



**HYFLEX ESOL 1311: Expository Composition for  
Speakers of English as a Second Language**

CRN: 15347/ Semester/Year: Fall 2022

Instructor: Luzma Garcia

Email: [lmgarcia@utep.edu](mailto:lmgarcia@utep.edu)

Office address: LA 120

Class Meetings: CRBL 301

Virtual Office Hours: Blackboard/Zoom, Wednesday and Thursday 3-4PM, MST. or by appointment.

*\*The syllabus is subject to change at the discretion of the instructor.*

### **COURSE DESCRIPTION**

This (CEL)\* course focuses on the development of composition skills and strategies in problem-based discourse and the development of students' understanding of their role as socially-responsible members of society. The main goal is to build the knowledge and competencies that will enable students to be participating community leaders, while at the same time helping them recognize various rhetorical patterns relevant to problem discovery, description, and definition, as well as those relevant to analytical and evaluative writing in both printed and multimodal texts. Students will engage in service and reflect on these activities in writing to further develop their critical thinking abilities and continue developing their academic and language skills. These skills will be developed further through class discussions, planning techniques, guided and timed writing practices, and purposeful feedback and revisions. The concept of genre is also introduced through various readings and writing activities as well as in-class discussions.

### **\*COMMUNITY ENGAGEMENT & LEADERSHIP (CEL) DESIGNATION**

\*The "CEL" designation for this course stands for "Community Engagement & Leadership" and is part of a new certificate program in the College of Liberal Arts (full details to be provided at the start of the course). The purpose of this CEL course is to strengthen students' understanding of their role in society as engaged citizens and to build the knowledge and competencies that will enable them to be socially responsible and participating community leaders. Accordingly, course assignments and assessments are developed in line with the CEL program mission in Liberal Arts.

Throughout the syllabus, students will find several CEL tasks and assignments. Students are expected to contribute at least **20 hours** to our school partnerships to effect positive change in our community. There will be a digital option for any student unable to carry out face-to-face service. This engagement is not an "extra" 20 hours. Instead, it is the groundwork for several of the writing and speaking assignments to be carried out in the course. Because this engagement will be integral to several of your assigned essays, and oral reports and homework assignments, approximately **35-40%** of your final grade will be CEL-related.

### **HYFLEX (Hybrid Flexible) COURSE DELIVERY**

*This course is delivered in the Hybrid-Flexible "HyFlex" format.* Students can choose to take the class online, in the classroom, or both. (This is the *Flexibility* part of *HyFlex*.) However, if students decide to take the class online

synchronous, they must secure excellent internet connection to participate in all class activities and follow-through. **Equally important, they are required to have their microphone and a camera on when taking the class synchronous online.** Thus, no matter which mode they choose, they are responsible to follow through with each weekly learning module.

However, if students decide to take the class online synchronously on Zoom, they must secure an excellent internet connection to participate in all class activities and follow through.

If for some reason they decide to join the class via Zoom Live Synchronous Class Meeting, they need to go to Blackboard and click on the Zoom link but they need to make **sure to login with their official UTEP name and not any nickname or they will miss attendance.** Equally important, they are required to have their microphone and a camera on.

HyFlex 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).

## OBJECTIVES

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

- Understand the concept of genre and discourse communities as a conceptual framework to evaluate and compose texts.
- Conduct a rhetorical analysis of a community-focused multimedia text (e.g., website) and identify (con)textual variables related to purpose, audience, messages, style/register, and language usage.
- Identify and describe community problems presented in texts (causes, effects, intervening factors) as well as strategies for a solution.
- Analyze and evaluate claims and arguments related to specific problems or situations and adopt a position regarding such problems or situations.
- Collect and synthesize information from multiple sources including personal experience arising from community engagement to compose well-argued proposals, describing possible alternatives or solutions to specific problems or situations.
- Employ effective strategies to develop well-organized, logical, and coherent problem-solution texts.
- Identify the importance of community engagement as a form of civic engagement, participation, and a way to strengthen social responsibility
- Build communication skills
- Develop critical thinking skills
- Teamwork interpersonal skills
- Increase social justice and social responsibility awareness

### Optional materials:

- Hacker, D., & Sommers, N. (2015). *A writer's reference (with resources for multilingual writers and ESL)*, 8<sup>th</sup> Edition. Bedford/St. Martins.
- Any current monolingual collegiate dictionary such as Merriam-Webster's, Oxford, or Longman.

## TECHNOLOGY REQUIREMENTS

Some course content is delivered via the Internet through the Blackboard learning management system. You will need:

- ✓ A working UTEP email account
- ✓ Stable internet access
- ✓ Access to Blackboard (Bb).
- ✓ A Blackboard-friendly browser—Google Chrome & Mozilla Firefox are the best.
- ✓ MS Office: 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 365 and follow the steps to download the software:  
[https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE\\_PAGES/soft\\_microsoftoffice365.html](https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_microsoftoffice365.html)  
and follow the instructions.
- ✓ Respondus Lockdown Browser for free from UTEP's blackboard's page under Tools.

**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.

If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk \(helpdesk@utep.edu\)](mailto:helpdesk@utep.edu) as they are trained specifically in assisting with the 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 network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider the audience. This is a college-level course; therefore, all communication should reflect polite consideration of others’ ideas.
- Respect and courtesy must be provided to classmates and 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 these online spaces is intended for classmates and professors only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

## 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.

**DIRECT SERVICE (CEL):** Students will select an organization from the list provided by UTEP’s Center for Community Engagement to provide service. Students must complete 20 hours of direct service with the organization over the semester.

## MAJOR COURSE ASSIGNMENTS AND EXAMS

The following is an overview of assignments for this course. Specific guidelines, instructions, and recommendations for each assignment will be provided in class and/or through Blackboard by the instructor. The focus of this course will be on all stages involved in the writing process.

**WEBSITE ANALYSIS REPORT (CEL):** Once students have chosen the organization they would like to work with from the list provided by UTEP’s Center for Community Engagement to provide service they will review the website of that organization and analyze it rhetorically (audience, goals, organization, message, format, etc.) This analysis will be presented as a written report according to the guidelines specified on Blackboard. Students will provide 20 hours of direct service to this organization, or if necessary, one of the other organizations **approved by the instructor and available on the CUE website.**

**PROPOSAL ESSAY (CEL):** Once students have completed at **least 6 hours** of service, students will develop a proposal to help solve the problem related to the organization they have selected. Students will research various solutions that have been attempted and the results previously obtained (successful or not). Then, combining the information they have collected from research with their own observations and experiences working with the organization, students will propose and/or defend a specific solution that might be feasible to implement in the future, supporting their proposal with facts, and commenting on the necessary conditions for implementation. To carry out this assignment more effectively, students should try to complete as many hours as possible (ideally up to **10 hours**) before completing this assignment.

**ORAL REPORT ON SERVICE (CEL):** Students will deliver an oral presentation on their experience with community engagement. They will reflect on their specific experience as well as the problem as a whole explored through the aforementioned assignments.

There will be some additional writing activities outside of the CEL project.

**EVALUATION ESSAY:** Students locate a relevant argumentative or opinion text about a social problem, evaluate the claims being made, and adopt a position about such claims. Alternative views from other sources may be included.

**WRITING EXAMS (2):** These timed writing exams (one before and one after the mid-term point) will focus on problem definition, a brief response to an essay-type question, and/or evaluative/argumentative writing (taking a position on a given statement). Students are required to take these exams with Respondus Monitor Lockdown browser.

### **HOMEWORK, ORAL PRESENTATIONS, AND ASSIGNMENTS:**

In addition to the assignments described above, the course may include a variety of homework assignments and other writing tasks such as journal writing, position/opinion papers, quick in-progress reports, etc. **Some, not all, maybe CEL-related.**

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

### **FINAL EXAM**

Students are required to take a departmental final writing exam, which will be during final exams week on Monday (see Finals' Schedule). Students will need to be ready with Respondus Monitor Lockdown Browser to take their exams online. *Students may not request to have this exam another day or time. If they miss it, they will miss their final exam grade.* The exam essay will focus on expository prose (argumentative or evaluative) and will be rated in relation to organization and development, text and paragraph structure, academic language usage, and grammar and mechanics.

### **ESOL LANGUAGE LAB--OPTIONAL**

You do not have a lab requirement for this section. However, you are welcome to go to the lab and join in any lab activities. The lab offers writing tutoring, computer-assisted language learning (CALL) activities, conversation practice, among other activities. You may also visit UTEP's online Writing Center for assistance with your writing assignments. Writing tutoring will be available both in-person and online.

### **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 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.

### **TEST PROCTORING SOFTWARE**

Course assessments may make use of Respondus LockDown 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.

## GRADING

The final course grade is calculated as follows:

In-Class Writing Exams	15%
Evaluation Essay	10%
Assignments/Discussion Boards/Quizzes	15%
Final Departmental Exam	25%
<b>COMMUNITY ENGAGEMENT (CEL) TOTAL</b>	
<b>35%</b>	
20 Service Hours*	15%
Website Rhetorical Analysis	5%
Proposal Essay (after 6 hrs of service)	10%
CEL Oral Report	5%
	100%

**\*Completing the 20 hours counts as 15%; HOWEVER, several of your assignments are directly tied to your service learning, so service hours have a considerable impact on your grade for this class.**

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%

## ATTENDANCE POLICY FOR ALL ESOL COURSES

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). The final course grade can be lowered by 1.5 points after three absences.

### 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.

If you have tested positive for COVID-19, you are encouraged to report your results to [covidaction@utep.edu](mailto:covidaction@utep.edu), so that the Dean of Students Office can support you and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

- 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.

Instructors may drop students from the class if they show lack of effort. Examples of lack of effort: Missing homework/discussion boards, quizzes, assignments, and essays.

## **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](mailto: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.

## **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](#).

## **PLAGIARISM DETECTING SOFTWARE**

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign has 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 this course. They may not be further disseminated.

### **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 1610

Level 2) ESOL 1406 & ESOL 1309 (both must be completed before enrolling in the next courses)

Level 3) ESOL 1311 & ESOL 1310 (both must be completed before enrolling in the next course)

Level 4) ESOL 1312

*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.*

### **ADDITIONAL HELPFUL INFORMATION**

- Academic Advising Center – Academic Advising, 1st floor, 747-5290; <http://academics.utep.edu/Default.aspx?tabid=59454>
- 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)
- UTEP Library: 1900 Wiggins Way 747-5672; <https://www.utep.edu/library/>
- MLA & APA Documentation Style: <https://owl.purdue.edu/>
- 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/>