Syllabus ESL 491-01: Spring 2010
Instructor: Kristyn Blessing
Office: Walker 146
Office Phone: 487-3275
Email: kmblessi@mtu.edu
Office Hours: 10:00-11:00 MWF or by arrangement

Time and Locations:
MTRF 1:05-1:55 EERC (Building 7) Room 313

Required Books:
Sourcework by Nancy Dollahite and Julie Haun
Understanding and Using English Grammar 4th edition (with cd) by Betty Azar
Pocket Style Manual 5th edition by Diana Hacker

Optional:
Cambridge Dictionary of English

Course Description
This course is designed for students of English as a second language, not for native speakers of English. Emphasis is on the writing skills needed for success in academic writing courses. Includes paraphrase, summary, writing from sources, avoiding plagiarism.

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.
- do research on a focused topic
- integrate multiple sources into an essay
- use evidence to support an argument
- write a reference page (APA style)

Grammar:
By the end of this course, students should have mastered the following grammar skills:
- Consistent and correct tense use within an essay.
**Academic Integrity**

By the end of this course, students should have mastered the following:

- understanding plagiarism
- preventing plagiarism

**Grading:**

*Attendance/Participation: .................... 10%
*Blackboard (online) Posts ................... 20%
*In class work/ Homework .................... 20%
*Research Papers and other longer writing .. 30%
*Exams and Quizzes ............................ 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 essays will be accepted after 2 days.
- No late class work or homework will be accepted.
- No late blackboard posts will be accepted.

**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.sa.mtu.edu/dean/judicial/policies/attendance_policy.pdf](http://www.sa.mtu.edu/dean/judicial/policies/attendance_policy.pdf) for MTU’s attendance policy)  
   You must complete all work that you miss when you are excused. It is your responsibility to ask me for the work that you miss.

**University Grading Scale:**

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
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<td>AB</td>
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<td>B</td>
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<td>D</td>
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<td>F</td>
<td>0-59</td>
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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 with 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/aaoo/

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

Equal Opportunity Statement:

The class schedule will be posted on the blackboard site.