

# ESL 225: Practice in Basic Writing

## Course Information Sheet

### Winter Quarter, 2010

Lab Teacher (RTA): \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

#### REQUIRED TEXTS

1. *ESL 225 Student Packet* (available at the bookstore)
2. A green examination book and one paper pocket folder (available at the bookstore)
3. An English-to-English dictionary for language learners, such as *the Longman Advanced American Dictionary* (highly recommended).

**COURSE DESCRIPTION:** ESL 225 is a 1/2-unit lab course required as a support for your ESL 253 class. In ESL 225, you will practice basic writing and grammatical skills to develop connected narratives, descriptive writing, and explanatory pieces. You will also have the opportunity to receive feedback from your Lab Teacher in a small group setting. **You must have passed ESL 253 or be enrolled in ESL 253 to remain in the lab.**

**ATTENDANCE AND LATE POLICY:** ESL 225 meets once a week for 50 minutes. The absence policy is very clear: **You will be marked fully absent if you miss more than 10 minutes of class. If you receive more than two (2) absences, for whatever reasons, you will be automatically dropped from the course.** NOTE: Please do NOT call the lab to report an absence unless you wish to schedule a make-up class. A make-up class is allowed **(a) only once, and (b) only if you make arrangements in advance at the desk.**

**ASSIGNMENTS:** In ESL 225, there are two main take-home writing assignments, which will be done following a process approach. That is, you will write a draft, receive feedback, and then rewrite. You will also have one in-class writing assignment, and a final portfolio project. Finally, you will keep a short weekly journal, which will help you complete a successful portfolio project. All assignments add up to 72 points. **You must earn 54 points to pass ESL 225. (54 points = 75% of 72 points.)**

Homework and Writing Assignments are listed and explained in the handout you receive the first day of class. You will have homework every week, so be sure to keep up and not fall behind. If you wish to improve your written communication skills and pass the class, you must write daily and make writing in English a first priority. **Please bring the Student Packet to class every week** and be sure to complete all the assignments.

**LATE HOMEWORK POLICY:** (a) If you don't bring your homework to class or miss the class on **week 4 and/or 8**, you will be allowed to turn the homework in late, **but you MUST turn it in at least 24 hours before the next class meeting.** Also, know that for late homework on week 4 and/or 8, **you will lose 30% of the points.** Your corrected late homework may be returned to you late. (b) For all other assignments, late homework will NOT be accepted for homework credit.

**DROPS:** If you must drop a lab class, it is your responsibility to take care of the appropriate paperwork with the Admissions and Records Office.

**NOTE:** All written and graded materials, including Student Portfolios, in-class writing topics, and examination books remain the property of the Readiness Lab. No student may retain or photocopy examination books, in-class writing materials, or final Portfolios.

#### IMPORTANT DATES

<b>Monday, Jan. 4 :</b>	First Day of Quarter
<b>Friday, Jan. 15:</b>	Last Day to drop for fee refund
<b>Monday, Jan. 18:</b>	Martin Luther King Holiday
<b>Fri. 2/12 – Mon. 2/15:</b>	Presidents' Weekend Holiday
<b>Friday, Feb. 26:</b>	Last day to withdraw with a "W"
<b>Monday, March 22:</b>	Last day of Readiness Lab classes
<b>Friday, Mar. 26:</b>	Last Day of Quarter

#### ESL Readiness Lab Staff:

<b>Faculty Instructor:</b>	Michele DuBarry
<b>ESL Instructional Associate:</b>	Jackie Kritzer (408) 864-8980

## **Plagiarism**

In many cultures, students memorize the ideas and words of scholars and recite or present them as a sign of learning. Also, having friends or relatives do school assignments for you may be considered a sign of friendship or loyalty by some people. But in higher levels of education, this is not acceptable. In high-level academic courses, students may use the ideas and words of scholars and experts to support their own claims, but credit must be given to the original author. If not, this becomes a form of plagiarism, which is cheating.

Here are two examples of plagiarism, which apply to ESL 225:

1. Using someone else's paper as if it were your own, or using someone else's ideas as if they were your own is plagiarism. Most of you would not turn in a friend's paper with your name on it (instead of your friend's), but you also need to know that a paper or *parts of a paper* downloaded off the Internet is a plagiarized paper. Also, check with instructors about handing in the same paper for two different courses.
2. Getting someone (a friend, family member, or tutor) to correct your sentence structure and grammar before you turn in an assignment is plagiarism. You must understand that getting help with grammar is an excellent idea, but the tutor or friend should *guide* you to find and correct errors by yourselves; they should *not* correct the errors for you. When someone else does this to your paper, they have rewritten it in their own words, not yours. More importantly, you do not learn how to self correct, which is an important academic skill.

### **ESL 225 PLAGIARISM POLICY:**

Most students are honest and would never think of cheating. In addition, your Lab instructor reads your in-class writing and your take-home writing in all stages of development, so he or she gets to know your writing well. However, some students become afraid that they are not going to pass, so, under pressure, they cheat.

If your Lab instructor suspects that the writing you have handed in is not 100% yours, you will be required to prove that the writing is indeed your own. If you cannot prove this in a satisfactory way, you will automatically receive an NP (Not Pass) in ESL 225 and you may be subject to disciplinary action according to the California State Educational Code (#76130).