

**ESOL 1406: Basic English Sentence Structure CRN:  
20634/ Semester/Year: Spring 2023**

**Instructor:** Luzma Garcia

**Email:** [lmgarcia@utep.edu](mailto:lmgarcia@utep.edu) (best way to contact instructor)

**Office address:** LART 120

**Class Meetings Time:** 12-1:20

**Class Date and Location:** Tuesday at CRBL 301

**Class Date and Location:** Thursday on Zoom (See our homepage on blackboard to connect)

Students are required to attend class on Tuesday and Thursday. See attendance policy in this syllabus.

**Virtual Office Hours:** Blackboard/Zoom, Monday and Tuesday 3:00-5:00pm, or by appointment.

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

### **Course description**

This course focuses on English language usage and grammar in context. Using a task-based, communicative approach to teaching and learning, students engage in reading, writing, listening and speaking activities to enhance their knowledge and understanding of grammatical rules and structures, their meaning, and their usage with specific communicative functions. The course includes activities to learn and practice a variety of structures, such as verb tenses and modals, gerunds and infinitives, phrasal verbs, conjunctions, and different types of clauses, among others. The aim is to achieve a balance between fluency and accuracy and to improve students' overall communicative competence.

### **Objectives**

At the end of the course, students are expected to be able to do the following, in both spoken and written texts, and at a level of accuracy appropriate for English language learners with a high-intermediate level of proficiency:

- Use a variety of verb tenses (present, past, future) and aspects (progressive, perfect), orally and written English.
- Recognize the relationship between verb forms and their meanings in context.
- Understand the relationship between subjects and predicates in different types of sentences.
- Use different parts of speech such as nouns, determiners, adjectives, and adverbs in spoken and written English.
- Differentiate between types of verbs (e.g., modals, phrasal, transitive, intransitive) and use them in spoken and written English.
- Use different types of pronouns (subject, object, reflexive,) appropriately.
- Understand and produce basic and complex sentences (e.g., sentences with subordinate clauses), especially in reading and writing tasks.
- Identify and correct common grammatical errors in written texts.

### **Criteria for success**

- 1) Apply the grammatical knowledge acquired and practiced in class to the comprehension and production of texts in English.
- 2) Engage in learning activities to identify, analyze, and produce the grammatical forms and apply rules presented in class.
- 3) Participate in classroom activities in order to understand the role of grammatical knowledge in communication.
- 4) Review information presented in class and complete all homework and CALL Activities assignments.
- 5) Attend all classes.

## **COURSE & TECHNOLOGY REQUIREMENTS**

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

- ✓ A working UTEP email account, in case their instructor needs to contact them or vice-versa.
- ✓ Stable internet access, especially if the COVID-19 pandemic urges the course to go fully online.
- ✓ Access to Blackboard (Bb).
- ✓ If students don't understand how Blackboard works or any handouts or assignments, they are responsible to ask their instructor at their earliest convenience before it is too late to assist them. They shouldn't wait until the last minute.
- ✓ A Blackboard-friendly browser—Google Chrome & Mozilla Firefox are the best. DO NOT use Safari or MS Edge.
- ✓ 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!

### **ESOL LAB Computer-Assisted Language Learning (CALL) activities – LART 238**

In addition to regular classroom sessions, **students are required to complete 8 hours** in the ESOL lab. They will have the opportunity to attend the lab either online or in person, but the availability of an in-person option may increase or decrease depending on COVID conditions. The lab offers writing tutoring, computer-assisted language learning (CALL) activities, conversation practice, and other activities. Students may also visit UTEP's online Writing Center to complete their ESOL lab hours. For more information, please visit our Home Page on blackboard.

**\*Students must have 4 hours by week 8 as part of their Midterm Grade.**

Failure to complete the assigned lab exercises and activities can significantly lower the course grade. The class instructor will monitor students' work and keep a record of the grades.

### **Homework assignments**

To learn the grammatical forms, rules, and structures presented and practiced in class or online, it is crucial to dedicate time outside of class to review the material and complete homework assignments. Failure to complete homework assignments (online or in-person) can lower the course grade considerably or result in a failing grade.

### **In-Person Class Participation**

You will be required to participate in activities that will count 10% towards your final grade.

## **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 completing extra credit assignments towards the end of the course or 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.

## **Grading**

Course evaluation measures include weekly quizzes, a mid-term and a final exam, as well as homework and computer lab activities. There will be no make-up quizzes or exams. Exceptions to this rule will be made only in case of illness or serious medical issues, and only if appropriately documented.

