

Moraine Valley Community College
Course Syllabus

Date: August 17, 2015
Course Title: Advanced Intensive Writing
Course Number: IEL 086
Semester: Fall 2015

I. Faculty Information

- A. Name: Josh Martin
- B. Office: N/A
- C. Office Hours:
- D. Mailbox location: B- 260
- E. Office Phone: (708) 974-5602
- F. Cell Phone:
- G. E-Mail: martinj380@morainevalley.edu

II. Course Identification

- A. Credit hours: 3
- B. Total contact hours: 5 lecture: 2 lab: 3
- C. Course meets: 1:00-2:25pm, MWF, Room B264
- D. Prerequisite: IELP Assessment or "C" or better in IEL 084
- E. Corequisite: None
- F. Catalog Description:
The course is designed for the advanced ESL/international student who needs to develop the writing style required in business and academic classes. This course presents the principles of English rhetoric. The course includes the development of expository, analytical, and argumentative essays as well as the introduction to the basics of business English and researching skills.

III. Textbooks/Reading List/Materials:

- A. Required:
Great Writing 5: From Great Essays to Research, 3rd Edition, by Folse, Pugh;
National Geographic Learning/Cengage Learning, 2015
- B. Recommended:
Merriam-Webster's Essential Learner's English Dictionary, 2010,
or other learners' English-English dictionary
- C. Supplies: Two blue (or green) books for journal writing

IV. Program/Course Goals or Major Purposes:

The course will facilitate improvement in writing.

V. Course End Competencies:

- 1. To develop effective paragraphs.
- 2. To write effective essays.

3. To develop job application skills.
4. To comprehend the elements of a research paper.
5. To record bibliographic information for a research paper.

VI. Classroom Policies/Procedures

- A. General Information Sheet: (attached)
- B. Each student is responsible for adhering to the **Code of Student Conduct** as stated in the college catalog.
- C. **Withdrawal Policy:** A student who does not withdraw officially from a course may receive a grade of "F," depending on course progress or course attendance, which will become a part of the student's permanent record.
 1. Last date to drop and get a refund: 8/25/2015
 2. Last day to drop this class with a 'W' grade: 11/15/2015
- D. **Final Exam Schedule:** see attached
The exam date for this class is given at the end of the *Course Calendar*.
- E. **Attendance Policy:** Attendance is the single best predictor of grades at the college level; therefore you will be expected to be in class. You are allowed **five** absences in this class throughout the term. There are no excused or unexcused absences. This is the total amount of absences you can accumulate. Use them wisely! Each tardy (late arrival) will count for one-third of an absence (3 tardies = 1 absence). Leaving early will count as one-third of an absence. Students who miss 15 minutes or more of class time by arriving late or leaving early will be marked absent. A **sixth** absence may result in a grade of **F** for the course. Please contact the instructor about any situation that threatens your performance in this class before problems develop.
- F. **Textbook Policy:** In order to be successful in this course, it is important that you have your own copy of the required textbook. Students who have not purchased the required textbook by the beginning of the second week may be asked to visit the Assistant Dean's Office (in B260). A note from the Assistant Dean may be required for re-admittance to the class. If the textbook becomes unavailable in the campus bookstore, students will then be expected to purchase it as soon as it becomes available.
- G. **Cheating/plagiarism policy:** The Developmental Education Department is committed to helping students understand the responsibilities of individual learners; therefore, our department requires students to adhere to the highest standards of academic honesty. In an effort to teach students not only English language, but also the conventions of an American college classroom, the Intensive English Language Program expects students to understand and follow the Code of Academic Integrity. Moraine Valley Community College characterizes academic dishonesty as, but not limited to:
 - Using cell phones, cheat sheets, notes, copies of tests, answer keys, etc.
 - Having others write your papers for you, using a classmates' answers or report, or giving answers or papers to others.
 - Reusing work from a previous class
 - Copying and pasting from a website, book, or other source
 - Purchasing a paper from a person or website
 In accordance with this policy, cheating and/or plagiarizing will not be tolerated in IELP courses. If a student cheats or plagiarizes on a quiz, exam, homework, or writing assignment, the student will receive a "0" for the work and will not be allowed

to redo the work. A student cheating or plagiarizing a second time will receive an “F” for the course.

- H. **No Removal of Tests and Quizzes:** Tests and quizzes (or copies of their content) are not to be removed from the classroom, either before or after they have been graded. If a student does so, that student will receive a “0” for that test or quiz and will not be allowed to redo it. If a student does it a second time, he/she will receive an “F” for the course.
- I. **Missed Tests, Quizzes and Presentations:** The teacher may direct students to the Testing Center for missed tests or quizzes. Students will request **File # _____**. Each student will be allowed to make up **one** missed test, quiz, or presentation. *However, this will only be permitted if the student informs the instructor before the class he/she will miss and provides a valid reason.* Make-up tests and quizzes may be longer and more difficult than the originals. Grades for permitted late presentations may be lowered by one letter grade.
- J. **Homework** must be turned in at the beginning of class on the day it is due. No late homework will be accepted. If a student is absent on the day an assignment is due, that student must inform the instructor before the class he/she needs to miss and provide a valid reason, and then turn in the missed work by the very next class attended.
- K. **Cell Phones and Other Electronic Devices:** Faculty, staff, students and college visitors may not use and must silence cell phones, pagers, and other communication devices in all instructional areas, including all classrooms. During class they must be kept in pockets or backpacks. The only exception is that the instructor may permit dictionary or other educational functions to be used during some class activities. Any presence of cell phones or other electronic devices (including MP3 players and electronic dictionaries) during an exam will be considered as an act of cheating and will result on a grade of zero on the test.
- L. **Respect for the Learning Environment:** It is important that students show respect to their fellow classmates and their instructor, and behave in a way that does not disrupt the class and other students’ ability to learn.
- a) While it may be occasionally necessary for someone to go to the restroom during a class, students should recognize that this is disruptive to the class. On the rare occasion when this should be necessary, a student should show courtesy to his/her instructor and fellow classmates by asking the instructor for permission first. Only one student will be permitted to leave the room at a time. However, when taking a test or quiz, students may not leave the classroom before completing that test or quiz.
Students who take a break without permission, or come back late from an official break, may be marked late (or absent, if 15 or more minutes of class time is missed).
Leaving during a test or quiz may result in a grade of zero for that test or quiz.
- b) Students who refuse to participate in in-class activities, or fall asleep during class, may be marked absent.
- c) Students who do not bring a required textbook to class may be marked absent.
- d) When a student is giving a presentation to the class, the rest of the class is expected to listen respectfully. Students who fail to do this may have their own grade for that assignment lowered by as much as one letter grade.
- M. **English Policy:** The purpose of this course is to help you develop stronger skills in communicating in English. In order to improve your English, you should practice

