

Purdue University Calumet
English Language Program
ENGL 023-1 – Advanced Writing & Grammar – Spring 2015 Syllabus

Class Time/Days: TR 9:30am-12:20pm
Email: torrieh@purduecal.edu
Office Hours: M-R 1:00-1:50pm
Location: Gyte 019

Instructor: Heather Torrie
Office: CLO 285
Phone: 989-2648

Course Description

This course focuses on building academic writing skills, as well as developing competency in accurately using advanced grammar structures in written form.

Student Learning Outcomes

At the end of the course, successful students will be able to do the following with 75% accuracy (80% for graduate students):

Writing Skills

- Write coherent, focused essays of two pages using rhetorical modes of argument and summary/response
- Construct an essay with a clear thesis, cohesive and unified paragraphs, transparent organization, and an appropriate conclusion
- Create and sustain a logical argument or thesis using clear and logical critical thinking
- Support an assertion or argument with appropriate support, examples, explanations, statistics, quotes, etc.
- Use a drafting process to edit papers for both content and form
- Use computer literacy to research, type, and format papers
- Distinguish fact from opinion, make connections to previous knowledge, and respond to readings in writing
- Correctly quote, paraphrase, and cite outside sources according to MLA style

Grammar Skills

- Demonstrate the ability to accurately form and use the following grammar forms and sentence structures:

Verb forms (affirmative and negative statements)

review – gerund and infinitive

passive

Adjectives and determiners

articles

Sentence structure

compound sentences

complex sentences

parallel structure

adjective clauses

noun clauses

Required Materials

Longman Academic Writing Series 4: Essays (5th edition)

Recommended: *Oxford Advanced Learner's Dictionary* (7th edition)

Grading

Scoring a minimum of 75% (80% for graduate students) on quizzes and tests, attending class regularly, completing homework assignments, and participating in group and class discussions are all required to pass this class and exit ELP*. The components of your grade for this course are listed below:

Take-home Essays (3)	15%
In-class essays (2)	30%
Short Writing Assignments (4)	5%
Grammar quizzes (4)	15%
Homework	5%
Midterm	15%
Final exam	15%
Total	100%

CLO 237

The CLO 237 lab will be open during lunch time for ELP students. A mentor will be there to help you if needed.

ELP Independent Learning Lab

Students can find extra practice material on the computer by using the ELP's ILL (Independent Learning Lab). You can access it at this web address: <http://ill-elp.wikispaces>

POLICIES

English Policy

Students are expected to use only English in their classes for their own benefit and out of respect for others who are attending Purdue University Calumet to further develop their English language skills.

Attendance Policy

Regular attendance is mandatory. In order to learn English, students need to attend all class sessions, arrive on time, and be prepared and attentive. If a student is absent, it is his/her responsibility to notify teachers in advance. A student can ask other students or email the teacher for any due homework. Late work will not be accepted.

Students are allowed to miss three classes without penalty. A fourth absence will result in a meeting with the ELP Student Advisor. A sixth absence and/or combination of lates turned into absences will automatically result in failure of the course and possible expulsion from the program.

A student will be marked late when he or she arrives up to 20 minutes after class begins. After 20 minutes, the student may be marked absent. Being late 3 times will equal one absence.

Late Homework and Exam Policy

- No late homework or assignments are accepted

- No late or early exams
- No makeup exams

Academic Integrity

The following is an **Honor Code** and an **Honor Pledge** to which all Purdue University Calumet Students must adhere: “I understand that academic dishonesty will not be tolerated at Purdue University Calumet. I am here to learn. Through learning, I will strive to become a better person and a more valuable contributor to society. I understand that dishonesty in the classroom, through cheating, plagiarism or other dishonest acts, defeats this purpose and disgraces the mission and quality of a Purdue University Calumet education. Therefore, I make the following pledge:

‘In accordance with the honor code, I will not engage in dishonesty in my academic activities, and I will not tolerate such dishonesty by other students.’”

