

**University of South Alabama**  
**English Language Center**  
**ELC 021: Composition I**  
**Fall I 2019**

**Course Information**

Course Format: Web-enhanced

Class Hours:                   Monday       1:25-2:15 pm  
                                      Tuesday      3:30-4:45 pm  
                                      Wednesday  1:25-3:20 pm  
                                      Thursday    3:30-4:45 pm  
                                      Friday       no class

Location:                      Alpha Hall East Room **?????**

**Instructor Information**

- Instructor: Ms. Sandy Wingate
- Cell Phone: (251) 599-6878
- ELC Office phone: (251) 460-7185
- E-mail: sandrajwingate@southalabama.edu
- Office: AHE 225
- Office Hours: Monday, 3:00 – 4:00 pm  
Tuesday/Thursday 8:15 – 9:15 am  
Wednesday/Friday 8:00 – 9:00 am  
or by appointment

**Course Communication**

The best way to contact me is by:

- e-mail at [sandrajwingate@southalabama.edu](mailto:sandrajwingate@southalabama.edu); I check my e-mail throughout the day from 8:00 am – 5:00 pm. I also frequently send e-mail reminders out to my students, so it is important that you check your jagmail every day, at least once in the morning and once in the evening.
- text at (251) 599-6878; this is my personal cell phone number and I check it throughout the day between the hours of 7:00 am – 8:00 pm.
- come to my office in AHE Room 225; I have an open-door policy. Whenever my door is open you are welcome to come see me. I also have specific office hours (see above).  
*It is my desire to help you succeed in this class. Please do not hesitate to contact me.*

**Course Description**

ELC 021 Composition I is the first of a five-level sequence of courses designed to improve student competencies in composition. After mastering simple sentence construction and composing sentences on a variety of topics, students will learn to organize and develop basic paragraphs of roughly eight sentences. This course corresponds with Common European Frame of Reference (CEFR) level A1.

The University of South Alabama encourages faculty to employ active learning methodologies in their classes to support student centered learning. In this blended course, your instructor will use a variety of methods to enhance your learning experience. You will have a mixture of lectures, group work, and independent practice that incorporates both face-to-face and on-line teaching/learning strategies.

### **Course Delivery**

This course is delivered in a traditional "face-to-face" method and managed through the Sakai online platform. It is a web-enhanced course, which means that some course materials are available at USA Online on the Sakai learning management system. Grades and attendance will be recorded and displayed in Thinkwave. Your instructor will assist you in accessing this platform.

### **Course Goals and Objectives:**

#### **Goal 1:**

Students will master the five core patterns of the simple sentence, the basis for all subsequent sentence structural elaborations to be learned in succeeding classes.

#### **Objectives:**

Upon completion of this course, and through means of in-class writing assignments, students should be able to:

1. Construct simple sentences using the five core patterns of subject-verb; subject-verb object; subject-copula-noun; subject copula adjective; subject-copula-adverb, all with appropriate end punctuation.
2. Develop the five core simple sentence patterns using qualifiers.
3. Produce the five core sentence patterns, first as discrete individual sentences, then as sentences integrated into rudimentary paragraphs.

#### **Goal 2:**

Students will be introduced to basic paragraph construction.

#### **Objectives:**

Upon completion of this course, and through means of in-class writing assignments, students should be able to:

1. Demonstrate the rudimentary elements of paragraph format, including use of a title, capitalization, indentation, line spacing, and respect of margins.
2. Experiment with the principles of paragraph unity and support.
3. Produce correctly formatted paragraphs showing evidence of unity, support, and simple devices of cohesion, all incorporating sound simple sentences of the five core types, all with appropriate end punctuation.

**Course Materials:**    **Text:** *Trio Writing 1* (Oxford University Press, 2014)  
pen/pencil, eraser,  
8 ½ x 11 notebook paper, folder  
NO smart phone use allowed in class without teacher's permission

## Thinkwave

All students must have a Thinkwave account. Thinkwave will be used for the posting of grades, class announcements, and other class communications. If you need help registering for Thinkwave, the lab assistants can help you.

## Course Topical Outline

Date	Lecture
<b>Week One</b> August 19 – 23	Introduction to the class <b>You MUST have your textbook by Tuesday, August 20, 2019.</b> Diagnostic Assignment Readiness Unit
<b>Week Two</b> August 26 – 30	Unit 1: Who Are You? <b>In-Class Writing 1</b> Sentence-level practice Revision 1 of In-Class Writing <b>Unit 1 Test</b>
<b>Week Three</b> September 2 – 6	<b>Monday, September 2 – Labor Day – No Classes</b> Unit 2: What Describes Your Family? <b>In-Class Writing 2</b> Revision 2 of In-Class Writing Unit 2 Test
<b>Week Four</b> September 9 – 13	Unit 3: Who is a Good Friend? <b>In-Class Writing 3</b> Revision 3 of In-Class Writing Unit 3 Test
<b>Week Five</b> September 16 – 20	Unit 4: What Does Your Country Look Like? <b>In-Class Writing 4</b> Revision 4 of In-Class Writing Unit 4 Test
<b>Week Six</b> September 23 – 27	Unit 5: What Is Your Favorite City? <b>In-Class Writing 5</b> Revision 5 of In-Class Writing Unit 5 Test
<b>Week Seven</b> September 30 – October 4	Unit 6: Who Is a Good Traveler? <b>In-Class Writing 6</b> Revision 6 of In-Class Writing Unit 6 Test  <b>Wednesday, October 2 – End-of-Term Michigan EPT</b> <b>Thursday, October 3 – Awards Ceremony</b>

