

CRN: 13538 / Semester/Year: Fall 2020

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Virtual Office Hrs: Via Zoom M and T 6-7 PM Mountain Standard Time or by appointment
(See blackboard)

Read this syllabus carefully for it contains important information about this course's requirements and assignments. Also, the instructor reserves the right to make changes to the syllabus over the course of the semester.

Important comment: in light of our current pandemic situation, please read the COVID-19 Accommodations and Precautions below.

COVID-19 Accommodations and 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.

Course description

This course is designed to provide additional practice for non-native speakers of English in the specialized discourse patterns of the humanities and social sciences. It will emphasize reading and interpretation of books and articles in the humanities and social sciences as well as the writing of them.

This course focuses on writing for advanced college assignments and professional modes of communication. Rhetoric will not be the emphasis of this course but may be addressed in part depending on the project or intended audience. There will be a multimedia presentation at the end of the semester. Research is expected, but only as it becomes necessary to update and validate a student's purpose for writing and the reader's expectation of "current" information. Projects are student-selected based on options available.

Course Prerequisite: ESOL 1312

Online course delivery

- This section of ESOL 2303 is delivered in an online 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 participate in all sessions and it is crucial to devote the necessary computer time to the class (see attendance policy below). You are required to check the Blackboard course shell daily for messages, updates and assignments.

Required Text book:

- Markel, Mike. "Practical Strategies for Technical Communication." Bedford/St. Martin's – 2016. 2nd ed. ISBN: 1319117120, 9781319117122

Required Materials

- Any current style manual with information on APA Citation Formats and Writing Style (for reference)
- A sharable ("cloud" "dropbox") folder to store projects and backup drafts
- Reliable Internet Access
- Access to a computer terminal meeting minimum system requirements for Blackboard "Learn"

Required System and Software Standards:

- ✓ Knowledge of friendly navigation Browsers: (Google Chrome, Mozilla Firefox)
- ✓ Access to Current Word Processors: MS Word (2010+), Adobe Page, Office, or equivalent.
- ✓ Familiarity with Compressed File Formats: *.docx (for drafts) *.pdf (for finished work).
- ✓ Basic functionality in Blackboard (Bb). This tool will be used for most handouts, messages and announcements. Accordingly, all work will only be transmitted and submitted online.
- ✓ Respondus Lockdown Browser (free download from Blackboard)

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. Students who experience technical issues should contact helpdesk@utep.edu to seek for help. Students are required to do some assignments **with Respondus Lockdown Browser**, and it is their responsibility to have it installed. For more information, see blackboard.

Assignments and Final Project Portfolio must be submitted by the deadline or they will miss the grade. No makeups. All projects will be evaluated based primarily on the following categories:

- **Focus**
(addressed specific topic and communicates to a specific audience)
- **Rhetorical Purpose / Context**
(are you paying attention to the text conventions (rules)?)
- **Familiarity**
(did you research current information about the topic?)
- **Polish**
(is it ready to publish (free from typos?)
- **Format**
(have you verified the most current acceptable formats or templates and vocabulary?)
- **Mechanics**
(did you do proofreading? did you do spelling check? does your work make sense as a whole?)

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

Objectives

- Upon completing ESOL 2303, students will be able to...
- Enter into existing dialogues, either academic or professional and then "participate"
 - Adopt vocabularies and styles associated with target genres and audiences

- Analyze sample documents and discuss rhetorical impact and practical efficacy
- Identify stylistic goals and develop writing strategies that pursue those goals
- Write for specific audiences (rather than a general demographic)
- Assemble final, and edited project into a summative portfolio*

These are the Deadlines for our Semester and below you will have more specific details.

Due Thursdays, 11:30 PM, Mountain Standard Time	Due Sundays, 11:30 PM, Mountain Standard Time
<ul style="list-style-type: none"> • Discussion Board Posts • Quizzes • Videos • Power Points • Podcasts 	<ul style="list-style-type: none"> • Assignments

Discussion

Board Posts: You will be reading class material and discussing them on the course discussion board. To successfully participate in these discussions, you will have to complete assigned readings, and class activities such as videos, podcasts, helpful handouts, or power points available on Blackboard (Bb). For each weekly module, you will post a minimum of 100 words. It is highly recommended that you type up your responses in a Word document and then copy and paste it into your group discussion board. Each week’s Discussion posts are due on Thursdays by 11:30 PM, Mountain Standard Time.

Assignments and Deadline

Policy: Assignments are due on Sundays by 11:30 PM Mountain Standard Time, unless your teacher specifies something different. Please ensure that you carefully read all instructions for each assignment, particularly the time at which assignments are due. Reading instructions is your responsibility and you should not make assumptions about deadlines.

Final Portfolio: A final project portfolio is required by students and it is due the day of the final exam for this course. You are responsible for learning all the requirements by checking the Final Project Portfolio Sheet attached to this syllabus.

