

WRITTEN EXPRESSION LEVEL 3B
WRITING-ELIUP 051
GRAMMAR- ELIUP 022
Fall QUARTER 2018
Cynthia Weintraub

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Welcome to Level 3 Written Expressions. In this class you will develop your ability in both grammar and composition. Grammar and writing are closely related because grammar is necessary for clear, correct English sentences. The sentence is the smallest unit in English that expresses a complete idea and whether you are writing a paragraph or a book, the sentence is the building block.

In the grammar portion of the class, you will improve your ability to correctly express yourself orally and in writing at the sentence level. In the writing portion, you will learn to organize sentences into logical coherent paragraphs. Writers write because they want to communicate with readers, and readers read because they are interested in what the writer wants to say. In this class you will learn to communicate more effectively in writing through development of your ability in the complete process of writing, from getting ideas to drafting to revision and finished product.

TEXTBOOKS

Title: Understanding and Using English Grammar, 4th Ed
Author: Azar & Hagen
Publisher: Pearson Longman
ISBN: 978-0-13-233333-7

Title: Great Writing 2 – Great Paragraphs
Author: Folse
Publisher: Heinle ELT
ISBN: 978-1285194905

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Other Materials: English/English dictionary, 3-ring binder, 8 ½" x 11" paper

COURSE OUTCOMES

Upon completion of this course students will be able to:

GRAMMAR:

Use the passive voice

Identify and use passive modals

Review personal pronouns (I me my mine), and learn demonstrative and reflexive pronouns

Write compound sentences with coordinating conjunctions and sentence connectors

Write complex sentences with adverb clauses of time and cause

Use the simple, progressive, and perfect tenses

Recognize the perfect progressive tenses

WRITING:

Use correct Level 3 grammar

Use the writing process from brainstorming to final draft

Write a variety of compositions as homework and in-class writings

Develop thoughtful and relevant supporting details

Organize paragraphs clearly and logically

Use sentence variety in paragraphs

Write correct sentences and avoid common sentence errors

Proofread and edit written work

Punctuate correctly

EXAMINATIONS

- There will be a grammar examination for each chapter of the text that we finish.
- There will be at least one graded composition and timed writing for each writing mode.
- There will be midterm and final examination writing which will consist of 50 minute timed paragraph compositions. These paragraphs will not be graded by the classroom teacher but by teachers teaching different sections of WE3.

FINAL GRADE

Preparation and Participation	10%
Grammar Quizzes	30%
Multi-Draft/Timed Writings	

Your final grade will be dropped one letter if you do not take the final exam. No early or late final exams will be given.

Students will be passed on to the next level if they successfully complete required coursework AND if they pass the final writing exam. Students **MUST** pass this exam in order to pass the class. This exam will be read and graded by readers other than the classroom teacher.

Grading Scale:	A = 93-100%
	B = 84 – 92%
	C = 75 – 83%
	D = 70 – 74% (Repeat level; good effort)
	F = less than 70% (Repeat level; poor effort)

TIME MANAGEMENT AND WORKLOAD:

This course will be a fair amount of work. You should expect to spend at least 1-2 hours everyday outside of class studying and working on homework or class projects. That means that you have to schedule and manage your time carefully every week so that you will have time to get everything done on time. Do not wait until the night before to do your assignments. Do them early so that you can do a good job and increase your learning potential.

PLEASE NOTE:

- All out-of-class written homework must either be neatly hand-written or typed and in the following format: double-spaced; size 12 font; 1 inch

margins; centered title; full name, date, assignment name in upper left-hand corner.

- No late assignments will be accepted. Turn in all homework the day that it is due.
- Student Absence: Students who miss class 10 times will receive a grade of “F.” Students who miss class 8 or 9 times will receive a grade of “D” or lower. Three (3) tardies of 5 minutes or more will equal 1 absence. Students absent or consistently late for class will lose participation points daily.
- If you are absent, it is your responsibility to find out from a classmate what you missed and come to class prepared the next day. Be sure to have a “study-buddy” you can rely on.
- There are no make-ups for quizzes and tests. (See Religious Holiday section)
- Use your Bellevue College email account so that I will be sure to receive your emails.
- Plagiarism and Cheating: Students are in ELI classes to learn English and ELI teachers are here to help them. Cheating makes that harder for both the students and the teachers. There are different kinds of cheating: plagiarism, “borrowing” a classmate’s homework (partially or wholly), using an essay or a presentation from a previous quarter, using “cheat notes”, and copying answers from classmates’ papers during tests.

