Syllabus ESL 420-01: Advanced Writing/Grammar 4 credits Spring 2009
Instructor: Kristyn Blessing
Office: Walker 146
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Office Hours: 10:00-11:00 MWF or by arrangement

Time and Locations:
MWF 11:05-11:55 Building 12 (M&M) U111
TR 9:35-10:50 Building 20 (MEEM) 407

Required Books:
Exploring through writing: A process approach to ESL composition (2nd Ed.) by Ann Raimes
Understanding and Using English Grammar (4th ed) WITH CD by Betty Azar

Optional:
Cambridge Dictionary of English

Course Description
For students of English as a second language, not for native speakers of English. Emphasis is on the process approach to writing, collaborative workshop approach to revision, and APA style documentation in writing academic essays and research paper.

Objectives:
Writing:
By the end of this course, students should be able to
• organize essays using the traditional essay format.
• write clear thesis statements that state the main idea of the essay.
• summarize written work.
• transition between ideas.
• critically read and respond to written work.
• paraphrase (using APA style).
• quote (using APA style).
• understand plagiarism and how to prevent it.
• revise their own work.

Grammar:
By the end of this course, students should have mastered the following grammar skills:
• punctuation
• basic sentence structure
• the relationship between tense and time
• subject/verb agreement
• use of modal auxiliary verbs
• pronouns and reference
• adjectives and adverbs

By the end of this course, students should have begun to acquire the following grammar skills:
• count vs non-count nouns
• articles
• prepositions and phrasal verbs

Grading:
*Attendance/Participation: ..................10%
*Blackboard(online) Posts ..................20%
*In class work/ Homework ..................20%
*Short Essays (3) ..............................30%
*Grammar Midterm and Final Reflection...20%

We will use Blackboard, an online learning system. To find Blackboard, follow the instructions below:

Instructions for Online posts
1. Go to mtu.edu
2. click on "Current Students"
3. click on blackboard/webct
4. click on mtu iso login
5. click on our course
6. Click on “discussions”
7. Click on the discussion topic
8. Click on “create message” and type your message.

Late Work Policy:
Late essays will receive a reduction in points.
No late class work will be accepted (worked completed during an excused absence is not late).

Absence Policy:
You must be in class every day. If you are absent, you will lose points on your grade.
Excused absences include:
1. Off-campus, university events such as field trips and job fairs
2. Illness, personal emergency, or family emergency with documentation
3. Religious holidays
   (see http://www.su.mtu.edu/dean/judicial/policies/attendance_policy.pdf for MTU’s attendance policy)
You must complete all work that you miss when you are absent.

University Grading Scale:
A  96-100%  AB  91-95  B  84-90  BC 79-84  C  72-78
CD 66-71  D  60-65  F  0-59

ESL Course Grade:
Students receive a Pass or Fail grade.
You must receive a C or above to Pass.
72% or above = Pass
71% or below = Fail

**University Policies**

Academic regulations and procedures are governed by University policy. **Academic dishonesty** cases will be handled in accordance the University's policies.

If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office, at 487-2212. For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at 487-3310

Academic Integrity:
http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

(IMPORTANT)

Affirmative Action:
http://www.admin.mtu.edu/aaop

Disability Services:
http://www.admin.mtu.edu/urell/studenthandbook/student_services.html#disability

Equal Opportunity Statement:

The class schedule will be posted on the blackboard site.