

Structure of English for Language Professionals
LING 3314 – CRN: 26964
Course Syllabus, Spring 2024
Department of Latin US and Linguistics, UTEP

COURSE INFORMATION

Days: Tuesday & Thursday

Location: LART 208

Time: 1:30-2:50 PM

INSTRUCTOR INFORMATION

Instructor: Dr. Sabrina Mossman

Office: Graham Hall 303

Email: samossman@utep.edu

Phone: (915) 747-6320

Office Hours: T&R 11:00-11:50; R 6-7 (but subject to change) primarily by appointment (but subject to change) **primarily by appointment**

Course Description

This course is a basic introduction to English grammar for prospective teachers of English as a Second or Foreign Language. The goal is for you to develop a working knowledge of the structure of English and an ability to apply this knowledge to the practice of teaching grammar. The course will also include aspects of grammar teaching such as (a) different approaches to teaching grammar, (b) grammar lesson plan development, (c) evaluating and using grammar textbooks, and (d) common learner errors and how to address them.

Required Textbook

There is no required text for this course. Readings drawn from a variety of sources will be provided on Blackboard.

Course Evaluation

Weekly Activities	10%
Quizzes (6—1 dropped)	25%
Grammar Lesson for Lab	20%
Student Presentations	15%
Final Exam	<u>30%</u>
	100%

Weekly Activities

Every week you will do in-class activities and/or homework activities. These are not graded but serve as practice for your graded assignments. During weeks in which the activities are not submitted to Blackboard, you receive credit for this from your class attendance.

Quizzes

There will be 6 quizzes, one almost every other week, covering the material from the previous weeks. The lowest quiz grade will be dropped. There will be no make-up quizzes.

Grammar Lesson for Lab

You will choose an authentic written academic text and develop a useful grammar lesson around it. Your lesson should be designed so students can complete the lesson on their own in the computer lab. It should follow a Focus on Form approach, and it should be a “task” or an activity that includes noticing/inductive grammar instruction + practice. For this activity you should choose from the list of grammar topics. More information will be provided on Blackboard.

Student Presentations: Practice Teaching Demonstration

You will present 2 grammar teaching lessons to the class. The lessons should follow a Focus on Form approach and they should include two of the four skills—one receptive (listening or reading) and one productive (writing or speaking). Additional information will be provided in class and on Blackboard.

Lab Activities

You volunteer for 2 hours in the ESOL lab. During this time you may provide students with assistance of various types—writing tutoring, grammar homework assistance, or conversation. All activities will have a grammar focus.

Final Exam

There will be a comprehensive final exam. It will include closed response format questions (T/F, multiple-choice, connecting items in columns) as well as open-ended questions. Both grammar and teaching topics will be covered.

GRADING SYSTEM

As stated in the UTEP catalog, grades for undergraduate courses are given according to the following system:

A= 90-100% Excellent

B= 80-89% Good

C= 70-79% Average

D= 60-69% Below average but passing

F= 0-59% Failure

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. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

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!

ONLINE CLASS SESSIONS

On occasion this class may require that you participate in online class sessions at our regularly scheduled class time. The purpose of these sessions are for you to experience teaching and learning in an online format. Online sessions will be announced in advance and added to the calendar. Students are expected to participate in these sessions with a webcam and microphone. If you do not have a reliable webcam, microphone, or internet connection, you should go to the UTEP library where they can provide you with the necessary equipment.

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 in a separate Word document as a back-up to provide 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. You can email me your back-up document as a last resort so you can get it in before the deadline, but you will still need to upload it to Blackboard once the technical issues have been resolved.

COURSE COMMUNICATION

There are a number of ways we can keep the communication channels open:

• Office Hours:

- **In person office hours:** I will be available for walk-in meetings from 11:00-12:00 pm (before class) Tuesdays and Thursdays as well as by appointment.
- **Online office hours:** I will be available to meet online by appointment at a time that is convenient for both of us. If you wish to meet with me online, please send me an email to samossman@utep.edu.

