

Name of your Institution

ESL 109: Research Writing for Non-Native Speakers

Term: Fall 2023

Instructor: Brooke Helling, D.A.

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Office hours: Zoom appointments available by request; email your teacher

Class times: Tuesdays and Thursdays, 10:00-11:15 a.m.

Class Location: Zoom (Tuesday); HUM 110 (Thursday)

REQUIRED MATERIALS:

- Computer (a phone or tablet will not be sufficient to complete assignments with ease)
- Internet connection
- Writing utensils
- Notebook paper

Textbooks

We will use a variety of open sources for this course, and therefore, no book purchase is necessary. These free resources will be posted on Canvas.

COURSE INFORMATION

Course Description and Objectives

Students will build skills in composition with a focus on skills necessary for writing research papers: familiarity with using the library and online databases and integrating research into essays (MLA and APA formatting), while advancing reading skills, grammar, and sentence structure. Reading and writing assignments will be enhanced with classroom discussions, peer editing, and conferencing.

Students taking this course should have a strong grammatical foundation; advanced grammar skills will be honed and built upon. Students will read models of various types of writing and respond in essay format. Students will write 4 five-paragraph essays, including a research paper. A significant amount of time outside of class will be devoted to essay writing and other research.

Outcomes: Students will do the following by the end of the semester:

- Demonstrate knowledge of how to construct a proper sentence, paragraph, research-based essays, and final research paper.
- Become experts in incorporating the full writing process (pre-writing & outlining, drafting, revising, editing, and publishing).
- Utilize proper organization and structure when writing a 5-paragraph essay, including effective thesis statements.

- Recognize and correct mistakes in spelling, grammar, and usage, both in their own writing and in other samples.
- Demonstrate competency in writing expository essays (cause & effect, definition, and analysis), and a final argumentative research paper.
- Utilize research skills such as paraphrasing, summarizing, and quoting; apply citation techniques appropriately to avoid plagiarism.
- Apply techniques to improve writing such as appropriate tone and diction, incorporating leads and transitions, and writing effective, concise sentences using a variety of sentence styles.
- Show improvement in reading, writing, listening, and speaking
- Show readiness to proceed to ENG 101

CLASSROOM ETIQUETTE

Behavior should not present a problem in college; however, if you disrupt the class, you will be asked to leave the classroom. Prior to coming back to class, you must email the instructor to request a conference to discuss the problematic behavior.

1. Buy the book and come to class WITH appropriate materials and supplies.
2. Attend class regularly and on time.
3. Participate actively; note-taking is mandatory.
4. Do not use inappropriate language in class or show any kind of disrespect to anyone in the class.
5. No children are permitted in the classroom.
6. No cell phone usage; use other forms of technology only as appropriate.

Remote etiquette (in addition to above expectations):

1. You must use the video component AND show your face when logging in for live classes.
2. Mute your mic when not speaking.

CLASS STRUCTURE

Please view Canvas weekly to determine the instructional delivery mode. In general, Tuesdays will be remote (Zoom); Thursdays will be in person in our classroom in HUM 110.

ATTENDANCE POLICY

Students are expected to attend all classes. In the event of absence, students are not allowed to make up tests or turn in late homework unless the absence is arranged with the instructor ahead of time. Students should email Dr. Helling regarding absences.

More than TWO absences in ESL 109 are considered excessive. Students missing more than two classes will receive a 0 for participation and attendance, which could result in an F in the course. **Attendance for remote class includes logging into Zoom, meeting with peer groups and your instructor, and completing assignments in a timely manner.** Students with excessive absences can also be dropped from the course. Each absence or tardy will result in a deduction from

students' attendance/participation scores. Students who are more than 15 minutes late to class can be counted absent. Five tardies equal one absence.

Because some work and concepts in class are directly related to assessments of outcomes, students who miss more than three times in a twice-a-week course or two times in a once-a-week course COULD be placing their grade in jeopardy. Please communicate with your professor about any class times you will be missing to help prevent a reduction in your grade.

Attendance at each class is worth a total of five points. In the case of an online class, points are awarded only for **ON-TIME** submission of work for online days. Points will be awarded based on the following rubric.

