

South Plains College
ESOL 0302: Writing for Non-Native Speakers
Spring 2025 Syllabus

Instructor: Ms. Branch, Adjunct Instructor of ESOL
Location: English-Communications Building, Room 118
Class schedule: Tuesdays and Thursdays 9:30 AM-10:45 AM
Office: Communications Building Room 118, SPC, Levelland Campus
Office Hours: Tuesdays and Thursdays 10:45 AM - 11:15 AM by appointment
Office Phone: 806-549-2535
Email: rbranch@southplainscollege.edu

Department: English and Philosophy

ESOL 0302 Course Description: This course focuses on strategies and techniques of writing and composition. Open only to non-native speakers. Successful completion of this course (grade of “A” or “B”) fulfills TSI requirements for writing. Approval Number: 32.0108.54 12. Students must pass this class with a “B” or higher to progress to the Corequisite (ENGL 1301+INRW 0300).

ESOL 0302 Student Learning Outcomes: Upon successful completion of this course, students will:

1. Write clear, well-organized, multi-paragraph essays, using a logical sequence in prescribed rhetorical modes.
2. Demonstrate ability to use the writing process by generating ideas, drafting, revising, and editing.
3. Demonstrate functional vocabulary knowledge in a variety of contexts at a level appropriate for college level courses.
4. Write coherent and cohesive sentences in a variety of common patterns.
5. Recognize and use Standard American English grammar, spelling, punctuation, and mechanics.

Textbook (required): *Great Writing 3, 5e Student Book with online access.* 978-0-357-02107-1

Supplies: Pen/pencil, 1 inch three-ring binder (to keep handouts and notes), notebook paper.

Blackboard and Internet Access: Blackboard is a website host for our class, where you can view and access homework, view and print class PowerPoint lessons, view the syllabus, check your grades, and see the class schedule. You will need Internet access to complete your homework assignments, so if you do not have access to a computer with reliable, fast internet service, you may use the SPC computer labs on the Levelland or Reese campus (see library for hours).

Access our Blackboard course from the SPC homepage:

<http://www.southplainscollege.edu/> or at <https://southplainscollege.blackboard.com>

Homework: Regular weekly homework is due by Thursday night at 11:59 PM.

Remind: All students need to sign up for Remind, which will send class updates/notifications directly to your phone. If you don't have a smart phone, messages can be sent to you via email. Instructions will be given in

class on how to register for the notifications. This will keep you updated on any changes to the class schedule and/or location, as well as other reminders. This is also the fastest way for you to reach me.

Grading Policy:

The following grades will be assigned when:

- A 90% or better is achieved on graded work; you have made excellent progress in writing skills.
- B 80% or better is achieved on graded work; you have made good progress in writing skills. C 70% or better is achieved on graded work; you have made fair progress in writing skills.
- D 60% or better is achieved on graded work; you have made minimal progress in writing skills.
- F 59% or less is achieved on graded work; and/or you have not achieved or attempted to make progress in writing skills.

Course Evaluation:

Grade Calculation

Essay 1	20%
Revision of Essay 1	5%
Essay 2	20%
Revision of Essay 2	5%
Essay 3	20%
Homework and textbook assignments	20% (2 lowest grades will be dropped)
Final exam	10%

NOTE: No late work will be accepted, except in certain cases when prior arrangements are made with the Instructor (for example, when traveling on SPC-sponsored trips).

In-Class Essay Writing

All essays are created and typed/handwritten during class time and in the classroom. Normally four class periods are provided for writing one essay, with guided instruction and one-on-one feedback from me on each step. Essays are not to be worked on outside of class. Therefore, no essay should leave the classroom in any form, whether on paper, on a storage device or jump drive, by e-mail, etc., until the final draft has been submitted. **If you work on your essay or receive assistance on it outside of class or if your ungraded draft leaves the classroom, you will receive an "F" for the essay or be given a different topic over which to write your essay. I reserve the right to require a student to rewrite a paper if I suspect that cheating or plagiarism has occurred.**

Student Responsibilities: Students are expected to

1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Display an appropriate attitude and using appropriate language in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be considerate of others, especially by putting away cell phones and other distractions in class

6. Be responsible for checking all grades and applying them to the grading scale used for the class, which is shown in the course syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments
9. Ask questions when something is unclear.

Attendance Policy:

1. *I expect you to be on time to class. Tardiness is disrespectful of your classmates and of me.*
2. *If you arrive late to class, let me know at the end of class, so I can change your absence to a tardy. If you are 10 or more minutes late to class, you remain marked absent for the day. **Three tardies are counted as one absence.***
3. *If you leave class before you have been dismissed, you will be counted absent.*
4. *You will be **dropped from the course** after you have accumulated 5 consecutive absences or 6 nonconsecutive absences. If you are dropped from the course, you may not be reinstated.*
5. *On the other hand, if you have 0-2 absences during the entire semester, have at least a "C" in the class, and tardiness has not been a problem, OR if you have an "A" average, **you may be exempted from the final exam.** If your course average is below 70% (C) at the end of the semester, you will be required to take the final exam no matter what your attendance record is.*
6. *Students involved in school-sponsored activities need to **show me their documentation from the appropriate coach/sponsor before they are absent** from class. Students who do so will not be counted absent and will make arrangements for completing any in-class assignments they may miss.*

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy **will result in an F for the assignment and can result in an F for the course** if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;

7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

A word about Google Translate: Google Translate, like other online resources, can be a helpful tool when used appropriately. It is no substitute for *learning* English vocabulary, verb conjugation, and sentence structure. When drafting your written work, **my expectation is that you are creating a document in English, not using an electronic tool to translate something written in your native language.** You may use translation tools to translate a word or phrase, but NOT entire sentences.

Policies regarding COVID-19: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

Students may return to class after completing a 5-day isolation period if symptoms have improved and they are without fever for 24 hours without the use of fever-reducing medication. If still having symptoms at the end of the 5-day isolation, please contact DeEtte Edens for guidance. Students should wear a mask through Day 10. Students may attend class online during COVID isolation to avoid being marked absent.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: The instructor will not discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy: In this class, the instructor will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves.

Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Department of Health and Wellness at 806-716-2529 for assistance.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.