

Syllabus
ESL 0340 PreAdvanced Reading and Writing II 42143
Section A – Fall 2015
11:00 – 12:50 Monday – Friday
4030 Brown Hall
Lab (Wed.) 2320 Sangren Hall

Instructor Judith Buchanan
Office: 0501 - Ellsworth Hall
Phone: 269-330-7987 judith.buchanan@wmich.edu or judebuch@gmail.com
Office Hours: 1:15-2:15, Monday, Wednesday and by appointment
Website: judithatleebuchanan.wordpress.com

Course Description

The purpose of this course is to help students develop the skills and strategies they need to participate in academic and social settings. Students in this PreAdvanced Reading and Writing course will explore authentic contemporary topics while they engage in language-dependent activities. Students are required not only to understand the content material they read, but also to evaluate, synthesize and apply information in writing tasks.

Textbook (Buy the textbooks at the WMU bookstore in the Bernhard Center)

21st Century Reading 3 by Laurie Blass, Mari Vargo & Ingrid Wisniewaska
 ISBN 978-1-305-26571-4
Persepolis by Marjane Satrapi
 Green-book for journal.

Also recommended: dictionary, notebook, 8½ x 11 lined paper, pen, pencil, highlighter
 You will also need a laptop or tablet that you can bring to class.

PreAdvanced Reading and Writing Goals and Assessment

Goal	Assessed by	%
Read and Comprehend Texts	Reading Tests	20%
Write academic papers	Summaries	20%
Create study guides	2-column notes, outlines, graphic organizers, text book responses	10%
Write essay exam answers	“Short Essay” responses to questions	10%
Use library skills	Reading Journal	10%
Assignments	Assignments on time and complete	10%
Participation	Present, prepared and constructive in class	20%

Attendance and Participation

- Attendance is very important in this class.
- If you are not in class, you will be marked absent.
- For every day you are absent you will lose 3% of your participation grade.
- If you arrive 1 to 10 minutes late your participation grade will be lowered.
- If you come more than 10 minutes late for class, or are absent for more than 10 minutes of class at any other time during class, you will be marked absent.
- You can get a good grade for participation by
 - (1) being present and prepared,
 - (2) being on time or early every day,
 - (3) asking and answering questions in class, and
 - (4) following the classroom rules.

Classroom Rules

- Follow directions quickly
- Speak English in class.
- Use electronic devices and computers only as directed.
- Complete all assignments.

Late Assignments and Missed Tests

- Turn in your assignments on or before the day they are due.
- If you are absent the day an assignment is due, turn it in within two days of your return to class.
- If you are absent the day a test is given, take the test within two days of your return to class.
- You will get a failing grade for assignments or tests not made up within two days.

Grades

Your class grade is an average of all of the grades on the assignments and tests plus your class participation grade.

A	=	95-100%
B/A	=	90-94%
B	=	85-89%
C/B	=	80-84%
C	=	75-79%
D/C	=	70-74%
D	=	65-69%
E	=	0-64%

You need at least a C average (75%) to pass this class.

Assessment in Final Grade

The final product for this class will be a **summary**. This will affect the class grade. The final grade in this class will have two components. The first is the class grade. The second is the assessment rating. The class grade will be assigned by the instructor according to this syllabus. The assessment rating will be assigned according to your performance on one final product produced in this course. This product will be rated by a group of CELCIS instructors. In this class, students will be taught how to produce the product.

At the end of the semester, CELCIS instructors will evaluate the assessment product based on a set of rubrics for each level. The product will be evaluated as either “satisfactory” or “unsatisfactory.” Satisfactory means the product meets the criteria for the level. Unsatisfactory means the product does not meet the criteria for the level. A satisfactory rating will raise your class grade by a half grade (e.g. B to BA). An unsatisfactory rating will lower your class grade by a half grade (e.g. B to CB). Students who do not produce the summary assessment product will earn an “unsatisfactory” rating on the product and their grade will be lowered.

Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the professor and/or Disabled Student Resources and Services as soon as possible.

Cheating

DO NOT:

- copy homework from another student.
- let another student copy your homework
- turn in work you did not do yourself.
- do homework for another student.
- copy test answers from another student.
- let another student copy your test answers.
- use a computer to translate assignments that you wrote in your native language.
- turn in a paper or assignment that you wrote for another class.
- use help completing work unless the teacher has given you permission to use help

DO:

- **Give the name of any book, magazine, newspaper, or website where you get information that you write in a paper.**

You will receive a zero grade on any assignment that you completed by cheating.

You are responsible for making yourself aware of and understanding the University policies and procedures that pertain to Academic Honesty.

These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. (The academic policies addressing Student Rights and Responsibilities can be found in the Undergraduate Catalog at <http://catalog.wmich.edu/content.php?catoid=22&navoid=882> and the Graduate Catalog at <http://catalog.wmich.edu/content.php?catoid=23&navoid=938>.) If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s) and if you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.”

Other helpful WMU websites:

Office of Student Conduct www.wmich.edu/conduct,

Registrar’s Office www.wmich.edu/registrar

Disability Services for Students www.wmich.edu/disabilityservices to access the Code of Honor and general academic policies on such issues as diversity, religious observance, student disabilities, etc.

Additional Policies

You will be given opportunities to earn **extra credit**.

It is not permitted to make video or audio recordings in this class without the teacher’s permission.

This class will be using *Turnitin* to help students develop original essays and research papers. When writing assignments are loaded onto this site they become part of the *Turnitin* database. Students may opt out.

See page 13 of your CELCIS Student Handbook for more important rules.

Note!

Please sign in to your WMU e-learning account asap.