Plagiarism Policy

What is plagiarism?

Plagiarism is presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged or cited. This includes, for example, copying another student's presentation, copying pieces of other student's essays, or copying homework assignments.

Students in the ELP will quickly learn about plagiarism as part of their studies to prepare them for their university studies ahead, as plagiarism is taken very seriously in the U.S. academic environment. Regular university students can be asked to leave their program or be kicked out due to plagiarism.

In the ELP, after it has been made clear to students what plagiarism is, students found plagiarizing will be penalized the following way:

For the 1st offense: Students will receive a zero on the assignment

For the 2nd offense: Students will **also** be sent to meet with the ELP Director and may automatically fail their ELP class.

Communication Policy

Students in the ELP are required to regularly access their PUC email accounts. The ELP does not communicate through non-PUC emails because of issues of privacy. Additionally, the ELP cannot communicate information about other students (such as brothers, roommates, cousins, or wives) to a student. Finally, grade information must be picked up in person and will not be given over the phone or through email.

Civility Code

Students are expected to comply with University regulations regarding civility, attendance, and appropriate classroom behavior. Purdue University Calumet supports the principles of freedom of expression for both faculty and students. The University respects the rights of faculty to teach and students to learn. Maintenance of these rights requires class conditions that do not impede

the learning process. Disruptive behavior will not be tolerated. An individual engaging in such behavior may be subject to disciplinary action.

American with Disabilities Act

All qualified students enrolled in this course are entitled to reasonable academic/classroom accommodations. It is the student's responsibility to inform the instructor of any special needs within the first two weeks of the semester and to register with the Office of Disability Resources, located in the Student Union and Library Building (SUL), Room 341. Telephone numbers: 219-989-2455, 219-989-2454(voice/TTY).

Emergency Preparedness

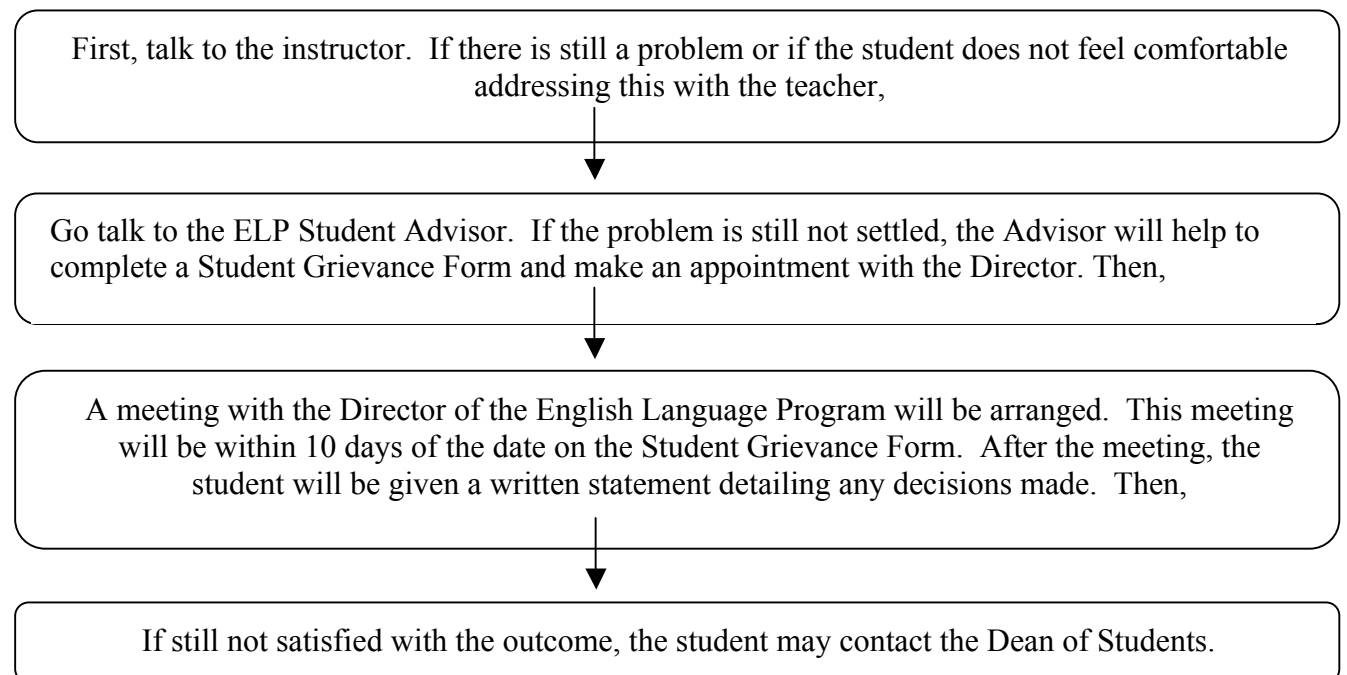
PUC has an aggressive program to prepare the campus for emergencies. It is important that all students understand how to help themselves during an emergency. Please refer to the Emergency Preparedness Guide posted in all offices, classrooms, labs, lounges and meeting rooms. You can also find the emergency preparedness guide online at www.purduecal.edu/emergency for detailed instructions for responding to specific emergency situations and for additional emergency information. Please be prepared.

