ESL 440 ADVANCED GRAMMAR
FALL 2010

INSTRUCTOR:  Gail Jaraki    PHONE: 229-3275
OFFICE:  Walker 146      EMAIL: gkjaraki@mtu.edu
OFFICE HOURS: MWF 2:00 to 3:00
TTh 11:00 to 12:00
and also by appointment

COURSE TEXTS: *Understanding and Using English Grammar 4th Edition*

OTHER MATERIALS: In addition to the appropriate textbook, each day you should bring lined 8.5 x 11 (A4) paper, in addition to a pen or pencil & an eraser.

ATTENDANCE: Students on an F-1 visa are required to attend class. Attendance will be taken each day at the beginning of class. Students arriving more than 15 minutes late will be marked absent. If you are absent more than 2 times, the Director of ESL will be informed. At 5 absences, IPS will be informed.

COURSE DESCRIPTION: Emphasis is on improving the active use of Standard American English grammar in speaking and writing, as well as improving the students' understanding of written and spoken English. The course focuses on the needs of non-native speakers of English. This course is for credit with a Pass/Fail grade.

COURSE OBJECTIVES: Through pair and group activities, role-play, games, interviews, and oral presentations, the student will demonstrate improved knowledge and control of English grammar as measured by means of a variety of presentations, homework assignments and tests

METHODOLOGY: Lecture, pair and group interactive activities, and individual written and oral assignments are used.

CLASSROOM POLICIES:
- English is the language to be used in the classroom at all times whether I am in the room or not.
- If you are late, enter the room quietly and take a seat near the door.
- If you need to leave class early, tell me before class begins and sit near the door so that you do not disturb the class when you leave.
- Please show respect for fellow students and your instructor by not talking when others are speaking in a class discussion.
- Drinks are permitted, but clean up after yourself; do not leave trash in the classroom.
- Turn off your cell phone. Do not make or receive calls/ text messages. Do not use other electronic devices, such as MP3 players.
Cheating is not tolerated at a university. Depending on the nature of the incident, you will lose points or be given a 0 (zero) for the test or assignment when cheating has occurred. The following are examples of cheating:
- Giving or asking for an answer on a test
- Looking for an answer on another student’s paper during a test
- Working together on assignments that are designated as individual assignments
- Copying from a source without giving credit (plagiarism)

Homework must be turned in on time. Late assignments will not be accepted. A grade of 0 (zero) will be given.

Written work must be turned in on standard-sized paper (A-4, or 8.5 x 11 inches). Work on paper other than this will not be accepted. Please listen carefully to the assignment. Sometimes work must be printed and not handwritten.

Presentations must be given on the date assigned. Students who are not prepared will receive a 0 (zero).

COMPUTER LABS AND LANGUAGE LAB DURING THE RENOVATION

Walker 143

Hours: 24/7 swipe access for HU majors, Modern Language students and media course students* This area will never be used for classes or closed to students. Equipment: Mixed PC and Macs, Printers and Scanner
Consultant on duty to assist patrons and check out materials and equipment during hours listed below.

Walker 134

Hours: Open when a consultant is on duty in 143 and whenever a class is not in session. If you need assistance, see the consultant in 143 Equipment: Macs only — print to printers in 143

*These students also have swipe-card access to the Walker Building when it is locked.

COURSE GRADES: You must receive 72% of the total points possible to pass the course. Students who fail the course will be required to repeat it. If you have difficulty, please contact me for help. Do not wait until the last weeks of the term. Start studying and learning NOW.

72% or above = Pass  71% or below = Fail
COURSE EVALUATION: Student learning is assessed by means of homework, quizzes, oral presentations and tests. The final grade is based on the following:

Homework assignments: 10 points each
Quizzes: 30 points each
Presentations: 30 points each
Tests: 100 points each

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

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

Affirmative Action:
http://www.admin.mtu.edu/aa0/

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

Equal Opportunity Statement: