

## ESL 005 Advanced Grammar and Paragraph Writing

Professor, Julie Craven  
Phone: (760) 355-5750  
Email: [julie.craven@imperial.edu](mailto:julie.craven@imperial.edu)  
Office: 2786

M/Th: 7:30-11:15  
Units 5  
Code: 30023  
Room: 201

### Course Description:

The students will learn to write paragraphs in English through the writing process, prewriting, drafting, proofreading, editing, and redrafting. Students will learn to write coherent, well organized paragraphs with a minimum of grammatical errors and incorrect vocabulary usage. Review of grammar, instruction in mechanics and usage, and focus on correct spelling will be emphasized.

### Textbook and Supplies

Sentence Combining Workbook, fourth edition, Wadsworth

First Steps in Academic Writing, level two, Ann Hogue, Longman

English/English dictionary (Longman is recommended.)

Notebook with white, lined notebook paper

### Course Objectives

1. Students will demonstrate competency recognizing time expressions and writing in appropriate tense according to these expressions.
2. Students will demonstrate competency in recognizing prepositional phrases and understanding their punctuation.
3. Students will demonstrate mastery in recognizing and using noun, adjective, and adverb clauses.
4. Students will demonstrate mastery in using, recognizing, and producing dependent and independent clauses.
5. Students will demonstrate mastery in identifying the parts of speech: nouns, verbs, adverbs, adjectives, prepositions, conjunctions, and interjections and sentence parts: subject, verb, and complement.

6. Students will demonstrate competency in understanding advanced subject-verb agreement.
7. Students will demonstrate competency in understanding the relationships and functions of connecting devices including conjunctions and transitions.
8. Students will demonstrate mastery in writing complex sentences with adverb clauses and compound sentences with coordinating conjunctions and semicolons and transitions; students will also demonstrate competency in writing complex sentences with adjective clauses using the relative pronouns who, whom, which, that, and whose.
9. Students will demonstrate mastery in using a variety of prewriting skills, brainstorming, clustering, and outlining, which lead to the development of ideas and topics for paragraphs.
10. Students will demonstrate mastery in writing topic sentences with topics and controlling ideas.
11. Students will demonstrate competency in writing simple sentences with correct punctuation.
12. Students will demonstrate competency in writing well organized, coherent paragraphs with topic, supporting, and concluding sentences of six to twelve sentences with the following organizational patterns: listing order, giving instructions, and reason and example.
13. Students will demonstrate mastery in using correct capitalization in English.
14. Students will demonstrate competency in using correct punctuation and have the ability to recognize and correct run on sentences, comma splices, and fragmented sentences.
15. Students will demonstrate the ability to use, produce, and recognize level appropriate vocabulary in a variety of oral, aural, and written exercises with specific focus on vocabulary used in academic content areas.

## Grading

Students' grades will be determined on a point basis. Therefore, it is very important to turn in every assignment and take every quiz or exam. All writing assignments will be graded as follows: 20-18 points= A; 17-16 points= B; 15-14 points= C; 13-12 points= D. If an assignment receives a non-passing grade, students may rewrite it until it receives a passing grade of "C" only. Students must remember to rewrite any non-passing assignments.

## Attendance and Homework Policies

You must attend class regularly and on time in order to learn and be successful. If you are absent three times in a row without contacting me, I will drop you. Please remember this. I do not apply tardies to my drop policy. In order to be successful in class, you should not be absent more than one time in the semester. If you are absent, it is your responsibility to find out what you missed during your absence.

Homework assignments can be turned in late but only one class session after the original due date. I will not accept late homework at the very end of or after the semester, so remember that you have one class after the due date of an assignment to turn it in. Late assignments cannot receive an “A” grade. They can only receive a “B” or “C” grade. All rewrites of first draft paragraphs must be turned in no later than one class session after the first draft’s original due date. You may make up only one quiz or exam, so try not to be absent on the day of a quiz or exam, and you must make up a quiz or exam within a week of your absence. You can take a quiz or exam early if you plan it with me.

### Classroom Behavior

In order for our class to be an excellent learning environment, please remember the following:

1. Come to class early or on time. If you come late, enter quietly and find a place to sit down.
2. Do not sharpen your pencil after class has begun.
3. Turn off your cell phone before coming into class. Tell your friends and family not to call you during class. If I see any form of technology on your desk or in your hands during class, I will ask you to put it away the first time. The second time, I will take it from you for that day. The third time, you will be asked to leave class for the day.
4. Do not talk unnecessarily in class. You may ask me questions when you don’t understand something, but do not socialize during class.
5. Do not leave the classroom unless it is necessary. It is very distracting when students leave the classroom repeatedly.
6. Do not bring food into the classroom.
7. Remember that it is my responsibility to teach you, and it is your responsibility to learn. Try not to have behavior, such as leaving a cell phone on your desk because it will distract you.
8. If you do not remember these rules, I will ask the entire class to take out this syllabus and go over them in order to remind you.

### Student Learning Outcomes:

1. Demonstrate competency in writing a topic sentence with a topic and controlling idea.

2. Demonstrate competency in identifying and writing simple, compound, (with coordinating conjunctions) and complex (with adverb and adjective clauses) sentences correctly.
3. Demonstrate competency in choosing logical connecting devices including subordinating and coordinating conjunctions and transitions.
4. The students will be able to identify the subject and object in a simple sentence.
5. Demonstrate competency in applying prewriting skills to develop content for and organization of paragraphs.

### Important Dates

Class start date: June 16, 2014

Class end date: July 23, 2014

Last date to add: June 18, 2014

Last date to drop: July 15, 2014

### Accommodations for Disabilities Policy

Any student with a documented disability who may need educational accommodations should notify the instructor or the disabled student programs and services (DSP&S) office as soon as possible. The DSP&S office is located in the health sciences building, room 2117, (760) 355-6312.

### Academic Misconduct Policy

Academic misconduct includes misconduct associated with the classroom, laboratory, or clinical learning process. Some examples of academic misconduct are cheating and plagiarism. Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, or with assignments; (b) dependence on the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition without permission of tests or other academic material belonging to a member of the college faculty or staff. Plagiarism includes, but is not limited to, the use of paraphrased or directly quoted published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the Internet and not properly identified is also considered plagiarism. Any student found by a faculty member to have committed academic misconduct may be subject to sanctions as determined by the faculty member. Sanctions may include a warning, grade adjustment, or course failure. Consequences for plagiarism include a zero on the assignment and a referral to Sergio Lopez, Dean of Student Development and Campus Events.

### Discipline Policy

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The college is concerned with the fostering of knowledge, the search for truth, and the dissemination of ideas. Students shall assume the obligation to conduct themselves in a manner compatible with the college's function as an educational institution. An instructor may remove a student for the day of removal and the next class meeting. Such action must be immediately reported to Sergio Lopez, Dean of Student Development and Campus Events. During the period of removal, the student may not return without the consent of the instructor.