

ONLINE ESOL 2303: English for Humanities and Social Sciences
Speakers of English as a Second Language
CRN: 13335 / Semester/Year: Fall 2021

Instructor: Luzma Garcia

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Office Hours: Blackboard/Zoom, Mondays, and Tuesdays 3:30-4:30 PM, MST. by appt.

<https://utep-edu.zoom.us/j/87437534821?pwd=VG8zWEMrUzBuM1NJeFR4WnNHZ0pVdz09>

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. 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"

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...

- 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 • Discussion Board Replies • Quizzes • Videos • Power Points • Podcasts 	<ul style="list-style-type: none"> • Assignments

Discussion

Board Posts: You will be reading class material and/or watching some videos and will be discussing them on the course discussion board. 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 December 7th by 11:30 PM, MST.

GRADING

The final course grade is calculated as follows:

Assignments	35%
Quizzes	20%
Discussion Boards	20%
Final Project Portfolio	25%
	100

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.

A 90-100

B	80-89
C	70-79
D	60-69
F	0-59

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. To download the software, click on this link: https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_microsoftoffice365.html and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact 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!

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.

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. Instructors may drop students from the class if they miss too many classes (see attendance policy below) or class performance shows a lack of effort.

HOWEVER

- 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.

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.

ACCOMODATIONS 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.

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 one's 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.

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.edu, 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 epstrong.org

ESOL 2303 Final Project Portfolio Due: Tuesday Dec 7th by 11:30 PM MST on Blackboard

See next page for details.

Final Portfolio Due Dec 7th, 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?)

	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	See Ch 9, p. 253

			<p>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.</p>	
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