

**ESL 273.50Z/ 473.50Z - Introduction to the Essay
Winter Quarter, 2024**

Instructor: Lucinda Cabral	Class Time: T and TH- 6:30-8:20 PM- Synchronous	Classroom: Online- Zoom and Canvas
Preferred contact: Canvas Inbox	Email: cabrallucinda@fhda.edu	Office Hours: T- 5:30-6:30 pm via Zoom and Canvas by appointment.

Requisites: (Restricted to students whose native language is not English.)

Prerequisite: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263 with a grade of C or better; or a qualifying score on the English as a Second Language Placement Test.

Advisory: English as a Second Language 273 students may also enroll in English as a Second Language 273 concurrently.

Formerly: (Formerly English as a Second Language 173.)

Grading: Graded

Hours: Four hours lecture (48 hours total per quarter).

Description: Principles of essay writing, introduction of the techniques of academic essay writing based on critical reading and thinking.

Course Justification: This course follows ESL 263, Low-Advanced Grammar and Writing. It provides the required foundation skills in essay writing as well as critical reading and thinking to prepare students for the next ESL level, which is ESL 005. It is a basic skills course. It is considered a stand-alone course because it is not attached to any program, degree, or certificate.

Accessing class:

This semester we will be fully online. There are two major apps you need to know how to use: **Canvas and Zoom.**

Canvas

Canvas will be an integral part of our course, therefore, you need to know it well. To access Canvas:

Computer

1. From your computer, search for De Anza College
2. On the front page, you should see a tab called **Canvas** (Look at the top right hand, written in red, next to the "My Portal" app)
3. A menu will pop up asking for your **Campuswide ID** and **Password**. (This is the ID you received from registration.)

4. Your Campuswide ID and Password are as important as your car keys would be if you were driving to school, so please write them down in a place you can find.
5. Once in, click on ESL 273. There you will find all class content

Smartphone

1. From your smartphone, go to the app store
2. Look for, and Download **Canvas Student**
3. Answer the questions
4. The name of our institution is De Anza College (scroll through the list)
5. You will also need your **Campuswide ID** and **Password**

ZOOM

On canvas, on the left-hand side, look for “Pages”, then click on “See all pages”. The zoom invitations for class lecture and office hours are both listed there. You can also find the zoom invitation under the “zoom” menu.

Required Text:

- **Great Writing 4 (5th edition).** Keith Folse. ISBN: 978-0-357-02085-2
- **Dictionary (optional)**

Accessing the books this quarter:

Option 1- Contact De Anza bookstore and they will ship you the book. You can access the bookstore by visiting their website: <https://www.deanza.edu/bookstore/>

Option2: Buy the book online, such as Amazon, etc.

Option 3: Rent the book online

Option 4: Buy the EBook. For that, you need to go to the following website and buy the book:

<https://www.cengage.com/shop/ISBN/9780357021293>

NOTE: If you are taking this class as CR/ NCR, the bookstore will loan you the books for free. Please refer to their website.

Useful websites:

- Great Writing 4 (5th edition) online support:
https://eltngl.com/sites/greatwritingseries/home?_ga=2.235568198.659721345.1599419349-3888207.1587886179
- *Guide to Grammar* at <http://grammar.ccc.commnet.edu/grammar/>
- The *Purdue Online Writing Lab (OWL)* at <http://owl.english.purdue.edu>.
- www.dictionary.com
- www.englishpage.com
- www.english-4u.de
- www.chompchomp.com

Course Objectives (SLO's):

The students will be able to:

- 1 Write well-developed essays that analyze and synthesize main ideas and differing viewpoints from a variety of academic reading materials.

- 2 Demonstrate advanced grammar, sentence structures and vocabulary in writing.
- 3 Evaluate one's own writing for rhetorical structure and clarity by means of revision and editing.

Course Requirements:

- A. Comprehension and analysis of assigned reading selections.
- B. Review paragraph structure.
- C. Response journals.
- D. At least one revised writing assignments of approximately 750 (2 - 3 pages) words based on topics covered in the textbook.
- E. One in-class essay that do not go through the revision process.
- F. Exercises and quizzes.

PORTFOLIO

- **ESL 273** is a portfolio class, which means, you can only pass this class if you pass the portfolio.
- Your portfolio will consist of: **One out of class essay, one in class essay and, one reflective essay (Final exam).**
- These three essays are mandatory to pass the class and the portfolio, therefore, you cannot miss them, fail them or plagiarize them.
- **Missing one OR plagiarizing one OR failing of the above essays equals failing the course.**
- In order for you to be eligible to submit your portfolio, you must have earned a grade of “C” or higher by the end of the quarter. That means, that if students have a “D” or an “F” they are not eligible to submit the portfolio.
- The first notice of disqualification is done right before the deadline to drop with a “W”. If at this point you are a D or an F, you will not qualify to submit the portfolio. If you decide not to drop, any work done after the “W” date is work done towards the portfolio, and therefore, will not be collected. At that point, you receive a failing grade and no work will be collected.
- The final notice of disqualification will be done before the portfolio collection. Students that receive a disqualification notice will not participate in the reflective essay activities nor one will be collected for you.
- **Your essays will be graded twice:** Once by me letter graded. Please see rubric. This grade is MY grade. And the second time by the portfolio committee.
- If you pass the portfolio, you will get the final grade earned by the end of the quarter. You have access to your grade on canvas on a daily basis.
- If you fail the portfolio, your final grade will be an automatic “D”.
- You will get your permanent grade on the portal when grades are published by the college.

