



**ESL 273-01Y and ESL 473-01Y  
Introduction to the Essay  
Fall 2023 4 units**

Instructor: Sharon Stranahan  
Time: Wed. 10:30 a.m.-12:20 p.m.  
and online on Fridays  
(asynchronous)  
Place: L32  
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Office Hours:  
Wednesdays 12:30 –1:30 p.m.in L32 and by  
appointment via Zoom.

**Welcome to ESL273!** Congratulations on wanting to improve your writing skills. This is a hybrid class where we'll meet in person every Wednesday (synchronously) and then you'll work on your own to complete assignments by the due date, usually on Fridays (asynchronously). So, we'll meet as a class one day per week.

Although this class focuses on how to write an academic essay, most of the skills you will learn are transferable to your everyday life. Your awareness of the writing process, which is called metacognition, will improve your ability to apply this skill to other classes or in your life outside the classroom. Other transferable skills you'll practice are thinking critically, synthesizing ideas, communicating clearly and persuasively, and researching topics you're interested in.

If you have any questions or problems that are affecting your ability to learn successfully, please do not hesitate to contact me. I will do my best to help you get a lot out of this class!

**PREREQUISITE**

Completion of English Writing 200 and Reading 200 (or Language Arts 200); or ESL 261, 262 and 263 with a grade of C or better; or the ESL Guided self-placement process where you qualified for this class.

**COURSE DESCRIPTION**

This is an advanced-level writing course for students whose native language is not English. In the course, students will be introduced to the principles of the academic essay to prepare them for college-level classes.

**COURSE OBJECTIVES**

1. Read, comprehend and analyze texts from a variety of cultural, societal, and personal perspectives.
2. Write expository essays, each about 1000-1250 words in length, on a variety of academic topics in response to texts that demonstrate critical thinking and support ideas with evidence.
3. Develop writing process skills including brainstorming, outlining, revising, and editing of own and peers' writing.
4. Demonstrate strong competence in using advanced sentence structure, grammar, vocabulary, spelling, punctuation, and other mechanics.
5. Employ basic MLA citation and format style.



## **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 structures, and vocabulary in writing.
3. Evaluate one's own writing for rhetorical structure and clarity by means of revision and editing.

## **REQUIRED MATERIALS AND RESOURCES**

1. ***Engaging Writing 2: Essential Skills for Academic Writing 2<sup>nd</sup> ed.*** (ISBN: 978-0-13-248354-4) by Mary Fitzpatrick. Paperback. Buy an inexpensive, used textbook online. No access codes or CDs are needed.
2. Any advanced dictionary of American English (e.g. Longman, Cambridge, Oxford) or online dictionaries (e.g. Merriam-Webster at <http://www.meriam-webster.com/> and Dictionary .com at <http://dictionary.reference.com/>).
3. Access to a computer or tablet and the Internet.

## **COURSE WEB PAGE**

Copies of the course materials such as the syllabus, assignment instructions and due dates can be found on the learning management system called Canvas by Instructure.

**Canvas Login URL:** <https://deanza.instructure.com>

**Username:** Your Campuswide ID on MyPortal **Password:** Your MyPortal password

You are responsible for regularly checking the course web page for updates and using it for assignments as explained in class.

