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|  | **English for Professional Purposes**  **Reading/Writing VI** |

Syllabus (Session X-20XX)

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| --- | --- |
| **Instructor:** | *[put your name here]* |
| **Office:** | *[put your office location here]* |
| **Email:** | *[put your email address here]* |
| **Phone:** | *[put your contact phone number here]* |
| **Office Hours:** | *[put your office hours here]* |

Materials

*Reader’s Choice*

*Testing your Grammar*

Photocopies and materials supplied by the instructor

Course Goals

English for Professional Purposes provides you with an opportunity to develop your language skills in reading, writing and grammar, and to increase your English vocabulary.

Learning Outcomes

By the end of this course, the successful student will be able to:

1. *Reading*
2. use pre-reading strategies
3. recognize the author’s point of view and tone most of the time
4. identify the main ideas in a short passage most of the time
5. identify the organization and purpose of a passage most of the time
6. differentiate facts, inferences and opinions
7. make inferences and predictions about a passage
8. *Writing*
9. paraphrase the ideas of a writer while avoiding plagiarism
10. synthesize two or more level-appropriate sources in a cohesive essay
11. accurately summarize the ideas the ideas from a text including main ideas and important details
12. compare and contrast using appropriate transitions, subordinating conjunctions, coordinating conjunctions, and prepositions
13. express opinions using sound logic logic, appropriate grammar and advanced vocabulary
14. *Grammar*
15. produce grammatically correct compound and complex sentences
16. understand and use the subjunctive (bare infinitive)
17. produce grammatically correct hypothetical conditional sentences
18. understand the article system and use articles correctly most of the time
19. understand and use adverbial phrases and other modifying phrases
20. recognize instances in which special word order is needed

Assessment

* 40% Reading, including vocabulary and grammar in context quizzes and in-class quizzes on outside reading assignments and vocabulary projects.
* 40% Writing, including in-class essays and out-of-class projects.
* 20% Grammar, including quizzes with production elements.

Final tests count for 20% of the grade in reading, writing, and grammar. The reading final counts for 8% of the total grade, the writing final counts for 8% of the total grade, and the grammar final counts for 4% of the total grade.

**Grading Policies**

At the end of the session, you will receive a letter grade for this class:

|  |  |  |  |
| --- | --- | --- | --- |
|  | A (93%+) | A- (90-92%) | *Exceeds the learning outcomes (LOs)* |
| B+ (88-89%) | B (83-87%) | B- (80-82%) | *Meets and sometimes exceeds the LOs* |
| C+ (78-79%) | C (73-77%) | C- (70-72%) | *Meets and sometimes falls short of the LOs* |
| D+ (68-69%) | D (63-67%; | D- (60-62%) | *Consistently does not meet the LOs* |
|  | F (below 60%) |  |  |

Notes:

* A grade of C (73%) or higher is required to pass the course and receive a certificate.
* A grade of C-, D+, D, D- or F (72% or below) results in retention (that is, you must repeat this level in Reading/Writing).
* Your teacher may choose to give you a grade of I (Incomplete) if your final grade is below C. You can only receive an I if you are not graduating, have no more than 4 absences, complete all the major assignments to the best of your ability, and have an effort score of 1 or 2. If you receive an I, you have to repeat this level next session.

Effort Score

You will receive an effort score for this class which is separate from your grade. The ELI uses this scale for effort scores:

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| --- | --- | --- |
| 1 = Exemplary | 2 = Satisfactory | 3 = Unsatisfactory |

Your effort score is based on your attendance, punctuality, completion of assignments, engagement, interaction, and behavior. The ELI Effort Score Rubric on the last page of this syllabus explains how your teacher will assign your score.

Student Responsibilities

You are responsible for:

* Completing all quizzes, tests, and assignments on time
* Participating actively in class in English
* Following directions accurately and asking questions when you do not understand
* Being prepared for all classes, including after an absence

Attendance and Absence Policies

The ELI uses the following rules:

1. You are marked absent if you do not come to class for any reason.
2. The class starts on time. If you arrive after the class starts, you will be marked late. A late arrival counts as 1/3 of an absence. If you arrive more than 15 minutes late, you will be marked absent.
3. To benefit fully from your learning experience, you are expected to remain in the room for the whole class period. If you have to leave the room, return to the class as quickly as possible. If you leave the class for an excessive period of time or for a non-essential purpose, you may be marked absent at the teacher’s discretion. If you have a special medical need that requires you to leave the class, you should give the ELI administration documentation which describes your medical condition.

* If you know you have to be absent, inform the instructor as soon as possible.
* You are responsible for knowing what you missed and what homework is due.
* You cannot make up missed in-class assignments unless you make arrangements with the instructor in advance. Late homework assignments must be submitted within two days, and will receive lower grades. Some assignments may not be submitted late.

