

**Bellevue College**

English Language Institute: University Preparation Program  
Fall Quarter

Classroom: **B252**  
Instructor: **Lea Fouquet**  
Office Hours: **by appointment**

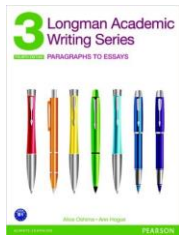
Time: **1:30 to 3:20 Daily**  
Canvas: **<https://bc.instructure.com>**  
Email: **[lea.fouquet@bellevuecollege.edu](mailto:lea.fouquet@bellevuecollege.edu)**

**No class:**

October 20: Faculty Day Off  
November 11: Veteran's Day  
November 26 & 27: Thanksgiving Break

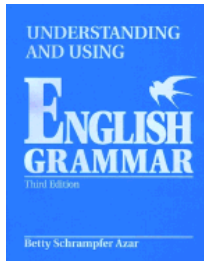
**Last Day of class:**  
December 1, 2015

**Required Materials:**



**Longman Academic Writing 3-Paragraphs to Essay**

Author: Oshima & Hogue  
ISBN: 9780132915663



**Understand and Using English Grammar 4<sup>th</sup> Edition**

Author: Azar  
ISBN: 9780132333337

**Regular size lined paper** (8½ x 11) for all assignments.

**A 3-ring binder or folder** to keep assignments in.

**A notebook** for free writing

**Pencil and/or pen with blue or black ink, along with a pen with red ink.**

**3 other colored pens**

**Internet access at home/phone to access CANVAS**

**Course Description:**

This course, if you work hard and participate in class, will help you master control of basic verb tenses in increasingly advanced intermediate level sentences and situations. You will learn to identify and produce accurate compound and complex sentences using passive, pronouns, and modals, and learn to apply the process of writing to paragraphs.

**Course Outcomes:**

**At the end of this course, students will be able to ...**

### Writing

- Demonstrate and apply the process of writing from generating ideas via brainstorming and free writing through draft writing and revisions to producing a final, polished draft
- Produce level-appropriate in-class timed writings as well as compositions done as homework
- Engage in both academic and creative writing for greater variety of written expression
- Master the formal paragraph in the narrative, descriptive, and expository rhetorical modes
- Develop ideas in a paragraph with substance and coherence
- Develop ideas in a paragraph using examples, facts, opinions, and anecdotes to support a main idea
- Organize paragraphs clearly and correctly according to their rhetorical modes
- Write topic sentences that give the paragraph clear and appropriate focus
- Use different sentence patterns to create sentence variety in a paragraph
- Produce a paragraph that is coherent and unified
- Demonstrate greater accuracy of grammar and syntax in written expression fragments, run-ons, comma splices, and double subject
- Incorporate editing and proofreading skills into the writing process
- Use punctuation correctly
- 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

### Grammar

- Demonstrate the mastery of all Level 1 and 2 material
- Produce forms of passive voice correctly and determine appropriate use of passive voice
- Identify and use passive modals
- Demonstrate mastery of subject, object, demonstrative, and possessive pronouns
- Identify and use demonstrative and reflexive pronouns
- Identify and produce logical compound sentences using coordinating conjunctions (and, but, so, or, for, yet, nor) or sentence connectors (moreover, furthermore, however, therefore)
- Identify and form complex sentences with adverb clauses of time and cause
- Recognize, form and use the present and past perfect, present perfect progressive
- Recognize past perfect progressive, future progressive, future perfect, and future perfect progressive
- 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

**Class Requirements**

It is important that you come to class and participate fully every day. You will be graded on your participation and your in-class effort. It is very important that you review new vocabulary and practice pronunciation and intonation at home. You cannot improve if you forget about class the minute you leave the classroom. 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 15 times or more will receive a grade of “F” and can be dismissed from the program at the end of the quarter.
- Students who miss class 12, 13 or 14 times will receive a grade of “F.”
- Students who miss class 10 or 11 times will receive a grade of no higher than a “D.”
- Three tardies (arriving late) of 5 minutes or more will equal 1 absence.
- Missing 10 minutes or more of any hour of class is 1 absence (in a 2 hour class it is ½ absence).

