



ESL 265/465-51Z (CRN 26708/26734)
Low Advanced Grammar, Writing and Reading
Fall 2024

Instructor: Alice Chan
Time: Tue & Thurs 6:30-9:20 pm (Synchronous)
Email: chanalice@deanza.edu

Office Hours: Tue/Thurs 9:20-10:20 PM
or by appointment

Course Description

This course will develop low-advanced skills for writing clear, organized, well-developed multi-paragraph compositions, grammar, sentence structure and reading comprehension, and vocabulary for students

STUDENT LEARNING OUTCOMES (SLOs)

When you complete this course, you will be able to:

- Write well-developed, connected, analytical paragraphs in response to reading materials.
- Evaluate own writing for unity, coherence, clarity, development and rhetorical structure by means of revision and editing.
- Demonstrate understanding and usage of low-advanced grammar, sentence structure, and vocabulary in writing and reading.
- Demonstrate reading comprehension skills of low-advanced academic reading materials and fiction.
- Identify and analyze organization and rhetorical modes of extended reading materials.

PREREQUISITE

Prerequisite: [ESL 255](#) or [ESL 455](#) or a qualifying score on the English as a Second Language Placement Test

REQUIRED TEXTBOOKS

1. Reading for Today 5: Topics (Fifth edition)

Authors: Lorraine C. Smith

Publisher: National Geographic Learning

ISBN: 9781305580008

REQUIRED MATERIALS

1. Access to a device** (computer, tablet, smartphone) with Internet connection, and video and audio capabilities to attend class via Zoom
2. Access to a computer and the Internet to complete and submit assignments

*You must have your own book.

**In this class, it is best to use a computer to Zoom.

COURSE REQUIREMENTS

Whether you're taking the class for credit or noncredit, the course requirements are exactly the same.

- ❖ ***Preparedness, Collaboration & Participation:*** In order to be successful in this class, you should pay attention in class, collaborate with other students, and participate in class activities, all of which are designed to help improve your English skills. This means:
 - Attending every class.
 - Joining Zoom and being ready by the class start time.
 - Having your homework, textbook, and lesson materials ready for every class.
 - Being actively engaged throughout the entire class time, e.g. not checking your cell phone, surfing the internet, working, driving, etc.
 - Sharing your ideas, opinions, and answers with the class.
 - Working willingly and cooperatively with your classmates in pairs and groups.
 - Listening respectfully when others are talking, allowing others to give answers and not dominating the discussion.
 - Taking responsibility for your own learning process.
 - Asking for help if you are not doing well in class (don't wait until the last minute!).

- ❖ ***Attendance:*** Attendance is required Monday through Thursday. Scheduled class meetings are synchronous, which means that you must participate by logging into **Canvas** and going to **Zoom** at the scheduled time. You are strongly encouraged to turn on the camera during Zoom classes, and you **MUST** turn on the camera during in-class quizzes, tests and exams.

If you are going to be absent during the first two weeks of the quarter, you must notify me. If not, I will assume that you are not interested in the class anymore and drop you. You may be dropped from the course or fail the class if you miss more than one class for any reason during the quarter. Two points will be deducted from your participation grade for each additional absence. Being tardy twice equals one absence.

If for any reason you decide to withdraw from the course, please let me know AND drop the course yourself online through My Portal so that you don't get a failing grade.

- ❖ ***Independence and Time Management:*** I will be available via email to answer any questions and give help, but it is very important that you stay engaged. Please check Canvas at least a couple of times every week to see what is going on in the class, what you need to do and by when (check all deadlines carefully). You also need good time management skills, which means that you know how much time you will need to do each assignment and start as early as possible.

- ❖ ***Homework:*** Homework assignments include reading, essay writing, revising, editing, reading, and discussions. You will also conduct research for most of the writing assignments and combine your thoughts with citations from various sources. You are required to complete all assignments by the due date. Points will be deducted for late assignments.

- ❖ ***Make-up:*** There are **NO** make-up assignments unless you have an emergency that can be documented, e.g. a receipt from your doctor's office.

GRADING CRITERIA:**GRADING SCALE:**

Participation & Attendance	10%	97-100	= A+	77-79	= C+
Quizzes	12%	93-96	= A	73-76	= C
Midterm	16%	90-92	= A-	67-72	= D+
Final Exam	18%	87-89	= B+	63-66	= D
Major Writing Assignments	22%	83-86	= B	60-62	= D-
Homework/Classwork	22%	80-82	= B-	≤ 59	= F
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Total	100%				

ACADEMIC INTEGRITY

Except for pair and group assignments, all assignments must be done by yourself. Any form of cheating will not be tolerated in any case. Cheating includes, but is not limited to:

- Copying from another student’s homework, quiz, exam or any other material.
- Having someone else do your assignment and submitting it as your own.
- Submitting homework that you’ve done for another class.
- Getting too much “help” from someone on an assignment where the work no longer looks like your own.
- Using any translating device or program to translate large chunks of texts, e.g. Google Translate.
- Copying any amount of material from a published source (e.g. the Internet, books, magazines) without citing the source. This is called **PLAGIARISM** and is considered a serious crime.
- Submit work generated by AI.

Any student caught cheating or plagiarizing may receive an **automatic 0** for the assignment, and even be dropped from the course and/or reported to the Office of Student Development. Students who help someone else cheat in any way may also receive an automatic 0 and be reported. If reported, the incident may remain as part of your permanent college record. Go to [De Anza College’s Academic Integrity](#) for more information.

CLASSROOM ENVIRONMENT

Let’s be respectful of everyone and help create a comfortable environment for learning. Even though this is an online class, please dress appropriately, go to a quiet room where you will not be interrupted, and refrain from eating during class. If you have a child at home, make sure the child is occupied elsewhere. Anyone being distracting or disruptive will be asked to leave the class and reported to the Office of Student Development.

ENGLISH ONLY, PLEASE! □

You are in this class because you want to improve your English skills. If you want to achieve your goal, then you must use English as much as possible. Although there may be other students that speak your language, use English only at all times in this class.

IMPORTANT DATES

Sept 23	Fall classes begin
Oct 6	Last day to add classes
Oct 6	Last day to drop classes without a W
Nov 11	Veterans Day Holiday – no classes; offices closed
Nov 15	Last day to drop classes with a W
Nov 28-Dec 1	Thanksgiving holiday – no classes; offices closed
Dec 12	Final Exam 6:30-8:30pm

Helpful Student Resources:

1. De Anza College Student Support Services:
Website: <http://www.deanza.edu/studentssuccess>
 - Academic Skills (Location: ATC 302)
 - General Subject Tutoring (Location: ATC 304)
 - Listening & Speaking (Location: ATC 313)
 - Math, Science & Technology (Location: S43)
 - Writing & Reading (Location: ATC 309)
2. De Anza Associated Student Body (DASB) Senate
Location: Hinson Campus Center, Lower Level
Website: <https://www.deanza.edu/dasb>
3. Counseling and Advising Center Location: Student & Community Services Building; 2nd Floor
Website: <https://www.deanza.edu/counseling/>
4. Library Location: Library Building Website: <https://www.deanza.edu/library/>
5. Health Services Location: Hinson Campus Center, Lower Level Website: <https://www.deanza.edu/healthservices/>
6. Psychological Services Location: Registration & Student Services, Rm 127 Website: <https://www.deanza.edu/psychologicalservices/>
7. Disability Support Services Location: LCW 110 Website: <https://www.deanza.edu/dss>