

Craig Norman, Ph.D.
ESL 263
Spring Quarter
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Office Hours: MW 11:45-12:30 pm;TR: 10:30-11:30 am
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Prerequisites: ESL 253 and ESL 252 or a qualifying score on the English as a Second Language Placement test. ESL 263 may be taken concurrently with English as a Second Language 261 and 262.

Course Description: ESL 263 is a low advanced grammar/writing course designed to give reading, writing, and editing support to students. This course provides extensive study of basic writing skills in preparation for higher level writing courses. Students will write paragraphs and short essays as well as keep a weekly journal. In addition to the basic writing skills described above, students will develop an awareness of correct grammar, word usage and writing mechanics. The course will give students the opportunity to practice the foundational skills that are necessary for success in higher- level writing and academic courses including critical reading strategies, paragraph and sentence focus, error identification and correction, and stylistic enhancement. Through the assignments students will develop and practice these skills, with the goal of becoming successful independent readers, writers, and editors.

Purpose of Course

The purpose of ESL 263 is to teach you the fundamentals of effective writing. You will learn about audience, writing purpose, the conventions and structures of different types of writing, such as narration, description, and compare and contrast; you will also learn about the writing process, organization, focus, and supporting information. ESL 263 will give you ample opportunity to read and see what good writing looks like by professional and student writers and then give you lots of opportunity to practice these basic writing skills. Again, it is the goal of this course to prepare you for the types of higher-level writing that is demanded by your transfer and major courses.

Learning Objectives for the Course:

- Plan for paragraph assignments building to the short compositions
- Compose first drafts of unified paragraphs and short multiple paragraph compositions
- Recognize and use rhetorical types
- Revise for clarity
- Edit sentence-level grammar and mechanics of revised drafts
- Revise and edit paragraphs
- Recognize and use word forms and idioms to demonstrate expansion of active vocabulary
- Write paraphrases and short summaries from brief readings
- Write paragraph and short multiple-paragraph responses to brief readings

Required Texts:

- **All materials will be on Canvas**

Attendance Policy: I will take attendance at every class meeting and will consider your attendance record when I figure out your final grade. Since I will consider your class preparation and participation as part of your grade, I do expect you to meet for every class and to be prepared. If you have more than two unexcused absences, your grade will drop one letter. If you have more than 3 unexcused absences you can be dropped from the course. If you do have to miss a class, you will need to find out what you have missed and make up the work. Please be punctual for tardiness is counted. For every two times you are counted tardy, they are counted as one unexcused absence.

Determination of Grade: Your final grade for the course will be primarily based on the writing assignments, both take-home and in-class writing, the quizzes and the midterm and final exam. The grade will be based on the quality of your writing: your control over organization, subject development, support and grammar and mechanics. Again, class attendance and participation will also be considered as part of your grade.

Distribution of Grade

Take-home writing assignments	= (2) 30 points each:	60 points total
In-class writing assignments.	= (2) 30 points each.	60 points total
Grammar Quizzes	(3) 10 points each	30 points total
Attendance/Participation	=	30 points total
Journals		<u>24 points</u>
		204 points total

Requirements for Written Assignments:

Final Drafts: All final drafts **must** be typed or word-processed on 8 x 11" paper. Please use MLA style guidelines (this includes font Times New Roman, size 12. The final drafts should be double-spaced and only one side of the page should be used with pages numbered (again please see MLA format).

Rough Drafts: Drafts of written assignments must also be double-spaced (i.e. write on every other line) and the pages numbered. **Important:** Due dates for drafts will be required. If the drafts are not completed by the due date, 5% will be deducted from your paper's final grade for each day that it is late.

Journals: You will be expected to keep a journal throughout the quarter. The journal topics will range from assigned topics from reading responses to exploration of your writing assignments or anything about ESL 263 that you would like to share with me, your instructor. Length of journals will vary among students, but I want you to write for a minimum of 30 minutes per each journal entry. These entries will be read but not graded or edited. Their purpose is to give you the opportunity to express yourselves through the act of writing.

Plagiarism: All work submitted must be original work done for this class. Plagiarism is a form of cheating or fraud. It occurs when a student misrepresents the work of another as his or her own words. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another source without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own. Any assignment found to be plagiarized will be given a no credit grade, and the student will not be allowed to resubmit the assignment. All instances of plagiarism in the Division of Humanities will be reported to the Dean of Humanities and may be reported to the College of Affairs Officer for further action.

Writing and Reading Center (WRC): Students can go to the WRC online (Zoom) to get help with reading and writing. A tutor can check your vocabulary sentences for you. It is a drop-in tutorial center; it's great and it's free!

Final Exam: June 23rd, Wednesday from 11:30 AM to 1:30 PM