

**DE ANZA COLLEGE**  
**ESL 273/473 Introduction to the Essay – Hybrid**  
**Spring 2025**

**Course ID:** ESL 273.01Y (00727)/ESL 473.01Y (47753)    **Instructor:** Daisy Lee  
**Class Meeting:** Thu 10:30 AM-12:20 PM    **Email:** leedaisy@fhda.edu  
**Location:** MLC 103    **Office Hour:** Thu 10:10-10:30 AM (MLC103)  
And by appointment (via Zoom)

### Course Description

ESL273/473 is an advanced-level course designed for students whose native language is not English. This course prepares students for college-level writing by introducing the principles and techniques of academic essay writing. Emphasis is placed on critical reading, analysis, and synthesis of ideas from diverse texts. Students will learn to write well-structured, evidence-based essays while demonstrating advanced grammar, sentence structures, and vocabulary. Through a structured writing process – including brainstorming, outlining, drafting, revising, and editing – students will refine their rhetorical skills and clarity of expression. The course also includes instruction on MLA citation and formatting, preparing students for academic writing at a higher level.

### Course Pre-requisite

To enroll in this class, you need to achieve a qualifying score on [ESL Guided Self-Placement](#) or pass ESL 261/461 and ESL 265/465 (Low-Advanced ESL) with a grade of C or better.

### Credit (ESL 273) and Non-Credit (ESL 473) Options

You can take this class for credit (ESL 273) or non-credit (ESL 473), with both sections following the same curriculum, requirements, and policies. Non-credit students must fully participate, complete assignments, and meet all expectations like credit students.

- | ESL 273 (Credit)   | ESL 473 (Non-Credit)  |
|--|---|
| <ul style="list-style-type: none"><li>• 4 college units</li><li>• Tuition payment required</li><li>• Letter grading (see Grading below)<ul style="list-style-type: none"><li>○ Students can request <a href="#">Pass/No Pass grading</a></li></ul></li><li>• Units and GPA not transferable to 4-year universities</li></ul> | <ul style="list-style-type: none"><li>• 0 college units</li><li>• No tuition required (free)</li><li>• Pass/No Pass grading</li><li>• Can earn a <a href="#">Certificate of Competency: ESL Advanced Level</a> (ESL 472 &amp; 473)</li><li>• Can earn a <a href="#">Certificate of Competency: English Writing, Grammar, and Proofreading</a> (ESL 473 &amp; 474)</li></ul> |

Passing both this class (ESL 273/473) AND ESL 272/472 qualify students to take transfer-level ESL 5 or EWRT 1A (both fulfill De Anza GE Area A1 – English Composition).

## Student Learning Outcomes (SLOs)

By the end of this course, you will be able to:

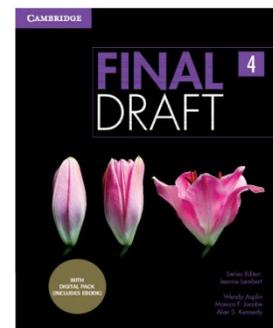
- Write well-developed essays that analyze and synthesize main ideas and differing viewpoints from a variety of academic reading materials.
- Demonstrate advanced grammar, sentence structure, and vocabulary in writing.
- Evaluate your own writing for rhetorical structure and clarity by means of revision and editing.

## Course Objectives

- Read, comprehend, and analyze texts from a variety of cultural, societal, and personal perspectives.
- Write expository essays, each about 1,000-1,250 words in length, on a variety of academic topics in response to texts that demonstrate critical thinking and support ideas with evidence.
- Develop writing process skills including brainstorming, outlining, revising, and editing of own and peers' writing.
- Demonstrate strong competence in using advanced sentence structure, grammar, vocabulary, spelling, punctuation, and other mechanics.
- Employ basic MLA citation and format style.

