

## Contact Information

### Instructor:

Contact your instructor through the email function on Canvas, which is found in the left column under "Inbox."

## Description

This 4-unit course is designed to improve students' academic English skills. The writing component focuses on academic composition skills, while the speaking component consists of students making oral presentations on topics related to the readings. Reading and listening activities develop and refine strategies for increasing comprehension as well as improving for improving vocabulary, while grammar is studied in the context of these activities.

## Objectives

### The main objectives of ESL X433B are to:

1. Equip students with note-taking strategies to outline and summarize the main ideas and important details of academic readings and lectures;
2. Enhance students' ability to extract and summarize, in writing, the main ideas and supporting details of academic and other relevant readings as well as of academic and professional lectures/talks;
3. Hone students' ability to quote others' work as well as use their own words to summarize and paraphrase others' work;
4. Familiarize students with citation conventions used in academic writing in the US;
5. Hone students' ability to compose well-structured writing at the paragraph level that employs topic sentences and relevant supporting details;
6. Hone students' ability to recognize and distinguish between common academic essay formats (comparison-contrast, cause-effect, process analysis, argumentative) through textbook-based readings and other materials;
7. Hone students' ability to produce academic writing that uses appropriate academic organizational patterns, language, and style without plagiarizing;
8. Enhance students' ability to produce academic writing that uses appropriate academic organizational patterns, language, and style without plagiarizing; and
9. Strengthen students' ability to understand, review, and use grammar in writing (adjectives, adverbials, articles, clauses, comparative forms, conditionals, infinitives and gerunds, passive voice, singular-plural nouns, subject-verb agreement, etc.).

## Outcomes

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**By the end of ESL X433B, students will be able to:**

1. Utilize note-taking strategies to outline and summarize the main ideas and important details of academic readings and lectures;
2. Compose written summaries of academic or relevant readings, lectures, and/or talks;
3. Synthesize own and others' ideas and cite sources used to avoid plagiarism;
4. Compose well-structured writing at the paragraph level that employs clear topic sentences and relevant supporting details;
5. Identify and distinguish between common academic essay formats, such as comparison-contrast, cause-effect, process analysis, and argumentative;
4. Use a cohesive thesis statement, topic sentences, and supporting details in an academic essay;
5. Develop an argumentative essay;
6. Incorporate academic diction and tone in writing;
7. Use contextual clues, a dictionary/thesaurus and other sources of information to guess and learn the meanings of new words;
8. Use essential grammar in writing (adjectives, adverbials, articles, clauses, comparative forms, conditionals, infinitives and gerunds; passive voice, singular and plural nouns, subject-verb agreement, etc.); and
9. Prepare and deliver an academic presentation related to assigned reading.

## Materials

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The following textbook is required for this course. You must have the book no later than the start of Week 3.

### Refining Composition Skills

**Author:** Smalley, Regina L., Mary K. Ruetten, and Joann Rishel Kozyrev

**Publisher:** Boston, National Geographic Learning

**Edition:** 6th

**ISBN:** 978-1-111-22119-5

## Evaluation

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### Breakdown

Grade	Range	Notes
A+	98-100	
A	93-97	
A-	90-92	
B+	88-89	
B	83-87	

Grade	Range	Notes
B-	80-82	
C+	78-79	
C	73-77	
C-	70-72	Students who receive a grade of 72 (C-) or lower MUST repeat the course.
D+	68-69	Students who receive a grade of 72 (C-) or lower MUST repeat the course.
D	63-67	Students who receive a grade of 72 (C-) or lower MUST repeat the course.
D-	60-62	Students who receive a grade of 72 (C-) or lower MUST repeat the course.
F	59 or lower	Students who receive a grade of 72 (C-) or lower MUST repeat the course.

## Criteria

**Writing assignments: 60% (Each writing assignment has its own rubric in Modules.)**

- Narrative paragraph I
- Narrative paragraph II
- Descriptive paragraph I
- Descriptive paragraph II
- Expository paragraph I
- Expository paragraph II
- Argumentative essay
- 1 other essay (Instructor choice)
- Possible additional writing activities

**Presentation: 10% (Rubric/s available in Modules.)**

- (2 presentations) - 1 group presentation and 1 individual presentation time permitting

**Activities, Quizzes, & Discussion Board postings: 30%**

## ⚙️ Course Policies

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### Attendance (Hybrid courses only)

In this course, there are 10 in-class sessions that are 4 hours each, for a total of 40 hours of in-class sessions. Students must be present for a minimum of 80% or 32 hours of in-class sessions.

