

Bellevue College

English Language Institute: University Preparation Program
Spring Quarter

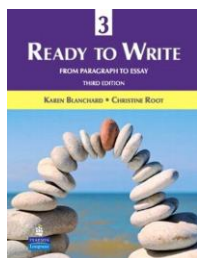
Classroom:
Instructor: **Lea Fouquet**
Office Hours: **by appointment, R230**

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

No class:
Monday, May 30: *Memorial Day*

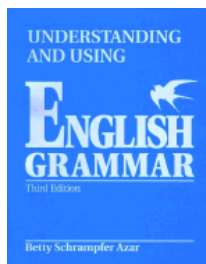
Last Day of class:
June 14, 2016

Required Materials:



Ready to Write 3: From Paragraphs to Essay

Author: Blanchard & Root
ISBN: 978-0-13-136334-2



Understand and Using English Grammar 4th 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.

Internet access at home/phone to access CANVAS

Course Description:

This class will help you develop your writing and reading skills in order to prepare you for credit classes. You will write several multi-draft essays throughout the quarter. Other writing tasks will include paraphrasing, summarizing, and writing different essay styles such as narrative, logical ideas, compare/contrast, cause/effect, and argumentative. We will stress the process of writing an essay, including organizing ideas, writing in essay format, and revising essays. There will be in-class timed writing tests, a midterm and a final exam.

Course Outcomes:

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

- Demonstrate and apply the process of writing an essay from generating ideas through draft writing and revision to producing a final, polished essay
- Understand and produce the rhetorical modes of process, comparison/contrast, and cause/effect
- Produce an accurate paraphrase
- Produce an accurate summary
- Develop ideas in paragraph form in correct response to questions based on a reading
- Produce accurate, clear and succinct sentence answers to test questions
- Demonstrate understanding of the purpose, form, and content of introductory and concluding paragraphs in an essay
- Develop ideas with substance and coherence using details and examples, facts, opinions, and anecdotes to support the thesis
- Write thesis statements that are complete and clear and give the essay focus
- Write topic sentences that give each paragraph clear and appropriate focus
- Demonstrate and apply knowledge of sentence variety
- Incorporate editing and proofreading skills into the writing process

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**. 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 and Participation* – 10%
- Assignments and Homework – 30%
- Writing Tests– 25%
- Writing and Grammar Quizzes– 25%
- Final Exam- 10%

*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)

B = 84 - 92% (Above Average)

C = 75 - 83% (At Level)

Effort – Repeat Level)

D = Below 75% (Satisfactory

Effort - Repeat Level)

F = Below 75% (Unsatisfactory)

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
WEEK 1				4/7 First Day of Class	4/8
WEEK 2	4/11 Challenge Test	4/12	4/13	4/14	4/15
WEEK 3	4/18	4/19	4/20	4/21	4/22
WEEK 4	4/25	4/26	4/27	4/28	4/29
WEEK 5	5/2	5/3	5/4	5/5	5/6
WEEK 6	5/9	5/10	5/11 IBP TOEFL	5/12 UP TOEFL	5/13
WEEK 7	5/16	5/17	5/18	5/19	5/20
WEEK 8	5/23	5/24	5/25	5/26	5/27
WEEK 9	5/30 Memorial Day NO CLASS	5/31	6/1	6/2	6/3
WEEK 10	6/6 IBP TOEFL	6/7	6/8	6/9	6/10

WEEK 11	6/13	6/14 Final Exam 1:30	6/15 End of Quarter Party 1:30		
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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>. 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/.