Coming to class every day and keeping up with the class work is essential to improving your English. It is also essential to passing the class.

Quizzes will be given often. These quizzes cannot be taken on any other day, so be sure to come to class on quiz days. There are **no make-up quizzes**, and your lowest score will NOT be dropped. In addition, in-class presentations must be given on the day assigned.

Late homework will not be accepted. If you missed class, you missed the assignment. It is your responsibility to find out from another student what was covered in class on the day you were absent and to make copies of any material that was handed out in class on the day you were absent. The instructor will not be responsible for helping you to catch up.

I am very aware that not everyone has the same level of fluency and self-confidence in speaking and listening. Your progress will result from your own effort and will be graded individually, by comparing your first day to your last day. Therefore, it isn't helpful to measure yourself against other students, or be nervous. **Just do your best and have fun, too.**

**Grading**

**To pass this class, you need to earn 75% of the possible points. The following areas will make up your final grade:**

- Attendance/Participation\* – 10%
- Homework and Graded Writing Assignments – 30%
- Writing Quizzes and Tests– 40%
- Grammar Quizzes and Tests– 20%

\*Participation, in this class, means that you ask questions, volunteer, and share your ideas. If you don't ask questions, I assume you understand. We will do a variety of activities in and out of the classroom.

### **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)

Your final grade in this class will be based on your class average (must be 75% or higher) and your final writing exam. If you don't pass your final exam, your letter grade for the class will be lowered by one letter grade (ex: B+ to a C+). Early or late exams will NOT be given.

### **Phones**

Please turn off cell phones and use this opportunity to learn from what we are doing in class. Please keep your phone in your bag unless I ask you to use it to look up some information.

### **Classroom Expectations**

These policies and expectations are intended to optimize class time, thereby allowing each student to get the most out of the course as possible.

- Use English only
- Be on time
- Participate
- Listen and Cooperate
- Be respectful
- Come prepared and take responsibility
- Clean up after yourselves

### **Welcome to class!**

Please ask questions and ask for extra help, if necessary. I work hard for this class and I expect you to work hard, too. Let's speak a lot of English and have a great quarter!

### **Schedule of Holidays and Finals**

Note: an Updated Instructional Schedule of our class activities will be stored on our CANVAS site.  
Be sure to review it regularly!

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK 1</b>	9/21 First Day of Classes	9/22	9/23 Challenge Test (new students only)	9/24	9/25
<b>WEEK 2</b>	9/28	9/29	9/30	10/1	10/2
<b>WEEK 3</b>	10/5	10/6	10/7	10/8	10/9

<b>WEEK 4</b>	10/12	10/13	10/14	10/15	10/16
<b>WEEK 5</b>	10/19	10/20 <b>No School</b>	10/21 <b>Writing/Grammar Midterms</b>	10/22	10/23
<b>WEEK 6</b>	10/26	10/27	10/28	10/29	10/30
<b>WEEK 7</b>	11/2	11/3	11/4	11/5	11/6
<b>WEEK 8</b>	11/9	11/10	11/11 <b>No School</b> Veteran's Day	11/12	11/13 UP TOEFL
<b>WEEK 9</b>	11/16	11/17	11/18	11/19	11/20
<b>WEEK 10</b>	11/23	11/24	11/25	11/26 <b>No School</b> Thanksgiving Day	11/27 <b>No School</b> Thanksgiving Break
<b>WEEK 11</b>	11/30	12/1 <b>Final Exam</b> <b>Last Day of Class</b>	12/2	12/3	12/4

### **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](#).

### **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>

### **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.

**Weather and Cancellations**

In cases of bad weather such as snow or power outages, you can check TV news reports, the college's web page, <http://www.bellevuecollege.edu> or <http://www.schoolreport.org> as well as our CANVAS site.

**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](mailto:ibreen@bellevuecollege.edu)>. You can also refer concerns to the Arts and Humanities Division Associate Dean, Tuan Dang <[tuan.dang@bellevuecollege.edu](mailto:tuan.dang@bellevuecollege.edu)> or the Assistant Dean, Scott Bessho <[scott.bessho@bellevuecollege.edu](mailto: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/](http://www.bellevuecollege.edu/titleix/).