

**University of South Alabama**  
**English Language Center**  
**ELC 023: Composition III**  
**Fall I 2019**

**Course Information**

Course Format: Web-enhanced

Class Hours:           Monday       1:25-2:40 pm  
                              Tuesday       3:30-4:45 pm  
                              Wednesday  1:25-2:40 pm  
                              Thursday    3:30-4:45 pm  
                              Friday       no class

Location:               Alpha Hall East Room 141

**Instructor Information**

- Instructor:            Sylvia Koestner
- ELC Office phone:    (251) 460-7185
- E-mail:                koestner@southalabama.edu
- Office:                AHE 227
- Office Hours:         Monday and Wednesday: 2:45p.m. - 3:45 p.m.  
                              Tuesday and Thursday: 8:25 a.m. - 9:25 a.m.  
                              Friday: 8:30a.m. - 9:00 a.m.; 12:05 p.m. - 12:35 p.m.

**Course Communication**

Course documents and all information will be available at our class Sakai website at:  
<https://ecampus.southalabama.edu/portal/site/2f0a8c23-3d28-4aad-82c0-e47e210fcc60>

For timely announcements, click on the Announcement feature at our Sakai website at USA  
Online: <https://ecampus.southalabama.edu/portal/site/2f0a8c23-3d28-4aad-82c0-e47e210fcc60>

**Course Description**

This low intermediate course is the third of a five-level sequence of courses designed to improve student competencies in composition. Level 3 begins as a review of the paragraph and then makes the transition to multi-paragraph compositions which are in effect simple essays. This course corresponds with Common European Frame of Reference level B1.

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 these two platforms.

### **Course Goals and Objectives**

#### **Goal 1:**

Students will expand their sentence structure skills from simple and compound sentences to complex sentences, with their associated punctuation.

#### **Objectives**

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

1. Produce the already-mastered simple and compound sentence structures.
2. Compose complex sentence structures incorporating noun, adjective, and adverb clauses, with their associated punctuation.
3. Integrate the already-mastered simple, compound, and complex sentence structures into paragraphs.

#### **Goal 2:**

Students will master basic essay construction and conclude the course by bridging to the more targeted rhetorical essay in Level 4.

#### **Objectives**

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

1. Demonstrate that they understand a variety of elements of paragraph organization, development, and cohesion.
2. Apply the elements of paragraph organization, development, and cohesion in written assignments.
3. Organize and develop a rudimentary essay.
4. Demonstrate an understanding of the function of the introduction paragraph and the thesis.
5. Construct devices of cohesion within and among the paragraphs of a basic essay.
6. Develop an understanding of the function of the conclusion paragraph of a basic essay.

#### **Goal 3:**

Students will learn to recognize, abhor, and avoid plagiarism.

#### **Objectives**

Upon completion of this course, students should be able to

1. Define plagiarism and recognize it as a form of academic misconduct.
2. Identify plagiarism in sample cases.

**Course Materials:** Text: *Trio Writing 3*  
 pen/pencil, eraser, 8 ½ x 11 notebook paper, folder  
 NO smart phones or electronic dictionaries allowed in class

**Thinkwave**

All students must have a Thinkwave account. Thinkwave will be used for the posting of grades, attendance, 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	Course Orientation and Syllabus <b>You must have your textbook by Tuesday, August 20, 2019.</b> <b>Diagnostic Assignment</b> Readiness Chapter Sentence-level practice
<b>Week Two</b> August 26 – 30	Chapter 1: What company are you loyal to? <b>In-Class Writing 1</b> <b>Chapter 1 Test</b>
<b>Week Three</b> September 2 – 6	<b>Monday, September 2 – Labor Day – No Classes</b> <b>Portfolio Revision of In-Class Writing 1</b> Chapter 2: How has a product changed the world? <b>In-Class Writing 2</b> <b>Chapter 2 Test</b>
<b>Week Four</b> September 9 – 13	<b>Portfolio Revision of In-Class Writing 2</b> Chapter 3: Interpreting a flow chart <b>In-Class Writing 3</b> <b>Chapter 3 Test</b>
<b>Week Five</b> September 16 – 20	<b>Portfolio Revision of in-Class Writing 3</b> Chapter 4: When did nature amaze you? <b>In-Class Writing 4</b> <b>Chapter 4 Test</b>
<b>Week Six</b> September 23 – 27	<b>Portfolio Revision of In-Class Writing 4</b> Chapter 5: Is your energy use increasing? <b>In-Class Writing 5</b> <b>Chapter 5 Test</b>
<b>Week Seven</b> September 30 – October 4	<b>Portfolio Revision of In-Class Writing 5</b> Chapter 6: Responding to art <b>In-Class Writing 6</b> <b>Chapter 6 Test</b>  <b>Wednesday, October 2 – End-of-Term Michigan EPT</b> <b>Thursday, October 3 – Awards Ceremony</b>

<b>Week Eight</b> October 7 – 11	<b>Portfolio Revision of In-Class Writing 6</b> General Review for final exam  <b>Monday, October 7 - Last Day of Classes</b> <b>Tuesday, 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 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 or are 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 Special Student Services 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  
Below 70 = U (Unsatisfactory)

Grade Distribution
35% In-Class Writing (ICW)
15% Portfolio revisions of ICWs
25% Chapter Tests and Quizzes
5% Homework and Participation
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 which have been typed, correctly formatted, and submitted through Turnitin.com will count as Portfolio Assignments and constitute 15% of the total class grade. In addition, there will be a Final Exam ICW that includes a grammar and editing element, worth 20% of the total 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 (using Turnitin.com) 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 University of South Alabama Writing Center is an instructional facility that focuses on teaching writing (rather than simply editing papers). Students may receive help on any type of writing task at any stage of the writing process, including idea generation, development, and revision. Consulting sessions are held in Academic Services Center 1390 and also in the Marx Library room 240A . eTutoring appointments are available at each location for online students.

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.