Grading

The final course grade is calculated as follows:

Grades are assigned on this scale:

Assignments	35%	A	90-100
Quizzes	20%	B	80-89
Discussion Boards & Bb Material	20%	C	70-79
Final Project Portfolio	25%	D	60-69
		F	0-59

I do not accept emailed assignments unless prior arrangements have been made.

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.

Technology Requirements

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla

Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

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.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk 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.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- 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.

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

Attendance and Participation in Class

Active participation online is required. All online activities are designed to help students learn the material and acquire effective skills and strategies. Instructors may drop students from the class if their class performance shows lack of effort.

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.

Plagiarism Detecting Software

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to 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.

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.

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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.
- APA Documentation Style:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html

ACCOMMODATIONS AND COUNSELING SERVICES

- Center for Accommodations and Support Services: Assists students with ADA-related accommodations. Students who need accommodations, go to <https://www.utep.edu/student-affairs/cass/> and if you want to contact staff at CASS, send them a message CASS@UTEP.EDU.
- 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 and course development.

See the ESOL Course Sequence and helpful UTEP information next.

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.**

HELPFUL INFORMATION

- Academic Advising Center – Academic Advising, 1st floor, 747-5290; <http://academics.utep.edu/Default.aspx?tabid=59454>
- Center for Accommodations and Support Services - Union East 106, 747-5148; <http://sa.utep.edu/cass/>
- Department of Language and Linguistics – Liberal Arts 137, 747-5767; <http://academics.utep.edu/Default.aspx?tabid=44572>
- Enrollment Services -Academic Services Building 101, 747-6186; <http://webcontent.utep.edu/enrollmentservices/>
- ESOL Program – Liberal Arts 114, 747-7038; <http://academics.utep.edu/Default.aspx?tabid=51677>
- ESOL Lab and Tutoring Services – Liberal Arts 238; <http://academics.utep.edu/Default.aspx?tabid=51678>
- ESOL Student Online Resources; <http://academics.utep.edu/Default.aspx?tabid=51679>
- Financial Aid - Academic Services 204, 747-5204; <http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/finaid>
- International Programs - Union East 203, 747-5664; <http://studentaffairs.utep.edu/Default.aspx?tabid=52367>
- Office of Student Life - Union West 102, 747-5648; <http://www.utep.edu/dos/acadintg.htm>
- Registration & Records -Academic Services 123, 747-5544; <http://academics.utep.edu/Default.aspx?tabid=40826>
- Student Health Center - Union East 100, 747-5624; <http://chs.utep.edu/health/>
- Scholarships - Academic Services Building 202, 747-5478; <http://ia.utep.edu/Default.aspx?alias=ia.utep.edu/scholarships>
- University Counseling Center, Union West 202, 747-5302; <http://sa.utep.edu/counsel/>
- University Career Center, Union West 103, 747-5640; www.utep.edu/careers
- 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 2303 Final Project Portfolio Due: Tuesday December 8 by
11:30 PM Mountain Standard Time on Bb**

Instructions

If students submit more than 1 attachment file, no grade will be given. It is extremely important that students only use Microsoft word when submitting their final portfolio or they will miss the grade. **Students may not submit any work that has already been graded in the past.**

This portfolio should include an Index section that clearly identifies where to find specific content or your grade will be lowered 10 points. Your Final Portfolio’s grade will depend on how good you pay close attention to the following aspects:

1. **Focus**
(addressed specific topic and communicates to a specific audience)
2. **Rhetorical Purpose / Context**
(are you paying attention to the text conventions (rules)?)
3. **Familiarity**
(did you research current information about the topic?)
4. **Polish**
(is it ready to publish (free from typos?))
5. **Format**
(have you verified the most current acceptable formats or templates and vocabulary?)
6. **Mechanics**
(did you do proofreading? did you do spelling check? does your work make sense as a whole?)

	Assignment Focus	Weight	Instructions	Additional Helpful Tips/Resources
1	Recommendation Letter	10	Write a Recommendation Letter for one of your classmates who is applying for a Peer Leadership position at UTEP.	Watch the video “How to Write a Recommendation Letter” https://www.youtube.com/watch?v=zw9DzMr67XE
2	Resume	25	Write your Resume	See Ch 10, p. 284
3	Job Application Letter	20	Write a Job Application letter. You want to apply for a <u>Peer Leadership Position</u> at UTEP.	See Ch 10, p. 287
4	Letter Accepting a Job Offer	10	Write a letter accepting the Peer Leadership job at UTEP.	See Ch 10, p. 288
5	Letter Rejecting a Job Offer	10	Write a letter rejecting the Peer Leadership job at UTEP.	See Ch 10, p. 288
6	Letter Acknowledging a Rejection	10	Write a letter acknowledging a rejection for the	See Ch 10, p. 289

			Peer Leadership job at UTEP.	
7	Memo	15	<p>Write a Memo. As the manager of Lewis, Lewis, and Wollensky Law, LPC, you have been informed by some clients that tattoos on the arms and necks of your employers are creating a negative impression.</p> <p>Write a memo defining a new policy: employees are required to wear clothing that covers any tattoos on their arms and necks.</p>	See Ch 9, p. 253