

**De Anza College, Winter 2023**  
**ESL 5-02Z: Advanced Composition and Reading**  
**Combination Online class: synchronous + asynchronous**

**Instructor: Clara Lam, Ed. D.**  
**Email: lamclara@fhda.edu**

**Time/Day: 9:30-11:45 am, Tuesday**

**Office hours online: 9 - 9:30 am, Tuesdays;**  
**11:45 am - 12:15 pm Tuesdays;**  
**By appointments; and via Canvas Inbox & instructor's email**

Prerequisites: Passed ESL 273 and 272, or placed by the placement test for ESL 5/EWRT 1A

**COURSE DESCRIPTION**

This course focuses on the connection between reading and writing. Specifically, it helps you improve reading and writing skills, think critically, and learn effectively in a community of readers and writers. All assignment drafts and in-class exams require good content, organization and grammar. The Student Learning Outcomes (objectives) for the class are as follows:

1. **Analyze and evaluate college-level fiction (novels) & nonfiction texts.**
2. **Write essays, including research-based writing, demonstrating academic rhetorical strategies and documentation.**
3. **Demonstrate college-level grammar, sentence structure, and vocabulary in writing.**

**REQUIRED TEXTS**

☞ Rana el Kaliouby (with Carol Colman). *Girl Decoded: A Scientist's Quest to Reclaim Our Humanity by Bringing Emotional Intelligence to Technology*. Currency, 2021.

☞ *ESL 5 Course Packet* (provided by Instructor).

☞ A standard college dictionary, such as *The Newbury House Dictionary of American English* (1996), or online dictionaries: Merriam-Webster at <http://www.merriam-webster.com/> and Dictionary.com at <http://dictionary.reference.com/>.

**COURSE REQUIREMENTS**

**A. Attendance and Participation**

- ❖ ESL 5-02Z has two components: synchronous & asynchronous. Synchronous: Class meets Tuesdays every week via zoom. Asynchronous: You are not required to be online at any specific time during the week. However, you are required to post assignments online at least once a week, if not twice, before the Tuesday class meeting. You need to follow the due dates for the assignments diligently and read instructions for each carefully.
- ❖ In an online class, you are engaged in more self-directed studies. Commitment and hard work is essential for success in class.
- ❖ You are expected to attend every synchronous class meeting and **MUST** come to the first week, or you will be dropped. You need to come to class on time, preferably 5-7 minutes before 9:30 am. If you arrive more than 10 minutes late or leave class early without a reason,

it will be counted as 1/2 absence. You can be absent for TWO absences max. Do not go beyond.

- ❖ Come to every class prepared. Homework and assignments are posted on Canvas, so you always know what is due and what readings to read before class. If you have to miss a class, watch the class recording and review information on Canvas to complete homework. Your absence does not excuse you from being prepared for the next class.
- ❖ Make every effort to participate in class actively. Class participation includes pairs/group work and participating in class discussions and/or Forums on Canvas. Preparation for and contribution to class are vital in earning a good ESL 5 grade.
- ❖ ESL 5-02Z is a 5-unit class with 2.5 units representing the hours spent on the Tuesday class meeting, and another 2.5 units representing the hours spent in an online environment completing homework and readings. To be more exact, each college unit requires 2 hours of preparation, which translates to 10 hours of work per week for the class. In order to complete the class successfully, you will need to spend an average of 10 or more hours weekly to finish the assignments and readings.

**B. Homework:** Includes essay writing, revisions, editing; peer-reviews on Canvas and/or in class; group journal writing; readings; and grammar exercises.

**1. Writing Assignments:** There will be FIVE assignments in total. All drafts of an assignment have to be submitted to Canvas on time and typed. A late paper receives one grade lower than it should be (for example: A paper would go down to B, and B paper to C). In general, you will receive feedback of the first drafts from your peers (classmates), online/WRC tutors, and/or instructor; the instructor will read and grade the second draft. When the second draft is returned, you must rewrite it as needed within a week. The rewrites do not receive a new grade, but they earn a portfolio grade.

*Requirements for each writing assignment*

- a. Length: A minimum of 950 words, or 3 1/2 pages (double-spaced)
- b. Font size: 12
- c. Font type: Times New Roman
- d. **Indent and double-spaced** all paragraphs
- e. Use the following MLA (Modern Language Association) format for the heading. **See the example below.**

Shannon Escobar

ESL 5-02Z, Professor Lam

1/16/2023

Assignment 1, First draft

Essay Title

**Commented [CL1]:** Important: Must include assignment # AND draft #. Change the draft # to Second Draft after you revise the first draft.

**Commented [CL2]:** Include a title that tells something about your paper.

2. **Submissions:** You will have to complete one or more online submissions each week.

- You can submit assignments early, but not late. Once the link is closed, you will not be able to submit your assignment. Submission time is usually set at the end of Sunday or Monday.
- If you fail to submit, you will receive a zero grade. Therefore, you **MUST** manage your time wisely, and keep track of all due dates.
- Late homework will not be accepted. All submissions must be completed on Canvas and **CANNOT** be sent via Canvas Inbox or email. The Canvas submissions are linked to Turnitin to check plagiarism.

3. **Portfolio & Portfolio Process:** Use a folder to include drafts (outline, first, revised) of the writing assignments. A student **MUST** submit an ESL 5 Portfolio to complete the class. However, the Portfolio does not determine a student's grade, which is determined by the work listed in "Grades" below.

