



**De Anza College • Spring 2024**  
**ESL 273/473 Introduction to the Essay**

Asynchronous

Instructor: Kathy Ochoa Flores

Office Hours: M/W 12:15-1:05Pm (on campus, office: F11M)

T/TH 12:15-1:05PM (on Zoom)

And by appointment

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Hello students! Thank you for registering for our class and for choosing to study at De Anza! Our class is an asynchronous online class, which means we will not have any class meetings. Instead, you will do all your assignments on Canvas. You will have to be very diligent and make sure you meet all the weekly assignment deadlines. This really requires a lot of discipline and self-motivation. You are responsible for doing your work on time, studying on your own, and getting help when you need it. You must make sure to check Canvas and your email often. I will send you announcements on Canvas regularly.

I hope that you will be able to put in the time and effort it takes to succeed! Please plan on devoting a minimum of 10 hours per week for homework. If you need extra help or have questions, please email me. I also encourage you to meet with me during my Zoom office hours. Do **not** use the inbox on Canvas to contact me (I don't check that inbox). Tutors and counselors are also available virtually and in-person for additional help (see the links at the end of this document). We all want to help you learn and succeed! Let's work together, be kind and patient with each other, and learn a lot!

Please note that all writing assignments will be checked using a plagiarism detecting software program. This software detects any use of AI (e.g., Chat GPT, Google translate, Grammarly, etc.). In past quarters, many students have failed their assignments because they used AI and/or plagiarized from other sources. Please do not do this. Please do your own work.

ESL 273 (credit)/473 (noncredit) is an advanced-level course for students whose native language is not English. In the course, you will be introduced to the principles of the essay so that you can be prepared for college -evel writing.

**STUDENT LEARNING OUTCOMES (SLOs)**

When you complete this course, you will be able to:

1. Write well-developed essays that analyze and synthesize main ideas and differing viewpoints from a variety of academic reading materials.
2. Demonstrate advanced grammar, sentence structure, and vocabulary in writing.

3. Evaluate own writing for rhetorical structure and clarity by means of revision and editing.

## PREREQUISITE

ESL 261/461 and 265/465 with a grade of C or better; or a qualifying score on the ESL assessment.

## REQUIRED MATERIALS

1. **Final Draft 4** by Jeanne Lambert (ISBN: 9781009345477). You can buy the printed text or you can buy the ebook via the RedShelf site by clicking [HERE](#).

This is what you will see if purchasing on RedShelf.

The screenshot shows the RedShelf website interface. At the top, there are navigation links for various categories like 'Browse All Categories', 'Study Aids', 'Science and Math', etc. The main product title is 'Final Draft Level 4 Student's eBook with Digital Pack' by Wendy Apple, Barbara F. Jacobs, Alan S. Kennedy, and Jeanne Lambert. The ISBN is 9781009345477. The product features are listed under 'eBook Features' and 'ACCESSIBILITY', including 'Read Anywhere', 'Digital Notes and Study Tools', 'Reflowable Format (EPUB)', 'Text-to-Speech Compatible', and 'Offline Access (100%)'. The price is shown as '\$30.00 USD' for 'Lifetime Access' via 'Digital Purchase'. There are 'Add to Cart' and 'Buy' buttons. A note at the bottom states: 'Note: We do not guarantee supplemental material with textbooks (e.g. CD's, music, DVD's, access code or lab manuals)'.

2. Access to a computer and the Internet to complete and submit assignments
3. An advanced English-only, English learner's dictionary (paper or online)

## COURSE REQUIREMENTS

- ❖ **Preparedness, Collaboration & Participation:** In order to be successful in this class, you should:
  - Check Canvas regularly and often to check assignments and due dates.
  - Work willingly and cooperatively with your classmates in pairs and groups.
  - Take responsibility for your own learning process.
  - Ask for help if you are not doing well in class (don't wait until the last minute!).

- ❖ ***Independence and Time Management:*** This is an **asynchronous** class, which means that we will not have scheduled class meeting times. It is your responsibility to follow the weekly modules on Canvas, do your assignments, and submit them by the due dates. This class requires excellent time management skills, which means that you must schedule your time wisely so that you can successfully complete every assignment.

## Course Content

- ❖ ***Homework:*** You will have various homework assignments. Be sure to do all your homework carefully. Because this is a 4-unit class, you will need about **8-12 hours each week to do homework**.

All assignments must be submitted on Canvas by the due date and time.

- ❖ ***Essays:*** You will write four expository essays . In addition to the expository essays, you will also write one reflective essay at the end of the quarter, which will be included in your portfolio (see below).

***Note: Late assignments will not be accepted. Make sure to submit your assignments by the due dates!***

- ❖ ***Portfolio:*** Instead of taking a final exam, you must submit a portfolio of your work. In order to pass the class, you must pass the course with a C or better AND pass the portfolio.