## Required Textbook and Resources

- *Final Draft 4*, by Jeanne Lambert, Cambridge (ISBN: 9781009345477)
  - You can buy a printed textbook or an ebook via [Redshelf](#)
- Internet access and computer/laptop (cellphone or tablet would not work)
- Google Docs or Microsoft Word (Apple Pages is not preferred)
- Note-taking materials for class (notebook, pencil, pen, laptop, etc.)
- Recommended Material: An English-only, not bilingual, dictionary
  - [Merriam-Webster Learner Dictionary](#)
  - [Longman Dictionary of Contemporary English Online](#)
  - [Collins Dictionary](#)



## Grading

Course Requirements	Grading Criteria	Grading Scale
Attendance and Participation	5%	90-100% A
Essay 1	15%	80-89% B
Essay 2 (Midterm)	20%	70-79% C
Essay 3	15%	65-69% D
Essay 4 (Final Exam)	20%	0-64% F
Homework and Quizzes	20%	
WRC Tutoring	5%	

**No late makeup tests will be given unless there is a doctor's note or verified emergency.**

## Course Requirements

- **Attendance, Participation, and Preparedness:** Regular attendance and active class participation are essential for both your own learning and that of your classmates. Arriving late, leaving early, and/or missing

class meetings will affect your participation grade (refer to participation requirements in the Grading section). If you anticipate any absences during the quarter, please inform me BEFORE the class starts.

Here is what I expect you to do in class:

- Be on time for every class and refrain from leaving early
- Actively engage in class discussions and group activities and work collaboratively with your classmates
- Check Canvas regularly and stay updated on assignments, due dates, and announcements
- Ensure that you complete the homework and readings before class
- Speak only in English during our class
- **Expected Time Commitment:** In addition to the weekly class meetings, plan to dedicate a minimum of 8 hours to homework each week. If you have difficulty keeping up or understanding the material, please reach out to me as soon as the issue arises. Do not wait until the last minute before the assignment is due.
- **Withdrawal from the Course:** You are responsible for dropping the class if you decide not to continue your enrollment. Consistently missing classes and failing to submit assignments will significantly impact your grade, potentially leading to an unsatisfactory final grade.

## Assignments and Policies

- **Graded Assignments:** Graded assignments include essays, quizzes, and other writing assignments. Please check Canvas regularly to ensure you complete and submit your assignments on time.
- **Essays:** You will write a total of 4 essays: 2 multi-drafted essays and 2 timed essays written in class. The first timed essay will serve as the midterm test, and the last timed essay will be the final exam. All feedback will be provided on Canvas through SpeedGrader. Be sure to review my feedback when revising your drafts.
- **Late Homework Policy:** Late homework will receive partial credit but will not be accepted more than 48 hours past the due date or if answers have been discussed in class. Assignments submitted after this period will receive a zero.

## Writing and Reading Center (WRC)

You are required to work with a tutor in the [WRC](#) for five hours over the quarter (10 thirty-minute sessions or 5 one-hour sessions). A tutor can assist you with your essays, reading assignments, and grammar. You can sign up for a weekly tutor or drop in during open hours to get help. Tutoring sessions can be held online via Zoom or in person on campus.

You will receive credit (equivalent to 5% of the course grade) for attending these tutoring sessions. To record your hours, make sure to take a screenshot of your sessions or provide other written proof. Your proof must include the date, time, and duration of the session, as well as your name/picture and the tutor's name/picture. All submissions are due by Week 11.

## Academic Integrity

Students must complete their work independently and properly cite any sources they reference. Plagiarism, including using AI services like ChatGPT or translation tools like Google Translate will result in a zero for the assignment. Unless explicitly allowed by your instructor, assignments must be completed without substantial assistance from others, including AI tools. Any unauthorized use of AI or translation tools will result in a zero, with no opportunity to redo or make up the work. Please review [De Anza's policies for a comprehensive explanation of academic dishonesty \(cheating and plagiarism\) and the consequences of academic dishonesty](#).

## Student Resources

- [Disability Support Programs and Services](#)
- [Online Education Center](#)
- [Health Services](#)
- [Writing and Reading Center \(WRC\)](#)
- [De Anza Listening and Speaking Center](#)
- [Student Success Center](#)
- [Student Success and Retention Services](#)
- [Counseling/Academic advising](#)
- [English Performance Success](#)
- [Food Pantry](#)
- [Office of College Life](#)

## Important Dates

April 7	Spring classes begin
April 20	Last day to add 12-week classes; last day to drop classes without a W
May 24-26	Memorial Day Weekend – no classes, offices closed
May 30	Last day to drop classes with a W
June 19	Juneteenth Holiday – no classes, offices closed
June 26	Final Exam (Thursday, 9:15 -11:15 AM)

**HAVE A GREAT SPRING QUARTER!**

**\*This syllabus is subject to change when necessary.**