using it as much as possible. Therefore, it is expected that in class students will communicate only in English.

N. **Email Policy**

- a) Students must use the e-mail account provided by Moraine Valley for all email communication related to this course.
- b) The subject line of all email to the instructor must begin with the course number followed by the topic.
- c) Make sure you include your full name in the body of your message.
- d) Each student is responsible for reading the Email Guidelines & Procedures, located at <http://www.morainevalley.edu/studentemail/guidelines.htm>.

O. **Tutoring** for students is available in the Academic Skills Center, A181.

P. Students needing additional help are encouraged to consult with the instructor.

VII. Evaluation Criteria Grades will be determined on:

05%	Journals
15%	Assignments (6 assignments, 2.5% each)
15%	Quizzes, including the Syllabus Quiz (7 quizzes, 2.14% each)
5%	Test 1
35%	Tests 2-5 (8.75% each)
+ 25%	Final Exam
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	100%

Grade Scale:

A=90-100

B=80-89 FINAL GRADES OF D/F – Student repeats IEL 086.

C=70-79

D=60-69

F=0-59

- B. Extra credit policy:
No extra credit is allowed in the Intensive English Language Program.

VIII. Course Calendar

Week Topic & Assignment

1 Week of August 17

Pre-Test (*Monday Aug 17*)

Introduction to the Class

GW5 Unit 1 What is an Essay?

2 Week of August 24

Syllabus Quiz (Wednesday Aug 26)

GW5 Unit 1 What is an Essay?

GW5 Unit 2: Understanding the Writing Process: The Seven Steps

3 Week of August 31

GW5 Unit 1 What is an Essay?

GW5 Unit 2: Understanding the Writing Process: The Seven Steps

Quiz 1 on Units 1 & 2: Wednesday September 2

Assignment for Units 1 & 2: 2nd Draft due on Friday Sept 4

4 Week of September 7 (Sept 7: Labor Day, no classes)

GW5 Unit 2: Understanding the Writing Process: The Seven Steps

GW5 Unit 4: Process Essays

Test 1 on Units 1 & 2: Friday September 11

- 5 Week of September 14
GW5 Unit 4: Process Essays
Quiz 2 on Unit 4: Wednesday September 16
Assignment for Unit 4: 2nd draft due on Friday September 18
- 6 Week of September 21
GW5 Unit 4: Process Essays
GW5 Unit 5: Comparison Essays
Test 2 on Unit 4: Friday September 25
- 7 Week of September 28
GW5 Unit 5: Comparison Essays
Quiz 3 on Unit 5: Wednesday September 30
Assignment for Unit 5: 2nd draft due on Friday October 2
- 8 Week of October 5
GW5 Unit 5: Comparison Essays
GW5 Unit 6: Cause-Effect Essays
Test 3 for Unit 5 on Friday October 9
- 9 Week of October 12
GW5 Unit 6: Cause-Effect Essays
Quiz 4 on Unit 6: Wednesday October 14
Assignment for Unit 6: 2nd Draft due on Friday October 16
- 10 Week of October 19
GW5 Unit 6: Cause-Effect Essays
GW5 Unit 3: Paraphrasing, Summarizing, and Citing Sources
Test 4 on Unit 6: Friday October 23
- 11 Week of October 26
GW5 Unit 3: Paraphrasing, Summarizing, and Citing Sources
GW5 Unit 7: Argument Essays
Quiz 5 on Unit 3: Friday October 30
- 12 Week of November 2
GW5 Unit 7: Argument Essays
- 13 Week of November 9
GW5 Unit 7: Argument Essays
Résumé & Application Letter Unit
Quiz 6 on Unit 7: Monday November 9
Assignment on Unit 7: 2nd Draft due on Wednesday November 11
- 14 Week of November 16
GW5 Unit 7: Argument Essays
Résumé & Application Letter Unit
Test 5 on Unit 7: Friday November 20

15 Week of November 23 (Nov. 25-29: Thanksgiving break, no classes)
Résumé & the Application Letter Unit

16 Week of November 30
Assignment on Résumé & Application Letter
2nd Draft due on Monday November 30
Review

17 December 7-10 Final Exams
Final Exam
Wednesday December 9, 12:00 – 1:50pm

Also to be covered during the course of the semester: ***Brief Writer's Handbook, pages 209-222.***
Material from these pages may be included on the quizzes.

This is a tentative calendar of the coursework.

All written assignments are graded and should be checked for grammar, spelling, syntax and punctuation. Tutoring is available to all students in the Dr. Irene H. Brodie Academic Skills Center, A181. Tutors are available to help students correct their written work.

Failure to hand in assigned draft revisions (rewrites) will be considered missed work.