



**ESL 273-03 Introduction to the Essay  
Winter 2021 5 units**

Instructor: Sharon Stranahan Phone: 408-966-7271  
Time: Mon. & Wed. 10:00 a.m.-12:15 p.m. Online Office Hours:  
Wednesdays 12:30 –1:30 p.m. and by  
Place: Online via Zoom appointment via Zoom  
Email: [stranahansharon@fhda.edu](mailto:stranahansharon@fhda.edu)  
(preferred)

Dear ESL 273 students! Due to the COVID-19 pandemic, this class will be taught online. It is a synchronous class which means we will meet at the same time online each Monday and Wednesday. So, we'll have lots of opportunity to get to know each other. I look forward to getting to know you and helping you to become stronger writers in academic English. ☺

**PREREQUISITE**

English Writing 200 and Reading 200 (or Language Arts 200), or ESL 261, 262 and 263 with a grade of C or better; or qualifying score on the ESL placement test.

**COURSE DESCRIPTION**

This is an advanced-level writing course for students whose native language is not English. In the course, students will review paragraph writing and be introduced to the principles of the essay to prepare them for college-level classes.

**STUDENT LEARNING OUTCOMES (SLOs)**

When you complete this course, you will be able to:

- Write well-developed essays that analyze and synthesize main ideas and differing viewpoints from a variety of academic reading materials.
- Demonstrate level-specific grammar, sentence structures and vocabulary in writing.
- Evaluate own writing for rhetorical structure and clarity by means of revision and editing.

**REQUIRED MATERIALS AND RESOURCES**

- ***Engaging Writing 2: Essential Skills for Academic Writing 2<sup>nd</sup> ed.*** (ISBN: 978-0-13-248354-4) by Mary Fitzpatrick. Paperback. Buy an inexpensive, used textbook online. No access codes or CDs are needed.
- Access to an Internet connection and a laptop computer (MAC or PC) or tablet with a camera and microphone. **IMPORTANT! If you do not have access to these resources, please notify me at the beginning of the quarter. We will discuss alternatives.**
- Any advanced dictionary of American English (e.g. Longman, Cambridge, Oxford) or online dictionaries (e.g. Merriam-Webster at <http://www.merriam-webster.com/> and Dictionary .com at <http://dictionary.reference.com/>).

**COURSE WEB PAGE**

Copies of the course materials such as the syllabus, assignment instructions and due dates can be found on the learning management system called Canvas by Instructure.

**Canvas Login URL:** <https://deanza.instructure.com>

**Username:** Your Campuswide ID on MyPortal **Password:** Your MyPortal password



You are responsible for regularly checking the course web page for updates and using it for assignments as explained in class.

## **COURSE REQUIREMENTS**

- ❖ **Essays:** Throughout the quarter, you will write **four expository essays** based on readings. Two of them will be written in class with no revision cycles, and two essays will go through draft and final revisions that will be submitted to Canvas. **In-class essays cannot be made up, so plan to be present on the days that they are scheduled.** Extra credit may be earned on in-class final essays if the student is currently passing the course.
- ❖ **Quizzes:** You will have several grammar and other writing-related quizzes. **There is no make-up on in-class quizzes.**
- ❖ **Homework:** You will receive various homework assignments that will be done from the book and discussed in class. These assignments will be related to other assignments or in-class activities, so be sure to do all your homework. **If you are absent, you will not receive credit for homework that is discussed and/or handed in.** Other homework assignments need to be submitted to Canvas on the due date.
- ❖ **Portfolio:** There are two criteria for passing this course: 1) Passing the coursework with a C or better, and 2) Passing the Portfolio. The Portfolio will include two in-class essays and one out-of-class essay of your choice, plus one reflective essay, to be turned in as explained on Canvas. More information will follow.

**Help with Assignments:** On-line tutoring is available through the Writing and Reading Center (WRC) <http://www.deanza.edu/studentssuccess/wrc/>. Also, free online tutoring is available from *SmarterThinking* via MyPortal, <http://www.deanza.edu/studentssuccess/onlinetutoring/> or from *NetTutor* via Canvas. In addition, you are encouraged to request online conferences with your instructor any time you have questions on the assignments or want more feedback.

## **COURSE POLICIES**

### **1.) Late Work**

**For “midnight” assignments submitted to Canvas:** Most writing assignments are due by 11:59 p.m. on the due date. There will be a 12-hour grace period after the submission deadline to accommodate any last-minute technical issues or emergencies. Students may submit assignments during this grace period with no penalty, although the assignments will be marked “late” by Canvas. **After the 12-hour grace period, no assignments will be accepted,** and the assignment will close. Students will be unable to submit their work and will receive a “zero” for the assignment. The only exception is if the student wants to use a “Late Pass” (see below).

**For assignments due before class on Canvas:** The assignments that are due before class have no grace period and no make-up.

**For assignments that are completed in class:** Typically, these assignments take the form of group work, peer reviews, or other collaborative work. Because in-class participation is critical to successfully complete these assignments, no late assignments of this type will be accepted.



**Late Pass:** A student may hand in a “midnight” assignment late one time.

**\*Dog Ate My Homework\***

**Free Pass for Late Work**

Pass entitles student to turn in **one written assignment** that was due on Canvas at 11:59 p.m. up to **ONE week from the original due date**. Simply email Ms. Sharon that you want to use this pass. She will open the assignment. Then, write “Dog Ate my Homework Pass” in the “Comments” field on Canvas when submitting the work.

One use only. Nontransferable. **EXPIRES: March 10,2021.**

**2.) Attendance/Participation:** You are expected to attend scheduled online class meetings via Zoom. As a courtesy, please **email me if you have to miss a class** for any reason. The class meetings will be recorded so you can review them later online.

