

## ESL 274/474 ♦ Grammar and Proofreading for Writers

Mon and Wed 1:30pm-2:45pm ♦ 3 units ♦ ONLINE

De Anza College ♦ Fall 2022

Patricia Carobus	Office Location	Office Hours
<a href="mailto:carobuspatricia@fhda.edu">carobuspatricia@fhda.edu</a> Signal: (650)305-1617	Online	W: 3:00pm-3:50pm Or by appointment

### Course Description

This is an advanced- level elective course that focuses on helping students improve their grammar knowledge to become successful academic writers. This class addresses students' individual needs to understand grammatical structures fundamental to college writing and to develop effective proofreading skills.

### Prerequisite

ESL 265/465 with a grade of C or better; or qualifying score on the ESL placement test.

### Student Learning Outcomes (SLOs)

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

- Critically read and discuss various genres and analytically respond in writing.
- Analyze and use English grammar, usage and mechanics for correctness in writing for various academic purposes.
- Evaluate own writing to edit and proofread effectively.



### Required Materials

1. Writing Clearly: Grammar for Editing (Third Edition) by Janet Lane and Ellen Lange
2. Class packet (on Canvas)

### Attendance

You are expected to attend every class and arrive a few minutes before class begins. Our class begins at 1:30pm. If you are going to be absent during the first 2 weeks of the quarter, you MUST notify the instructor. If not, the instructor will drop you. If you miss more than two classes, you will lose 10% of your grade (all your participation points). Three tardies equal one absence. For ONLINE attendance to count, you must join our Zoom meeting through CANVAS, be on time, and participate in class actively. Turning on your camera during class is a great way to ensure your success and participation.

### Course Requirements

**Participation:** You will receive 3 participation points every class. Complete participation points are given to students who come to class on time, answer questions, participate in group discussions, and share ideas with the class in English.

**Multi-Drafted Writing Assignments:** You will complete several single drafted and multi-drafted writing assignments for our class.

**Quizzes:** You will have several announced and unannounced grammar editing quizzes.

**Homework:** You will receive various homework assignments that will be done in the book and checked regularly. Doing homework is the best way to ensure your understanding of the materials covered in class. No late homework accepted. The instructor will ask you to read answers to questions on ZOOM. If you are not ready, you will not get homework points. You will also be asked to take pictures and attach images of your completed homework on CANVAS.

**Midterm and Final:** Two exams will be given to check your understanding of the class materials and progress.

### **GRADING CRITERIA**

*The instructor will use letter grades to evaluate your work in this class. Your grade will be assigned based on the quality of your work and the effort you put into completing the assignments.*

Participation/Attendance	10%
Homework	10%
Writing Assignments	30%
Quizzes	20%
Midterm	10%
Final	20%
<b>Total</b>	<b>100%</b>



**IMPORTANT DATES**

October 8<sup>th</sup> – Last day to add classes

October 09<sup>th</sup> – Last day to add drop classes without a W

November 18<sup>th</sup> – Last day to drop classes with a W

**FINAL EXAM: Monday, December 12<sup>th</sup> from 1:45pm-3:45pm**

**Academic Honesty**

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. Students who help someone else cheat in any way will also receive an automatic 0.
- Having someone else do your assignment and submitting it as your own.
- Getting "too much help" from someone on an assignment where the work no longer looks like your own.
- Using any translating device or program, e.g. Google Translate.
- Copying any amount of material (even a single sentence) from a published source, including books, magazines, and the Internet without giving credit to the original author. This is called PLAGIARISM and is considered a serious crime.

Any student caught cheating or plagiarizing will receive a 0 for the assignments and may even be dropped from the course.

**Electronic Devices**

Even though our class is online, you will be required to refrain from using other electronics aside from those used to access class material and also refrain from using other sites during class time.

**Classroom Behavior**

Please listen respectfully to others in class. Sometimes we may disagree with each other, but it is important to do so in a respectful way. Also, unless it's an emergency, remain in our zoom meeting until class is over. Anyone showing disrespectful or disruptive behavior may be asked to leave the meeting.

**ENGLISH ONLY, PLEASE! 😊**

I know it is not easy, but 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.

**Disability**

Any student who feels he/she may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. Please contact the Disability Support Services or the Educational Diagnostic Center to coordinate reasonable accommodations for students with documented disabilities.

### Office Visits

Most successful students see their teachers outside their class to ask questions or get extra help on their assignments. I strongly encourage you to talk to me during my office hours at least once during the quarter, even just to say hello. I am here to help you!

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*I am looking forward to getting to know each of you and helping you improve your English skills. If you have ANY questions or problems, please do not hesitate to call, email, see me during my office hours or make an appointment. I will do my best to help you enjoy and succeed in this class! With hard work and a positive attitude, we will make a lot of progress together and you will strengthen your grammar knowledge and become a better academic writer.*