

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

CRN: 21651 / Semester/Year: Spring 2018

Instructor: Miss Luz Garcia

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Online Office Hours: Mondays 1:30 – 2:20pm (Mountain Standard Time)

Blackboard IM or Skype are available for online office hours. If you would like to meet with your teacher in person, send her a message and make an appointment. My skype username is luzmadvd@aol.com. My Blackboard IM is imgarcia2.

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. Students are required to collaborate throughout the semester and to participate in groups. 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).

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”

All chapters for this course will be retrieved from Markel, Mike. “Practical Strategies for Technical Communication.” Bedford/St. Martin’s – 2016. 2nd ed. However, students are not required to purchase a text book for this class.

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.

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.

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.

Thursdays, 11:00PM, Mountain Standard Time	Saturdays, 11:00PM, 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 Replies to 2 Classmates

Discussion Board Posts,
Quizzes, Videos,
Power Points,
Podcasts: Are due on Thursdays by 11:00PM, Mountain Standard Time.

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 200 words. You will also reply (at least 50 words) to the entries of 2 of your classmates. 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 11:00 PM, Mountain Standard Time.

Discussion Board

Replies: They are due Saturdays by 11:00 PM Mountain Standard Time. Two replies (from you to your classmates) are required. If there you do not post by the stated deadline, there will be no credit given for the posting. Also, please do NOT post your responses as attachment file, unless requested by your teacher. Your posting will be graded according to the following criteria:

- Did you address each aspect of the posted question (s)?
- Did you provide your own interpretation? (I'm not interested in summaries from class material)
- Did you provide relevant evidence that supports your answer?

Assignments and Deadline

Policy: Assignments are due on Saturdays by 11:00 PM Mountain Standard Time, unless your teacher specifies something different. There will be no points given for late discussion board postings or responses. 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.

Groups: You will work in groups for certain assignments. Random teams will be generated at the beginning of the class. These are permanent teams and no changes will be permitted.

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.

Statement for (N)etiquette

When communicating electronically, many of the feelings or impressions that are transmitted via body language in face-to-face communications are lost. Consequently, interpreting emotions and innuendos is much more difficult. Only what is written, or drawn, carries the message. Often, excitement can be misinterpreted as anger or insult. It is important that we all keep this in mind as we communicate. Words in print may seem harmless, but they could emotionally injure us when working at a distance. Hence, it is vitally important that we are conscious of how we communicate while working at a distance.

For example, avoid the use of caps in your electronic messages, as wording in caps comes across as shouting. The standard practice ("Netiquette") for participation in networked discussion requires that all participation be focused on the topic at hand, not become personalized, and be substantive in nature. (Translation: you may certainly disagree with others, but you must do so respectfully; you may express strong beliefs or emotions, but you may not get so carried away that you lose all perspective on the course itself.)

Please observe the following:

- You are required to check the Blackboard course shell daily for messages, updates and assignments.

- Respect and courtesy must be provided to fellow classmates and the instructor at all times, in all contexts. No harassment or inappropriate postings will be tolerated.
- Be professional and careful in what you say about others.
- When reacting to someone else's message, address and focus on the ideas, not the person who posted them.
- Be careful when using sarcasm and humor. Without face-to-face communications your joke may be viewed as criticism.

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 Posts & Bb Material	20%	C	70-79
Final Project Portfolio	25%	D	60-69
		F	0-59

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.

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. *Lack of Effort* will result in a "W" or "F" in the course. Students who miss assignments, projects, quizzes and don't participate in class discussions can be dropped from the course.

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). 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

- 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.

Academic honesty

- Students are expected to adhere to and comply with standards of academic honesty. Academic dishonesty will not be tolerated. All cases will be reported to the Dean of Students for administrative and/or academic sanctions, which may include expulsion. All work submitted must be original (created by each student for the class) and any information from external sources must be properly cited. Work from other courses may not be submitted for a grade. Forms of academic dishonesty include (but are not limited to): *collusion*—lending one's work to another person to submit as his or her own; *fabrication*—deliberately creating false information on a works cited page, and *plagiarism*—the presentation of another person's work as one's own (i.e., copying parts of or whole papers off the Internet).
- Any type of cheating or plagiarism constitutes a violation of University policies and of the code of conduct to which all students must adhere. Violations are reported to the Dean of Students. See the website at <http://sa.utep.edu/dean/> for more information.
- As in any course, each student MUST do his/her own work. However, this does not rule out getting assistance or guidance from the class instructor or University tutors. Students are encouraged to seek online tutoring by going to UTEP's Writing Center website. See website: <http://uwc.utep.edu/>.
- It is important to differentiate between this type of help and non-acceptable types. Some examples of 'help' that is NOT acceptable include copying papers or parts of papers, copying on tests, using "cheat sheets," having someone else do

one's work, letting someone else change parts of one's work, or using texts from a published source (magazine, book, or newspaper) without proper documentation.

Copyright and fair use

- The University of Texas at El Paso requires all members of its community to follow copyright and fair use requirements. Students are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend students nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject students to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

Students who may require special accommodations

- Students who need special instructional accommodations due to a permanent or temporary disability are strongly encouraged to consult personnel in the Center for Accommodations and Support Services (CASS)
<http://sa.utep.edu/cass/>.

ATTENDANCE POLICY FOR THIS SECTION OF ESOL 2303 ONLINE

There is no real attendance policy as such. Yet, attendance is measured by your presence online. You are responsible for completing all readings and participate in any required activity such as Discussion Board, IM, Quizzes, Assignments, and any class material. If you are often not present online, your teacher will drop you from the course with a "W" before the course drop deadline and an "F" after the course drop deadline. Please see UTEP's Academic calendar for this semester.

IMPORTANT RULES TO KEEP IN MIND:

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. Your instructor reserves the right to make changes to the syllabus over the course semester.

ESOL SEQUENCE OF COURSES

Students enrolled in ESOL courses are required to take courses in sequence according to their placement in the program. The sequence of courses in the ESOL program is as follows:

Level 1) ESOL 1910

Level 2) ESOL 1610

Level 3) ESOL 1406 & ESOL 1309 (both must be completed before enrolling in the next courses)

Level 4) ESOL 1311 & ESOL 1310 (both must be completed before enrolling in the next course)

Level 5) ESOL 1312

Level 6) **ESOL 2303: Required of all majors in the College of Liberal Arts.**

Note 1: ESOL 1311 and ESOL 1312 are credit-bearing courses with credits that count toward graduation, as they are equivalent to ENGL 1311 and ENGL 1312 (required first year composition courses at UTEP).

Note 2: All ESOL courses must be passed with a "C" or better before enrolling in the next course. Students who receive a D or F must retake the course and pass with a C or better before enrolling in the next level.

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 (CASS) - Union East 106, 747-5148; <http://sa.utep.edu/cass/>
- Department of Language & 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/>

See next pages to check what you have to do for your Final Portfolio.

ESOL 2303 Final Project Portfolio Due: May 10, 2017 by 11:00 PM Mountain Standard Time on Bb

Instructions

Student Final Project Portfolio is due on Finals' Week the day of the final exam for this course and must be submitted electronically in one attachment file on Bb. 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.

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 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 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.	See Ch 9, p. 253