Multiple Repeater Policy

You have two sessions to pass at any level. If you do not pass the same level after two sessions, you may be placed into a lower level (if you agree) or take the same level a third time. If you do not pass in your next (3rd) session, you may be dismissed from the ELI.

Academic Transitions and CAP students should refer to their handbooks and consult with their advisors about dismissal policies.

Academic Honesty

* **Academic honesty is expected of all students and faculty at the University of Delaware.**
* Please consult the code of conduct in the ELI Student Handbook for a description of dishonest academic behavior, which includes copying another person’s words or ideas, not submitting your own work, submitting the same assignment to different classes, and cheating (<http://www.udel.edu/eli/student-handbook.pdf>).
* Ask your instructor if you have any questions about academic honesty.

Harassment and Discrimination Policies

* Everyone is welcome at the University of Delaware. As a community, we do not discriminate against anyone because of their race, color, national origin, sex, gender identity, sexual orientation, disability, religion, or age.
* You can read UD’s policies against discrimination, including harassment at <http://www.udel.edu/oei>.
* You can report any concerns to the University’s Office of Equity & Inclusion, at 305 Hullihen Hall, (302) 831-8063 or you can report anonymously through UD Police (302) 831-2222 or at <http://www1.udel.edu/compliance>.
* You can also report any violation of UD policy on harassment, discrimination, or abuse at: <http://sites.udel.edu/sexualmisconduct/how-to-report/>
* For more information on Sexual Misconduct policies, where to get help, and how to report information, please go to [www.udel.edu/sexualmisconduct](http://www.udel.edu/sexualmisconduct). I must inform UD’s Title IX Coordinator if I become aware that a student may have been the victim of sexual misconduct.
* UD provides 24-hour crisis assistance and victim advocacy and counseling. Contact 302-831-1001 at any time for help.

Certificates and Dismissal

Please see the ELI Student Handbook for full details:   
<http://www.udel.edu/eli/student-handbook.pdf>

*8-week sessions*:

* To receive a certificate when you graduate from the ELI, you cannot have more than a total of 12 absences from both your Listening/Speaking and Reading/Writing classes (85%). You must also have a C or better grade point average.
* To receive a certificate with honors, you must attend at least 90% of classes (no more than 8 total absences) and maintain an A- or better grade point average.
* If you have 16 or more total absences, you are breaking the rules of your visa and may be dismissed from the ELI.

*7-week sessions:*

* To receive a certificate when you graduate from the ELI, you cannot have more than a total of 10 absences from both your Listening/Speaking and Reading/Writing classes (85%). You must also have a C or better grade point average.
* To receive a certificate with honors, you must attend at least 90% of classes (no more than 7 total absences) and maintain an A- or better grade point average.
* If you have 14 or more total absences, you are breaking the rules of your visa and may be dismissed from the ELI.

Additional Policies

* Turn off your cell phone and put it away for the duration of the class.
* The ELI has an English-only policy in and around the classrooms.

Table 1: English Language Institute Effort Score Rubric

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| --- | --- | --- | --- |
|  | **Effort Score of 1**  *(Exemplary)* | **Effort Score of 2**  *(Satisfactory)* | **Effort score of 3**  *(Unsatisfactory)* |
| **Attendance and punctuality** | ❑ The student is rarely, if ever, absent, attending at least 90% of the classes.  ❑ The student is rarely, if ever, late.  *Note*: Students should not be given a score of 1 based *only* on attendance or punctuality. | ❑ The student attends class most of the time, attending at least 85% of the classes.  ❑ The student arrives for class on-time for most class meetings. | ❑ The student has excessive absences, perhaps exceeding the absence limit required to obtain a certificate.  ❑ The student is frequently late. |
| **Completion of Assignments** | ❑ The student consistently completes assignments on time. | ❑ The student usually completes assignments on time  ❑ The student makes up missed work if possible. | ❑ The student frequently fails to complete the required assignments.  ❑ The student fails to make up missed work. |
| **Engagement/Interaction** | ❑ The student consistently pays attention in class and participates in class activities by asking relevant questions.  ❑ The student seeks help and clarification when necessary. | ❑ The student usually pays attention in class and participates in class when called on. | ❑ The student frequently demonstrates a lack of engagement by not participating in class. |
| **Behavior/Respect** | ❑ The student demonstrates exemplary behavior (e.g., by observing the English-only policy.)  ❑ The student consistently shows respect to teachers, ELI employees, and classmates. | ❑ The student generally observes class rules and ELI policies, such as the English-only policy.  ❑ The student generally shows respect to teachers, ELI employees, and classmates. | ❑ The student engages in disruptive behavior, making it more difficult for the teacher to teach and more difficult for other students to learn.  ❑ The student shows a consistent lack of respect for students, teachers, policies, rules, course objectives, etc. |