**Portfolio is due on Monday, June 24th at 9:00AM.**

**Writing and Reading Center (WRC):** You are required to work with a tutor in the WRC for five hours over the quarter (10 thirty-minute sessions or 5 one-hour sessions). A tutor can help you with your essays, reading assignments, and grammar. You can sign up for a weekly tutor or you can drop-in during open hours to get help. Of course, you can meet with a tutor for more than five hours, and this is strongly encouraged! You can meet with a tutor online via Zoom or in-person on campus. (<http://deanza.edu/studentssuccess/servicesupdate.html>)

If you cannot go to the WRC, you may also work with a tutor on Smarthinking or NetTutor. Both can be accessed on Canvas (left margin of Home page). For Smarthinking, you just submit your work and get written feedback. Each submission/feedback will count for 20 minutes. For NetTutor, you can have live sessions.

To record your hours, make sure to take a screenshot of your sessions or provide other written proof of your sessions. Your screenshots/proof must include the date, time, and duration of the session as well as your name/picture and the tutor's name/picture. Submissions are due in Week 11.

**GRADING CRITERIA:**

Essay 1	15%
Essay 2	15%
Essay 3	20%
Essay 4	20%
Reflective Essay	15%
HW/Participation	10%
WRC Tutoring	5%

**Grading Scale**

100-90	A
89-80	B
79-70	C
69-65	D
64-0	F

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Total	100%
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**Drop Policy:** Students who do not attend the first week of class (i.e. do not turn in the assignments by the due date) will be dropped from the class.

**ACADEMIC INTEGRITY**

You must do your own work! The goal of this class is to build your writing skills so you can become a better writer. Do NOT:

- **Use any AI technology, e.g. ChatGPT, Google Translate, Grammarly, etc.**
- Copy from another student's homework, quiz, exam or any other material.
- Have someone else do your assignment and submit it as your own.
- Submit homework or essays that you've done for another class.
- Get too much "help" from someone on an assignment where the work no longer looks like your own.
- Copy any amount of material from a published source (e.g. the Internet, books, magazines) without citing the source.

Any student caught cheating or plagiarizing may receive an **automatic 0** for the assignment and may be dropped from the course and/or reported to the Office of Student Development. Students who help someone else cheat in any way may also receive an automatic 0 and be reported. If reported, the incident may remain as part of your permanent college record. Go to [De Anza College's Academic Integrity](#) for more information.

**ONLINE CLASSROOM ENVIRONMENT**

Please be kind and respectful to everyone! Let's help each other learn in a fun and positive way!

**OFFICE HOURS**

Most successful students see their teachers outside their class to ask questions or get extra help on their assignments. I strongly encourage you to visit me during my Zoom office hours. If you're having any difficulty, come see me early in the quarter.

### **USEFUL CLASSES and ON-CAMPUS SUPPORT SERVICES**

1. Take **ESL 274/474 Grammar and Proofreading for Academic Writing** to improve your grammar or **ESL 260 Accent Reduction** to improve your pronunciation.
2. Sign up for free English Conversation Workshops, tutoring, and [Cross-Cultural Partners \(CCP\) Program](#), and use computers in the [Listening and Speaking Center \(LSC\)](#)
3. Get help with reading and writing homework at the [Writing and Reading Center \(WRC\)](#)
4. Free online tutoring service [Smarthinking](#) and NetTutor (Writing and Paper Center) in [Canvas](#).
5. Any student who feels s/he may need an accommodation based on the impact of a physical or learning disability should contact me privately to discuss your specific needs and apply for the [Disability Support Services \(DSS\)](#) for support.
6. [Guide to De Anza College's Student Services](#)

### **Recommended ESL Resources**

#### **Online Resources**

1. [http://owl.english.purdue.edu/owl/purdue\\_owl.htm](http://owl.english.purdue.edu/owl/purdue_owl.htm)  
A very popular and useful academic writing resource from Purdue University.
2. <https://writingcenter.gmu.edu/writing-resources/writing-center-quick-guides>  
Another excellent resource for academic writing and grammar, from George Mason University.
3. <http://a4esl.org> - Activities for ESL Students  
English grammar, vocabulary, and crossword puzzles.
4. [www.eslcafe.com](http://www.eslcafe.com) - Dave's ESL Café  
Grammar lessons, idioms, phrasal verbs, and slang.
5. <http://Englishpage.com>  
English grammar and vocabulary exercises.
6. [www.manythings.org/e/](http://www.manythings.org/e/) - Interesting Things for ESL Students  
Many activities to improve all English skills, including spelling and crossword puzzles.
7. [www.vocabulary.com](http://www.vocabulary.com)  
185 lists of words categorized according to topics
8. [npr.org](http://npr.org) (or any news organizations)  
Learn about current world events and improve your reading and listening skills.

**Dictionaries** (*Do not use a translation dictionary in class or for homework.*)

1. [Longman Advanced American Dictionary](#)  
An excellent dictionary for English language learners. Use this dictionary for homework and other assignments. The app costs money, so use the website. It has a thesaurus (a dictionary of synonyms) toward the bottom of each entry.
2. [Newbury House Dictionary of American Dictionary](#)  
This dictionary is also for English language learners and also has a thesaurus.
3. [Merriam Webster Collegiate Dictionary and Thesaurus](#)  
A very popular advanced dictionary for native speakers. I recommend that you download the app (free) to your phone or tablet.
4. [Merriam Webster Learners Dictionary](#)  
This is an easier version of Merriam Webster for English language learners.

Adapted from Linda Yee's Syllabus