• **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to properly written e-mails within 24-48 hours of receipt, Sunday night through Friday. When emailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number. NOTE: It is better to email me directly from your miner email account to samossman@utep.edu and NOT

through Blackboard course messages. I generally don't see the course messages, but I check my email several times a day. Also, if you email me from a gmail or other non-UTEP email account, it may not come to my inbox because UTEP often filters those out.

• **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages. I generally send the announcements to your email too, but if I forget to check the "email" box, it will only appear on Blackboard.

COURSE POLICIES AND REQUIREMENTS

- Participants are expected to learn not only from readings and projects but also from class interaction, formal and informal discussions, and class presentations.
- Participants should read all assigned readings carefully before each class (unless otherwise indicated on the calendar) and be prepared to participate in class discussions.
- Students should complete all the grammar practice activities in order to reinforce grammar knowledge.
- Students should be prepared to accommodate the necessary study time in their schedule to read, review, write, and study the material, as well as to work on assignments and course projects.
- All assignments and projects should be completed by the deadline.
- Students should make sure they have access to the course's Blackboard shell in order to receive class announcements, access class materials, post papers and reports, etc.

Course Drop Policy

According to UTEP Curriculum and Classroom Policies, "When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of "W" before the course drop deadline and with a grade of "F" after the course drop deadline." See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences.

That said, **I will NOT drop you from the course** without talking to you first. If I find that, due to non-performance in the course, you are at risk of failing, I will contact you by email to recommend that YOU drop the course. You should touch base with me immediately if I send you a drop recommendation email.

Also, if you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar's Office to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

COURSE EVALUATION

Student evaluations provide important feedback to the instructor and they are essential for measuring teaching effectiveness in the profession. Chairs and Deans see course evaluations every year in reviewing faculty performance, and committees at all levels of the university rely on evaluations in making decisions. Before the last class session, you will be asked to complete University Course Evaluation Forms.

HOUSEKEEPING RULES

Many of the instructional activities of this course will be conducted entirely on Blackboard, which you have now accessed. You will find all the information and materials for the course on Blackboard, as well as course announcements, which are constantly updated. Students should check Blackboard daily.

In addition, students may receive e-mail messages (reminders, queries, etc.) at their address of record and are responsible for monitoring and responding to these.

Communicating effectively with your professors:

In a recent course I received an email from a student that began as follows:

Mossman, Hiya! I was about to check
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This is unacceptable.

In response, I am including a link to some excellent guidelines on how to be professional when you send an email to any of your professors. Hint: Addressing your professor by their last name with no title, and using “Hiya” as a greeting are not appropriate.

<https://www.unr.edu/writing-speaking-center/writing-speaking-resources/email-etiquette-for-students>

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances. 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 to students with documented disabilities. Students who become pregnant may also request reasonable accommodations, in accordance with state and federal laws and regulations and University policy. Accommodations that constitute undue hardship are not reasonable. To make a request, please register with the UTEP Center for Accommodations and Support Services (CASS). Contact CASS at 915-747-5148, email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

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.

ARTIFICIAL INTELLIGENCE

Use of AI technologies or automated tools, particularly generative AI such as ChatGPT or DALL-E, is **only allowed with approval from the instructor BEFORE being used**. Without permission, you will be expected to think creatively and critically to complete assignments without assistance from these tools.

If given permission to use any of these tools, you must properly cite and give full credit to the program used upon submission of every relevant assignment. For example, text generated using ChatGPT must be cited:

Chat-GPT(version). Date of query (year/month/day). "Text of your query."
Generated using OpenAI. <https://chat.openai.com/>

A short paragraph describing how the tool(s) was/were used for the assignment must be included.

TEST PROCTORING SOFTWARE

It is possible that in some cases for the quizzes we will make use of Respondus Lock Down 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:

- 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

PLAGIARISM DETECTING SOFTWARE

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

COURSE RESOURCES

UTEP provides a variety of student services and support.

Please refer to the QR code below for a listing of campus resources or visit

https://www.utep.edu/advising/student_resources/student-success-resource-hub.html.



Important Note: The syllabus provides a general plan for the course; modifications are often necessary and may be implemented as a result of students' needs, course development, and classroom life in general.