**3.) Grading:**

You must get at least 73% (C) to pass the class.

<u>GRADING CRITERIA:</u>		<u>GRADING SCALE:</u>	
Essay 1	15%	97-100	= A+
Essay 2	20%	93-96	= A
Essay 3	20%	90-92	= A-
Essay 4	20%		77-79 = C+
Quizzes	15%		73-76 = C
HW/Participation	10%		<73 = No
Total	100%		Pass
		87-89	= B+
		83-86	= B
		80-82	= B-

**4.) Academic Honesty:**

Except for pair and group assignments, all assignments must be done **BY YOURSELF**.

Cheating includes, but is not limited to:

- Copying from another student’s homework, quiz, exam or any other material. Students who help someone else cheat in any way will also receive an automatic “zero”.
- Having someone else do your assignment and submitting it as your own.
- Submitting homework or essays that you’ve submitted to another class.
- Getting “too much help” from someone on an assignment where the work no longer looks like your own.
- Using any translating device or program, e.g. Google Translate.
- Copying any amount of material from a published source, including books, magazines, and the Internet without giving credit to the original author. This is called **PLAGIARISM** and is considered a serious academic offense.

Most major written assignments submitted to Canvas will be automatically processed through Turnitin.com, so students can check their match scores and revise work before the final due date. Any student caught cheating or plagiarizing will fail the assignment and may even be dropped from the course and/or reported to the Office of Student Development. If reported, the incident will remain as part of your permanent college record.



**How to get the most out of this class.** You will have the opportunity to participate in various activities and collaborate with other students in pairs and groups during class, all of which are designed to help improve your English skills. This means:

- ❖ **Come to class on time:** You will be doing lots of group work in this class, so coming late means you can't participate fully and are impacting the learning experience of your classmates. So, it's a good habit to check in to Zoom five minutes early so that you will be ready to start class on time.
- ❖ **Turn on video:** This is essential to participate fully and to build your relationships with your classmate and instructor. If you have technical difficulties or have disability-related or religious reasons to not turn on your video, please inform me.
- ❖ **Limit distractions as much as possible:** Close your door, mute phone, use headphones, close unnecessary windows on your computer, and avoid multitasking. Give your classmates and instructor your attention.
- ❖ **Look at the camera and speak clearly:** Maintain good eye contact. Allow for a 2-3 second delay as you participate in the discussions.
- ❖ **Mute your microphone when you are not talking:** This cuts down background noise.
- ❖ **Excuse yourself if you need to take a break:** Message the instructor in the Chat window if you need to take a break. Turn off your video while gone.
- ❖ **Engage in appropriate Chat:** The Chat function allows participants to communicate in writing. Keep on topic and be polite. This is not the place for rants, insults, or other inappropriate behavior. If something or someone has upset you during class, send a private chat to me or contact me after class.
- ❖ **Have patience with each other:** We're all adjusting to learning online and the impact of COVID19 on our lives. Help make this class a place to find support.

**Tentative Schedule (see Canvas for final schedule)**

<b>Week 1</b> Jan. 4 & 6	<ul style="list-style-type: none"> <li>• Syllabus, Introduction, In-class writing, paragraph review, outlines</li> <li>• Essay #1- Chapter 2 Culture, <i>Identity and Homeland: The Logical Division</i></li> </ul>
<b>Week 2</b> Jan. 11 & 13	<ul style="list-style-type: none"> <li>• Essay #1- Logical Division- Peer &amp; Instructor Review</li> <li>• Quiz #1</li> <li>• Essay #2- Chapter 3 <i>Full Pockets, Empty Pockets: Cause-and-Effect</i></li> </ul>
<b>Week 3</b> Jan. 18 (Holiday) Jan. 20	<ul style="list-style-type: none"> <li>• In-Class writing: Essay #2- Cause-and-Effect</li> </ul>
<b>Week 4</b> Jan. 25 & 27	<ul style="list-style-type: none"> <li>• <b>Essay #1 Final due</b></li> <li>• Essay #2 Peer &amp; Instructor Review</li> </ul>
<b>Week 5</b> Feb. 1 & 3	<ul style="list-style-type: none"> <li>• Quiz #2</li> <li>• Essay #3-Chapter 4 <i>Marriage and Family: Comparison/Contrast</i></li> </ul>
<b>Week 6</b> Feb. 8-10	<ul style="list-style-type: none"> <li>• <b>Essay #2 Final due</b></li> <li>• In-Class writing: Essay #3- Comparison/Contrast</li> </ul>

<b>Week 7</b> Feb. 15 (Holiday) Feb. 17	<ul style="list-style-type: none"> <li>• Essay #4- Chapter 5 From School to Work: Argumentation</li> </ul>
<b>Week 8</b> Feb. 22-24	<ul style="list-style-type: none"> <li>• Essay #4</li> <li>• Essay #3-Final</li> </ul>
<b>Week 9</b> Mar. 1 & 3	<ul style="list-style-type: none"> <li>• Essay #4 – Peer Review</li> </ul>
<b>Week 10</b> Mar. 8 & 10	<ul style="list-style-type: none"> <li>• Essay #4: Instructor Review</li> <li>• Quiz #4</li> <li>• The Portfolio, Reflective Essay</li> </ul>
<b>Week 11</b> Mar. 15 & 17	<ul style="list-style-type: none"> <li>• The Portfolio: Reflective Essay- Peer Review</li> <li>• <b>Essay #4 Final due</b></li> </ul>
<b>Week 12</b> Finals week	<ul style="list-style-type: none"> <li>• <b>Portfolio with Reflective Essay due (See Canvas)</b></li> </ul>