**A student who misses more than 8 hours (or 20%) of in-class sessions MUST repeat the course.**

The number of hours a student is absent or late is cumulative.

If a student misses one full class, they will be counted absent for 4 hours.

If a student arrives late to class (including returning late after class breaks), their total number of hours absent will be based on the number of minutes they arrive late to class as follows:

1-60 minutes late = 1 hour absent

61-120 minutes late = 2 hours absent

121-180 minutes late = 3 hours absent

181-240 minutes late = 4 hours absent

Students may arrive to class up to 5 minutes late twice without penalty.

## Academic Honesty and Plagiarism

The MLA Handbook defines plagiarism as giving "the impression that you have written or thought something that you have, in fact, borrowed from another" (*Modern Language Association*, New York: 1988, p.21).

1. Copying directly from a book without quotations or citations is plagiarism.
2. Submitting someone else's paper as your own is also plagiarism.
3. Paraphrases or summaries that are too close in vocabulary and sentence structure to the author's original text and ideas constitute plagiarism.
4. Your instructor is your first and best source of help with assignments—please see your instructor if you need additional help with an assignment. Getting too much help from other people besides your instructor with the ideas and the language of a paper which bears your name may also be considered plagiarism.

This course is designed to help students learn to avoid unintentional plagiarism. Students will get help in the areas of paraphrase and citation conventions. In addition, students will write progressive drafts of papers and get help on grammar, vocabulary, and style as well as on content and organization.

**An incidence of plagiarism in spoken or written work –intentional or unintentional—will result in a “0” for the assignment and may result in disciplinary action.**

## Institutional Policies

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### Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at: <https://www.uclaextension.edu/pages/str/studentConduct.jsp> (<https://www.uclaextension.edu/pages/str/studentConduct.jsp>)

### Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Office for Students with Disabilities at (310) 825-0183 or by email at [access@uclaextension.edu](mailto:access@uclaextension.edu) (<mailto:access@uclaextension.edu>). For complete information see: <https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp> (<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>)

### Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame

defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see: <https://www.uclaextension.edu/pages/str/grading.jsp> (<https://www.uclaextension.edu/pages/str/grading.jsp>)

## All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade except Incomplete may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor of record communicating directly with personnel of Student and Alumni Services.

## Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, Suite 113, 10995 Le Conte Ave., Westwood; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at <http://policy.ucop.edu/doc/4000385/SHSV> (<http://policy.ucop.edu/doc/4000385/SHSV>).

## ☰ Additional Items

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### About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
  - What are the basic computer specifications for Canvas?  
<https://guides.instructure.com/m/4214//82542-what-are-the-basic-computer-specifications-for-canvas>  
(<https://guides.instructure.com/m/4214//82542-what-are-the-basic-computer-specifications-for-canvas>)
  - Which browsers does Canvas support? <https://guides.instructure.com/m/67952//720329-which-browsers-does-canvas-support>  
(<https://guides.instructure.com/m/67952//720329-which-browsers-does-canvas-support>)
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as **access to the online environment of a specific course is limited to 30 days after the final course date**, as listed in the course catalog.

If you need assistance downloading student materials from your course, please contact Canvas Support or the UCLA Extension Learning Support Team.

## **UCLA Extension Learning Support**

Email: [support@unexonline.zendesk.com](mailto:support@unexonline.zendesk.com) (<mailto:support@unexonline.zendesk.com>)

Phone: Toll-free at (866) 269-7289 (US only) or (310) 206-4563.

Monday - Friday, 7am to 6pm (Pacific Time).

Website: <http://support.uclaextension.edu> (<http://support.uclaextension.edu/>)

The UCLA Extension learning support team assists both students and instructors with Canvas-related technical support, as well as general administrative questions.

For additional support on using Canvas or addressing a technical issue:

Click on the "Help" button on the lower left corner of the screen from within the Canvas system, where you can chat live with a technical support agent or submit a ticket for assistance.