Attendance/Participation Scale	
Points:	Indicator:
5	Attended class on time and actively participated
3	Attended class but was tardy; may not have fully participated
1	Attended class but was excessively tardy; frequently unengaged or on phone
0	Absent and did not have a documented excuse

HOMEWORK POLICY

Students are expected to do homework in this ESL class because the practice helps them attain the outcomes expected of this class. This homework reinforces what is taught in class and helps differentiate this class from other non-credit-type classes. Points will be given for homework completion and also for homework that is graded.

Late homework assignments are NOT ACCEPTABLE. Only students with a documented, excused absence (doctor's note, court summons, etc.) will be allowed to complete missed classwork and homework assignments for full credit. Students must contact Dr. Helling **BEFORE** the assignment is due to request an extension if an extenuating circumstance occurs. Your instructor will then decide if an extension of the deadline is warranted. **All late work will receive a 10 percentage point per day deduction unless otherwise stated.**

Technology can occasionally present challenges. If you are having trouble uploading an assignment in Canvas, please email the assignment to the instructor **BEFORE** the assignment is due. If you have trouble logging in for a live class, please text the instructor. The help desk at SCC is also available to help you with technological issues. They can be contacted at **636-922-8555**.

Work submitted in Canvas must be submitted via the appropriate word processing program. A picture is not sufficient.

Students must notify Dr. Helling of their absence **before** a scheduled quiz or test by sending an e-mail message and must have a documented, excused absence to make up the quiz or test. Students who do not notify Dr. Helling of their absence will receive a grade of ZERO for the missed quiz or test. Your 2 lowest homework scores WILL be dropped.

ACADEMIC INTEGRITY

Academic integrity is defined as “The commitment to and demonstration of honest and moral behavior in an academic setting.”

Plagiarism is defined as "Using another person's words or ideas without giving credit, either by accident or with intent."

It is important to understand these terms because academic integrity violations are serious and can result in failing an assignment, class, or even being expelled from the college.

- Essentially, make sure to do all of your work yourself. Even when working with a partner or in a group, the assignment should be written in YOUR OWN WORDS.
- No two students will ever have the exact same answers.
- Don't copy and paste answers from anywhere—Google, ChatGPT, etc. Reading the assignment and putting the answers in your own words will help improve your English more rapidly, even if your grammar isn't perfect.
- Don't ever pay for a paper or ask other people to complete your assignment for you (such as a family member). This is academic dishonesty and your teachers will notice.
- If you use any sources for any assignment, make sure to cite (give credit).

If you cheat in this class, you will receive a 0 for the assignment. A report will also be filed with the English department.

The *ESL Handbook*, online and in your instructor's office, and the *English Department Handbook*, found in your instructor's office, have more information on plagiarism and other general policies. If you have any questions, see me and I can explain it to you or show you the handbooks.

BASIS FOR EVALUATION:

Attendance/participation-5%

Attendance and participation points will not be awarded for just showing up to class; students are expected to be active participants. The teacher will use the rubric (found in the “attendance” section of this syllabus) to determine attendance and participation points. Additionally, points are required and awarded for participation in ACE tutoring, peer editing sessions, and more.

Essays-45%

Since this is an essay writing class, the majority of the grade will be based upon your essay writing skills. Each essay is worth 15%.

Timed Writing Tests-25%

Students will complete timed writing samples throughout the semester; although each student's writing fluency develops differently, students will be rated on personal growth. Students will complete three timed writing tests and a departmental final.

Writing Portfolio-20%

Students will compile a writing portfolio throughout the semester. The purpose of the portfolio is to show writing development. Student portfolios will be aligned to course outcomes.

Other assignments-10%

Other assignments, namely homework assignments on various topics, will be given throughout the semester. These assignments will be posted in Canvas.

GRADING SCALE

*You must receive a C or higher to pass the class.

93 to 100% A – (Excellent): Student has exceeded and excelled in most or all outcomes in this course.

84 to 92% B – (Above Average) Student has achieved above-average performance in most or all outcomes in this course.

76 to 83% – (Average) The student has met the minimum requirements in nearly all or all the outcomes of the course, and performance overall has been average.

68 to 75% – (Below Average) The student may have met some of the outcomes of the course but has yet to meet others, and performance has been below average.

0 to 67% F – (Failing) The student has failed to meet many of the outcomes of the course.

ACE CENTER

The ACE Tutoring Center, **located on the first floor of the library**, exists to promote meaningful student learning and academic development in a diverse world through awareness of each student's context, learning style, and socio-cultural background. Tutors support student success by empowering students to achieve the best educational experience possible by implementing various learning resources and modes.

Fall semester hours are Monday-Thursday, 7:30 a.m.-9 p.m., Friday, 9 a.m. to 3 p.m. Between semester hours vary.

COURSE REQUIREMENTS

All students are enrolled in ESL 115 and are required to attend. See your course schedule for your required lab time. Workshops are optional but do provide students with opportunities for extra credit. The content from 115 is designed to enrich and expand your understanding of your ESL classes.

Students are also expected to meet with a tutor at the ACE center a minimum of one time per essay/project. This is mandatory and will count for a grade.

COMMUNICATION POLICIES

Instructors can only contact students via Canvas e-mail and their college account, “stchas.edu,” NOT personal accounts. Please make sure to check these accounts frequently. During the semester, I will check my e-mails once a day but not necessarily over the weekend or during holidays. The phone is not an effective way to reach me because I teach and attend meetings out of my office.

RESOURCES

If you want further explanation of your level, the placement process, or additional information regarding the ELCI program, please look here:

Insert Link

SOCIAL MEDIA

Please like or follow the English Language and Culture Institute on social media.

ELCI Facebook page:

ELCI Twitter page:

ELCI Instagram:

Useful information: *Resources, such as Title IX information, office of Student Success, ACE Center, and special accommodations, can be found on your Canvas page for this course. College policies can be found there as well.*

Fall 2023 Schedule

**** This schedule is TENTATIVE and subject to change; changes will be posted in Canvas. The “class mode” may change.**

1	8/22	Zoom	Introduction to course/syllabus review Student introductions
	8/24	F2F	Academic Integrity Writing Portfolio Timed Writing Expectations—complete diagnostic writing (HW)
2	8/29	Online	Essay organization
	8/31	F2F	Syllabus quiz Thesis statements Outlining
3	9/5	Zoom	MLA formatting Academic integrity
	9/7	F2F	Intro Expository Essay Requirements Expository Models
4*	9/12	Online	Expository rough draft writing workshop

	9/14	F2F	MLA citation
5	9/19	Zoom	Writing Workshop Week Peer Editing, ACE visits, student conferences
	9/21		
6	9/26	Online	Academic Writing
	9/28	F2F	Sentence boundaries
7	10/3	Zoom	Expository Revision workshop Expository Essay due
	10/5	F2F	Intro Argumentation essay requirements Evaluate Models
8*	10/10	Online	Argumentative rough draft workshop Midterm Portfolio Check
	10/12		NO CLASS; FALL BREAK
9	10/17	Zoom	Beginnings & Endings
	10/19	F2F	Parallelism
10	10/24	Zoom	Writing Workshop Week Peer Editing, ACE visits, student conferences
	10/26		
11*	10/31	Zoom	Argumentation Revision workshop Argumentation Essay due
	11/2	F2F	Comma use & Advanced Punctuation
12	11/7	Zoom	Literary Analysis essay and presentation requirements Begin reading articles/share summaries next class

	11/9	F2F	Article summaries Literary Analysis models Literary Analysis prewriting
13	11/14	Online	Literary Analysis rough draft writing workshop
	11/16	F2F	Department Timed Writing
14	11/21	Zoom	Literary Analysis group work time
	11/23		NO CLASS; THANKSGIVING BREAK
15	11/28	Zoom	Writing Workshop Week Peer Editing, ACE visits, student conferences
	11/30	F2F	Analysis group presentations Analysis essay due
16	12/5	Zoom	Grammar exam
	12/7	F2F	Portfolio due Portfolio Defense—presented to small groups

*Indicates a timed writing test