TIPS FOR SUCCESS

- Come to class on time every day.
- Do all of your homework prior to class.
- Keep up with the reading schedule. Don’t try to read a long selection the night before reading discussion day. Instead, plan to read 5-6 pages in the novel each day.
- Turn in all assignments. Remember, late assignments reduce your point values.
- Fully participate in class and ask for help when needed.
- Be respectful of differences in learning and teaching styles.
- Turn off your cell phone and I-PODs before entering the class. No texting allowed!
- Think positive to be successful.
- Keep track of your progress. Be a pro-active learner.
- Read teacher feedback carefully and respond appropriately.
- Keep your assignments well organized.
- Bring your book with you every day unless told not to.
- Refer to your calendar for important dates.
- **DO YOUR OWN WORK** and do not have others edit your work for you!

- Contact your instructor through phone or e-mail when absent or if you have a question about an assignment outside of class.
- Use college appropriate behavior in the classroom.

AFFIRMATION OF INCLUSION

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. For more information, go to:

<http://www.bellevuecollege.edu/policies/id-4000/>

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#)

COLLEGE ANTI-DISCRIMINATION STATEMENT (TITLE IX)

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult [College Anti-Discrimination Statements](#).

ATTENDANCE POLICY

It is important for you to come to every class session, come to class on time, and stay for the entire class period. Attendance will affect your final grade.

- Students who miss class 12 times or more will receive a grade of "F."
- Students who miss class 9 or times will receive a grade of "D."
- Three (3) tardies of 5 minutes or more will equal one (1) absence.

In cases of legitimate hardship, students may also request that instructors grant a "HW" (hardship withdrawal), which is a non-credit grade. Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

PLAGIARISM AND CHEATING

Plagiarism is using someone else's words or ideas as your own on assignments. It is cheating and is not acceptable in American classes.

There are different kinds of cheating: plagiarism, "borrowing" a classmate's homework (partially or wholly), using an essay or a presentation from a previous quarter, using "cheat notes," and copying answers from classmates' papers during tests.

Examples of plagiarism are:

Copying from a Web page, book or article

Buying papers

Copying from another student

Using a friend's paper from a previous quarter

If you plagiarize:

First time: your teacher will work with you so that you understand what not to do

Second time: Fail the assignment

Third time: Fail the class and be reported to the Associate Dean of Student Services. Possibly be asked to leave the school

This link provides a good, short summary of how to avoid plagiarism:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

UP Grades

UP grades are determined on the following basis:

A = 93 - 100% (Excellent)

D = Below 75% (Satisfactory

B = 84 - 92% (Above Average)

Effort - Repeat Level)

C = 75 - 83% (At Level)

F = Below 75% (Unsatisfactory

Effort – Repeat Level)

HELP WITH CANVAS

Please click on the link below for help with CANVAS for students.

<http://depts.bellevuecollege.edu/helpdesk/students/canvas/>

Bellevue College E-mail and Access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [Autism Spectrum Navigators](#) Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is DRCatBC (NOTE: There is no @ sign...it is actually DRCatBC). Please visit our website at [Disability Resource Center](#) for application information into our program and other helpful links.

PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in the K building and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

- 1) Take directions from those in charge of the response -We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

RELIGIOUS HOLIDAYS

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should

disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

STUDENT CONCERNS

Should you have concerns about any part of the class, please come to me with them. If for any reason you don't feel comfortable coming to me, the usual next step would be to speak with the ELI Department Chair, Ivan Breen <ibreen@bellevuecollege.edu>. You can also refer concerns to the Arts and Humanities Division Associate Dean, Tuan Dang <tuan.dang@bellevuecollege.edu> or the Assistant Dean, Scott Bessho <scott.bessho@bellevuecollege.edu>. An additional resource for concerns you find aren't being addressed by faculty or administration is the Ombuds Office

<<http://www.bellevuecollege.edu/ombuds/default.html>>.

CONFIDENTIALITY AND MANDATORY REPORTING

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that may impact someone on campus with the Title IX Coordinator. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at www.bellevuecollege.edu/titleix/.