Essays:

Essay #	Type	Topic
Essay 1	Cause and Effect Out-of-class	Unit 2 Multiple choice topics
Essay 2	Problem Solution Essay Done on canvas during class time (this is a timed essay)	Unit 5
Essay 3 – Final Exam	Reflective Essay	Instructions on canvas

CLASS ASSIGNMENTS

Essays

There will be two major essays in this class + a reflective essay (final exam). Essay 1 and the reflective essay will be peer reviewed. All essays are letter graded. These are due on CANVAS, uploaded on the due dates. Please refer to Canvas- Modules- Lesson plans- dates and/ or calendar.

Peer Reviews

The out of class essays will be peer reviewed several times. Please see full instructions on canvas modules.

Current events summary-response journals

On assigned dates, you will respond to a current news event of your choice. More instructions will follow. Each journal is worth 10 points. These will be uploaded on Canvas on the due dates. Please refer to “Modules” and calendar.

Assigned Readings

I expect you to come to class **FULLY** prepared, with your readings done, dissected, and ready for discussion. **I will not give you class time to do the readings or prepare the texts.** This is not a vocabulary class, so make sure that you research your vocabulary in advance. The class schedule is given to you on the first of day of class, so ignorance is not an excuse. If you are not prepared, your grade will suffer. Not only is this a writing class, this is also a class where ideas and thoughts need to be verbalized, grasped, discussed, and absorbed. Be prepared to participate!

Progress Reflection Journals

Please refer to canvas for further instructions.

Quizzes

At the end of each chapter of your textbook (Great Writing 4) you will have a quiz. There are 3 quizzes scheduled. You will do your quizzes on canvas- quizzes. **These are timed.** Please see Modules and class calendar.

Other Canvas Homework/ assignments

Please refer to canvas.

NOTES:

- There will be no make-up exams.
- All essays must be submitted **on canvas** in order to pass the class. Please let me know well in advance of any problems you have before an assignment is due. **ALL work must be submitted on canvas. I will not accept any work via email.** I need an official submission record on canvas.
- Check your canvas modules and assignments regularly, set your notifications.
- There **is no make-up for** quizzes. If you miss canvas that day, you cannot make it up, unless you have a legal excuse, such as a medical note, etc.
- Communication is key, so please talk to me if you want to provide a legal excuse for any missed assignment.

Attendance Policies:

- **In order to receive credit, you MUST submit the assignments on the DUE DATE. This is the most important part to get credit for the class.**
- **If you do not join the class via Zoom, make sure you upload and do the assignments when they are due.**
- **You must do 73% (or more) of class work to get class credit. A “C-“ is not a passing grade.**
- **Consider each assignment attendance. If you miss 3 assignments that is the equivalent of 3 absences. Once you reach 3, I will contact you and if you miss more, I will drop you.**
- If you do miss a class, it is your responsibility to contact your classmates, get the assignments for the following class and come to class prepared. You may find it helpful to get the name, phone number, and email addresses of one classmate. However, you are not required to give this information to anyone.

Find a friend!

Classmate #1 Name _____ Phone _____
Email: _____

- **Online access: Please plan ahead with the technology.** Especially when assignments are due. If you foresee a problem, please contact me BEFORE the assignment is due.
- **Honesty:** You are expected to turn in your own work and to put your best effort into every draft. Proofread each draft carefully to find all the errors that you can before submitting it to me, but **do not ask others to correct your language.** Having someone correct your work is considered to be **cheating**. Submitting as your own something you did not write is considered **plagiarism**. These two offenses are **violations of academic honesty**. See the De Anza College Academic Honor Code at <http://www.deanza.edu/services/honor.html> for detailed information about cheating and plagiarism. Any essay, which I **suspect** is not your own work or that I **suspect** has been corrected by someone else will not receive credit, and you will be reported to the Dean of Students for further disciplinary action. This includes AI work. Any paper flagged by Turnitin to be done by AI, will result in a zero grade for the paper.

Resources

- **On-line Resources:** I will be giving you a list of important websites for this course, including grammar, writing, and other skills necessary for this class. **Your book also has online support.**

- **Extra Help**
- Please come see me if you have any questions, problems, or just need a little extra help. If my office hours are not convenient for you, I can meet with you at a mutually convenient time on zoom.
- **Other campus Resources**
- Need help with this course? Want to more personal connections this quarter? Student Success Center tutors and workshops are ready for you! Watch the [SSC Welcome Video](#) to learn more.
- **Tutoring:** Go to <http://deanza.edu/studentsuccess> and click to join a Zoom tutoring room during open hours.
- **Workshops:** Attend a [Skills Workshop](#), a [content-specific math/science workshop](#), an [Accounting chapter review workshop](#), or a [Listening and Speaking workshop](#).
- **Resources:** Join the [SSC Resources Canvas site](#) to see content and learning skills links.
- **After-hours or weekend tutoring:** See the [Online Tutoring](#) page for information about NetTutor (via Canvas) or Smarthinking (via MyPortal).

Evaluation:

60%	Essays
15%	Quizzes
20%	Homework and Participation (including peer reviews, etc)
05%	Final Exam

Your final grade will be determined as follows:

97-100 A+	94-96 A	90-93 A-
87- 89 B+	84-86 B	80-83 B-
77- 79 C+	74-76 C	70-73 D+
67-69 D	64- 66 D-	Below 63 F

The ESL department does not have a C- grade. Your C (passing grade) starts at 73%.

Final Exam Schedule: Tuesday, March 26th, uploaded on Canvas, by 8:20 PM.

Important Dates & Deadlines

See online calendar

Final Note:

I hold the right to change any of the assignments as I see fit! If I do, I will let you know in advance. **Please check your Canvas/ Modules frequently.**

Communication is key! Please come see me if you have any questions, problems, or just need a little extra help. Come see me early, before a small concern becomes a big concern! If you cannot come to my office hours, we

can arrange another time. If you have any questions about assignments, or any kind of concerns, please feel free to talk to me. Have a great quarter!