The course grade is determined as follows:

Grades are assigned on this scale:

	<b>Percentage</b>	<b>Total Points</b>	<b>Grade</b>
<b>Homework</b>	15%	90-100	A
<b>Quizzes</b>	15%	80-89	B
<b>LAB Activities</b>	10%	75-79	C
<b>Participation</b>	10%	74-60	D
<b>Midterm Exam</b>	25%	0-59	F
<b>Final Exam</b>	25%		

**In order to pass the course, a grade of “C” or higher must be obtained. If a grade of “D” or “F” is obtained, the course must be re-taken.**

## **POLICIES**

### **Assignments**

- It is very important to submit all major assignments and take the corresponding exams in order to obtain a passing grade. All assignments must be completed and turned in on the scheduled dates. Any assigned work that is not submitted by the due date will not get the corresponding points/credit. Late work will not be accepted. Exams should be taken on scheduled dates. No make-up exams will be given. Exceptions to these rules may be considered only for medical emergencies (or similar extraordinary circumstances) which must be properly documented.
- 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. Students are strongly encouraged to go to the Writing Center at the library or to consult with ESOL tutors (depending on availability) in order to revise and edit their work before submitting it.

### Academic honesty

- Students are expected to adhere to and comply with standards of academic honesty. Academic dishonesty will not be tolerated. All cases are 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 grade. Forms of academic dishonesty include (but are not limited to): collusion—lending your 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 your own (e.g., copying parts of or whole papers off the Internet).
- Any type of cheating or plagiarism constitutes a violation to university policies and to the code of conduct to which all students must adhere. Violations are reported to the Dean of Students. See the website at <http://www.utep.edu/dos/acadintg.htm> 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. 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 with disabilities

- Students who need special instructional accommodations due to a permanent or temporary disability should report to the Disabled Students Services Offices (DSSO), located in the East Union Building, room 302. Students with a documented sensory and/or learning disability may receive special accommodations according to university policies. It is the student responsibility to contact the instructor after contacting the DSSO to ensure provision of such accommodations.

### Attendance and participation in class

- Attendance is mandatory and active participation (in-class and/or online) is required. All in-class and/or online activities ensure that students learn the material and help them to acquire effective skills and strategies. Instructors may drop students from the class if they miss too many classes (see attendance policy below) or class performance shows lack of effort

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### ATTENDANCE POLICY FOR ALL ESOL COURSES

To improve their language proficiency and academic literacy skills, students must be present in class in order to participate in all class activities and engage in active practice. **Good attendance is a course requirement.** Therefore, if a student is absent an excessive number of times during the drop period (from

the first day after the end of late registration through the last day for faculty to drop students), the instructor will drop the student from the course.

#### IMPORTANT RULES TO KEEP IN MIND:

- During the fall or spring semester, students will be dropped from a MWF class after being absent four times in a row or after accumulating a total of six absences, and from a TR class after being absent three times in a row or after accumulating a total of four absences. During a four-week summer session, students will be dropped after being absent two times in a row 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). Exceptions due to medical emergencies or illness must be properly documented.
- All truly “exceptional” circumstances should be documented and discussed with the class instructor. Absences due to exceptional circumstances should be notified to the class instructor as soon as possible in order to explain the situation (sending an email message is recommended). This does not necessarily mean that absences will be excused, but it gives the class instructor an opportunity to assess the situation before dropping the student from the class.
- Late arrivals and early departures also carry penalties for purposes of dropping or lowering the course grade (two late arrivals equal one absence, two early departures equal one absence, and one late arrival plus one early departure equal one absence). It is the responsibility of each student who arrives late to notify the instructor at the end of the class period so his/her attendance can be recorded.
- The final course grade can be lowered by 1 point for every absence in MWF courses, 1.5 points for every absence in TR courses, and 2.5 points for every absence in summer courses.

**Exceptions** to the above-stated attendance policies are only made under the following circumstances: (1) a medical emergency requiring hospitalization, (2) jury duty, or (3) official UTEP business such as athletics, debating team, or band. These circumstances must be properly documented (official proof). Documentary proof of official UTEP business or jury duty must be provided ten calendar days before the fact; documentation of hospitalization must be provided as soon as possible.

#### **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

*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>
- Disabled Student Services - Union East 302, 747-5148; <http://studentaffairs.utep.edu/Default.aspx?tabid=20265>
- 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/>