4. **Journal Writing:** Practice is the key to fluency in writing. With that in mind, I will ask you to write two journal entries to familiarize yourself with skills in referencing sources. This includes summarizing, paraphrasing, and using quotes from a given article (source). Each entry is about 1–1 ½ pages long with two paragraphs. The first paragraph is a brief summary of the main points in the article; the second paragraph is a thoughtful response to the question included in the journal. Dates for journal submissions will be on Canvas.

5. **Group Journal:** You will work with classmates in a group to complete a set of questions set for each part of the book, *Girl Decoded*. The Group Journal will help you read the book thoroughly and prepare for the quizzes on the book.

#### 6. Warnings about Cheating and Plagiarism

- a) All writing assignments should reflect your own work. You may ask for feedback from a classmate, a friend, or a tutor, but he/she should only make comments/suggestions on major problems in the paper, such as verb tense or the need for more details. **It is absolutely important that he/she does not write or rewrite the sentences or the paper for you.** **A student who submits a paper found to be someone else's work (or AI generated) will receive 0 credit for the first time and be dropped from class the second time.**
- b) If you need to use ideas from a reading, paraphrase them in the MLA format. Include the author and title, and relate the ideas in your own words. If you need to quote specific terms or a few lines (usually one or two), put the words or sentences inside quotation marks "...", and put author's last name and page number (if available) at the end of the sentence. It is important that you do not take words and sentences from a reading and put them in your paragraphs as if you wrote them. Otherwise, it is **PLAGIARISM**. **Any plagiarized paper will receive no credit.**
- c) "De Anza College is committed to excellence in the pursuit of learning and academic achievement by its students." Please see the link below on the College's standard of **Academic Integrity** and the consequences of academic dishonesty (cheating, copying, and/or submitting someone else's work as your own).

[https://www.deanza.edu/policies/academic\\_integrity.html](https://www.deanza.edu/policies/academic_integrity.html)

GRADES

Writing Assignments: (Total: 600)

Assignments 1, 2, & 5 (Out-of-class: outline, first & second drafts; 100 points each) 300

Assignments 3 (in-class midterm) 100

Assignment 4 (Research Paper: Outline, first & second drafts) 200

**Midterm** (Assignment #3, **Tuesday, Week 7, Feb. 21**)

**\*Final**

Canvas peer reviews 60

Portfolio 60

Journal 60

Group Journal 90

Quizzes 70

Discussion forums, & participation 60

Total points: 1000

**\*The Portfolio Process replaces the final exam, so there is no final exam. Instead, all required assignments for the Portfolio have to be submitted to the instructor on Canvas by Friday (3/17), 11:59 pm.**

GRADING SCALE (percentage)

97-100	=A+	77-79	=C+
92-96	=A	70-76	=C
90-92	=A-	0-69	=F
87-89	=B+		
83-86	=B		
80-82	=B-		

General conventions for essays:

1. Double-spaced everything.
2. Italicize titles of books, journals, newspapers, and websites.  
**Example:** *Girl Decoded: A Scientist's Quest to Reclaim Our Humanity by Bringing Emotional Intelligence to Technology.*
3. Put double quotation marks (" ") around titles of articles.  
**Example:** "The Measure of My Powers"
4. Use single quotation marks ( ' ') for quotations within quotations.  
**Example:** Linda Furiya writes, "...I unleashed all the anger that I had pent up during the past weeks, screaming 'fatso' and 'lard' until the other children, like summer cicadas, joined in on my name calling" (97).

### Disability Statement

Students who are eligible for accommodations by Disability Support Services (DSS). Please contact Disability Support Services at <http://www.deanza.edu/dsps/> to coordinate reasonable accommodations for students with documented disabilities.

### Office-Hour Visits

Successful students make use of every resource available to them, especially in approaching their instructors. Come visit during my office hours. Email me before you come and about any questions you have about the class/homework. When you email, please use the following email etiquette.

### *Greeting:*

Dear Professor Lam, or Hi Clara

### *Content of your email:*

Example: I have questions about Assignment 1. Could you read my draft and tell me if I am on topic?

Thank you.

### *Write your name at the bottom:*

This is important because some students use emails that have only numbers or names, not the students' names. The instructor does not know who sends them.

### **Helpful Student Resources**

Student Support Services (Student Success Center)

Website: <https://www.deanza.edu/studentsuccess/>

- ✧ Academic Skills
- ✧ General Subject Tutoring
- ✧ Listening/Speaking Center: <https://www.deanza.edu/studentsuccess/lsc/>
- ✧ Writing & Reading Center (WRC): <https://www.deanza.edu/studentsuccess/wrc/>
- ✧ Online Tutoring with Smarthinking:  
<https://www.deanza.edu/studentsuccess/onlinetutoring/>
- ✧ Math, Science & Technology (S43)

Counseling and Advising Center:

Location: Student & Community Service Building, 2<sup>nd</sup> floor.

Website: <https://www.deanza.edu/counseling/>

Library

Location: Library Building

Website: <https://www.deanza.edu/library/>

Student Health Services

Location: Hinson Campus Center, lower level

Website: <https://www.deanza.edu/healthservices/>

**Important Dates**

Jan. 21:

Last day to add classes

Jan. 22:

Last day to drop classes without W

Campus Closed: Jan. 16 Mon

Martin Luther King Holiday

Campus Closed: Feb. 18-21

President's Holiday

March 3 (Fri, Week 8):**Last Day to drop with a "W"**

Mar. 27-31 (Mon-Fri):

**Final exams**

*Please turn off your cell phone before entering the classroom or turn it to vibrate so that you and others can learn without interruptions.*