<b>Week Eight</b> July 22-26	Review for Final Exam <b>Monday, October 7 – Last Day of Classes</b> <b>Wednesday, October 8 – Comprehensive Final Exam</b>  <b>**Exams will NOT be given early! No exceptions!</b> <b>Do not plan to leave/travel before Thursday, October 10, 2019.</b>
---------------------------------	--

Since all classes do not progress at the same rate, the instructor may wish to modify the class requirements or schedule as circumstances dictate. If such modification is needed, it will be provided to students in writing and will conform with all stated goals/objectives of the course.

### **Attendance/Tardies**

Class attendance is required as a condition of the F-1 visa. It is also vital to a student's success. Students are not allowed to miss more than **four classes** for any reason. Any student with five or more absences in any class will be placed on probation for lack of compliance with immigration policies (failure to attend 85% of all scheduled classes). If the attendance does not improve during the subsequent term, the student will be dismissed from the program.

Any student with **ten consecutive absences** or a total of **fifteen nonconsecutive absences** in any class will be **dismissed from the program**.

Punctuality is crucial to student success. Students will be marked tardy (late) if they arrive after class begins. They will also be marked tardy if they leave class for any reason without previously arranged permission from the instructor. Previously arranged permission means meeting with the instructor in ample time BEFORE class begins. If students are **tardy three times**, they will earn the equivalent of one absence. When students **miss more than 20 minutes** because they leave class early or arrive late for class, they will be counted absent.

Students with serious medical conditions that necessitate excessive absences should either consider medical leave of absence or register with the Office of Student Disability Services (OSDS) to receive appropriate accommodations based on their disability.

Any exception to this policy must be approved ahead of time by the Director of the English Language Center. There are no exceptions to this rule.

### **Make-up work**

Students who are absent on a test/quiz day **will not be allowed to take a make-up test/quiz unless you have arranged it with the teacher in advance with a written confirmation from the teacher**. All homework and written assignments scheduled for any class period should be turned in immediately upon the student's return without exception. It is the student's responsibility to turn in missed assignments upon their return. Students will not be permitted to turn in homework or missed assignments after the day of their return.

If you have an excused absence for a test, **you will have 3 days to take the make-up exam**. If you do not contact your teacher in this time, you will not be given a make-up exam. In addition, if you miss your scheduled make-up exam, you will be given a **zero** on that exam.

## Homework

All homework is expected to be completed at home and on time. If a student chooses to do homework during class or does not do it, then the grade will be a **zero**.

## Assessment

In order to pass to the next level, students must meet the learning outcomes of this class with 70% proficiency as reflected in their final course grade

**Grading Scale:**      90-100% = A    80-89% = B    70-79% = C    69% or below = U

Grade Distribution
35% In-Class Writing (ICW)
15% Portfolio revisions of ICWs
25% Chapter Tests and Quizzes
5% Homework
20% Final Exam (In-Class Writing + grammar and editing test)

## In-Class Writing (ICW) and Portfolio Writing

In Class Writing Assignments will constitute 35% of the total class grade. Revisions of ICWs will count as Portfolio Assignments and constitute 15% of the total class grade. Your grade in this class, therefore, depends heavily on the first drafts of your writing. This means, among other factors, that your sentence-level writing (sentence structure and use of grammar) must be satisfactory. A major focus of this class, therefore, in addition to proper organization and support of written discourse, will be sentence-level writing skills. Portfolio revisions must be submitted on time. No submissions will be accepted that are more than 3 days late.

## Makeup Policy for In-Class Writing Assignments

It is crucial for students to be present on In-Class Writing (ICW) days. Any student who is absent on an ICW day will receive a grade of 0 (zero) for the In-Class Writing. However, the student will be allowed to write and submit a composition for the subsequent Portfolio Revision. This submission will count as the one and only draft of the composition, and its score will be computed with the initial 0 score for the final score.

## Final Exams

Final examinations must be taken at the scheduled times at the end of the term. The schedule of exams is posted at the beginning of each term and in the class syllabus. Examinations will not be given early because of personal travel plans or other similar personal reasons. Students who miss final exams will receive a grade of **zero** (0) on the exam.

**Writing Center**

The purpose of the Writing Center is to help students improve their writing skills. During one-on-one consulting sessions, Writing Center consultants focus on working with student writers to help them improve their skills, rather than simply editing papers. Consulting sessions are held in the Writing Center's main location in Academic Services Center 1390, as well as the Center's satellite location in Marx Library 240A. eTutoring consultations are also available for online students. For hours of operation and/or to make an appointment, call the Writing Center at (251) 460-6480 or visit [www.southalabama.edu/writing](http://www.southalabama.edu/writing).

**Additional Information**

For information regarding changes in course requirements, student honor code, academic disruption policy, student academic conduct policy, or students with disabilities, please refer to the following link: <http://tinyurl.com/additionalcoursepolicies-pdf>

**Emergency Response Information**

To report an emergency on campus, call the USA Police at (251) 460-6312 (from any phone) or at 511 (from landline phones on campus only). You can also call for help at 911 from any phone for any emergency anywhere, on campus or off campus.