Participation Policy

Students are expected to talk to and work with every student in this class, regardless of culture, gender, or religion. By choosing to study in the United States, students choose to work together with and respect all kinds of people.

Complaints Policy

Students sometimes have concerns about which level or class they are placed into, the teaching style or methods of their ELP teachers, their grades, or any other problem. Students with these concerns should follow these steps:



Calendar

The calendar is subject to change without advanced notice.

Weeks 1-8

Dates	Topics of Discussion	Textbook Reading	Assignments and Tests
Week 1	Introductions/Diagnostic Test Paragraph Review Grammar: Gerunds and Infinitives	Chapter 1	
Week 2	No Class January 19 Paragraph to Essay Grammar: Gerunds and Infinitives; Articles	Chapter 2	Short-writing #1 Due (Paragraph)
Week 3	Using Outside Sources Summarizing Grammar: Sentence Structure	Chapter 4 Chapter 3 Handout	Grammar Quiz #1 Short-writing #2 Due (Short Essay)
Week 4	Using Outside Sources Grammar: Sentence Structure	Chapter 3 Chapter 9	S/R Essay #1 First Draft Due S/R Essay #1 Peer Review (bring 3 copies)
Week 5	Essay #1: Summary Response Essay Grammar: Sentence Structure	Handout Chapter 9	S/R Essay #1 Teacher Conferences
Week 6	Continue Summary Response Essay Grammar: Parallelism and Sentence Problems	Chapter 10	Grammar Quiz #2 S/R Essay #1 Final Draft Due
Week 7	Continue Summary Response Essay Grammar: Parallelism and Sentence Problems	Chapter 10	In-class Summary Response Essay S/R Essay #2 First Draft Due
Week 8	Midterm Review Midterm Exams		S/R Essay #2 Final Draft Due

Turn to the next page for Weeks 9-16.

Weeks 9-16

Dates	Topics of Discussion	Textbook Reading	Assignments and Tests
Week 9	No Class (Spring Break)		
Week 10	Argument Essay Noun Clauses	Chapter 11	
Week 11	Argument Essay Noun Clauses	Chapter 11	Short-writing 3 Due
Week 12	Argument Essay Adjective Clauses	Chapter 13	Grammar Quiz #3 Short-writing #4 Due
Week 13	Argument Essay Adjective Clauses	Chapter 14	Argument Essay Draft 1 Due
Week 14	Argument Essay Passives	Handouts	Argument Essay Final Draft Due
Week 15	Argument Essay Passives	Handouts	Grammar Quiz #4 In-Class Essay #2
Week 16	Final Exams		

