

**ONLINE ESOL 2303: English for Humanities and Social Sciences**  
**Speakers of English as a Second Language**  
CRN: 21311 / Semester/Year: Spring 2021

**Instructor:** Luzma Garcia

**Office address:** LA 120

**Email:** lmgarcia@utep.edu

Send me a course message on blackboard but if you prefer to send me an email, that is fine too as long as you send me the CRN of our class to avoid confusion with other classes I teach.

**Office Hours:** Blackboard/Zoom, Mondays, and Tuesdays 6-7 PM, MST. by appt.

Zoom Office Hours Link: <https://utep-edu.zoom.us/j/82398277107?pwd=S1Z6azdrdkViOWVyOTZrVDYzSGxKdz09>

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.

### **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 asynchronous format, with instructional learning modules or components available on blackboard's course shell. 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 and to have good Internet connectivity.

### **REQUIRED TEXTBOOK:**

- Markel, Mike. "Practical Strategies for Technical Communication." Bedford/St. Martin's – 2016. 2<sup>nd</sup> 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](mailto: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.

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

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. *You should reply to 1 classmate with a minimum of 50 words or your grade will be 80 points and not 100. 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.

**FINAL EXAM:** There is no final exam but the final portfolio is due during Finals' Week on May 11 by 11:30 PM, MST.

## 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.

## LEARNING MODULES

This course is designed in weekly learning modules so that all materials, lectures, notes, submission areas, submission areas, discussion posts, are in one area for a giving week.

## HELP BOARD

If you have a question 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.

## COMMUNICATION STATEMENT

I will be checking my Email around 8AM Mountain Standard Time every day but please allow me 7 hours to respond to you. If you send me a message prior to a quiz, discussion board, or assignment, I will not be able to respond or help you.

## 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.

## **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. If students miss assignments, quizzes, class meetings, etc., they are more likely to fail the course. They will not be dropped from the course. However, if they feel that they are unable to complete the course successfully, they should let their instructor know and then contact the Registrar's Office to initiate the drop process. If they do not, they are at risk of receiving an "F" for the course.

## **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](mailto: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.

## **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.

## **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](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html)

## **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](http://cassportal.utep.edu) and fill out a three-question application. You will be scheduled to meet with disability coordinator to discuss your unique situation.

## **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](http://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](mailto: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](http://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.

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](http://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 May 11<sup>th</sup> by 11:30 PM MST on Blackboard**

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?)

	<b>Assignment Focus</b>	<b>Weight</b>	<b>Instructions</b>	<b>Additional Helpful Tips/Resources</b>
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” <a href="https://www.youtube.com/watch?v=zw9DzMr67XE">https://www.youtube.com/watch?v=zw9DzMr67XE</a>
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 Peer Leadership job at UTEP.	See Ch 10, p. 289
7	Memo	15	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	See Ch 9, p. 253

			and necks of your employers are creating a negative impression. Write a memo defining a new policy: employees are required to wear clothing that covers any tattoos on their arms and necks.	
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