## **COURSE REQUIREMENTS**

- ❖ **Essays:** Throughout the quarter, you will write the following essays:
  - **Essay #1** – Take-home essay (1000-1250 words, 5 paragraphs) with revisions.
  - **Essay #2** - In-class essay (800-1000 words, 4 paragraphs).
  - **Essay #3** - Take-home revision of Essay #2 (1000-1250 words, 5 paragraphs).
  - **Essay #4** - In-class essay (800-1000 words, 5 paragraphs) No revisions.
  - **Essay #5** – Take-Home Reflective essay for portfolio (1000-1250 words, 5 paragraphs).
- ❖ **Quick Writes (in-class):** Quick Writes take the place of quizzes. They are short writing assignments (1-2 paragraphs) done in-class. Their purpose is to show how well you can integrate the vocabulary, grammar, and concepts that are covered in class into your writing and your overall writing quality. Also, Quick Writes are a way you can practice your impromptu writing skills. There is no make-up on missed Quick Write assignments.
- ❖ **Homework/Participation:** The various homework assignments will consist of exercises from the textbook, reflective discussions, and essay development. They will help you improve your essay writing, so it's important to complete them. Some homework will be non-graded (you grade yourself or it'll be evaluated by a classmate) or be graded and earn points toward your class grade. **Homework is due on the due date with no make-up for late work.** So, if you are absent from class, you will not receive credit for homework that is due in class. Because this is a 4-unit class, you should expect to spend at **least 8 hours each week** in class preparation.



❖ **Portfolio:** There are two criteria for passing this course: 1) Passing the coursework with a C or better, and 2) Passing the Portfolio. The Portfolio will be graded Pass/No Pass. **The Portfolio takes the place of the final exam** and is due December 13, 2023 at 9:15 on Canvas. The Portfolio will include 3 essays: One in-class essay (may NOT be revised), one take-home essay (may be revised), and the reflective essay (instructors and tutors may not assist). More details about the Portfolio will be given in class and on Canvas.

**On-Campus Support Services:** Tutoring is available through the Writing and Reading Center (WRC) <http://www.deanza.edu/studentssuccess/wrc/>. Also, free online tutoring is available from *NetTutor* via Canvas <http://www.deanza.edu/studentssuccess/onlinetutoring/>. In addition, you are encouraged to come to Office Hours any time you have questions on the assignments, concerns with your progress, or want more feedback.

Any student who 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 to [Disability Support Services](#) (DSS) for support.

**COURSE POLICIES**

**1.) Late Work**

**Writing assignments with a "grace period":** Some writing assignments that are due by 11:59 p.m. on the due date will have a 12-hour grace period after the submission deadline to accommodate any last-minute technical issues or emergencies. A "grace period" is extra time you have to get your assignment in with no penalty. If submitted after the initial due date, the assignments will be marked "late" by Canvas, they will not be considered late. **After the 12-hour grace period, no assignments will be accepted**, and the assignment will close. Students will be unable to submit their work and will receive a "zero" for the assignment. It will be clearly explained on the assignment if it has a "grace period".

**For all other assignments:** There is no grace period or make-up on all other assignments. They are due on the published due date.

**For assignments that are completed in class:** Typically, these assignments take the form of group work, peer reviews, or other collaborative work. Because in-class participation is critical to successfully completing these assignments, no late assignments of this type will be accepted.

**2.) Attendance:** You are expected to attend all classes. As a courtesy, please **email me if you have to miss a class** for any reason. I worry if you're absent!

**3.) Grading:**

You must earn at least 73% (C) to pass the class.

**GRADING CRITERIA:**

Essay 1	10%
Essay 2 (in-class)	15%
Essay 3	20%
Essay 4 (in-class)	20%
Essay 5-Reflective	15%
Quick Writes	10%
Homework/Participation	10%
Total	100%

**GRADING SCALE:**

97-100	= A+	77-79	= C+
93-96	= A	73-76	= C
90-92	= A-	<73	= No Pass
87-89	= B+		
83-86	= B		
80-82	= B-		

#### 4.) Academic Honesty:

Except for pair and group assignments, all assignments must be done **BY YOURSELF**.

**Cheating includes, but is not limited to:**

- Copying from another student's homework, exam, or any other material. Students who help someone else cheat in any way will also receive an automatic "zero".
- Having someone else do your assignment and submitting it as your own.
- Submitting homework or essays that you've submitted to another class.
- Getting "too much help" from someone on an assignment where the work no longer looks like your own.
- Using any translating device or program, e.g. Google Translate.
- Copying any amount of material from a published source, including books, magazines, and the Internet without giving credit to the original author. This is called **PLAGIARISM** and is considered a serious academic offense.
- Using ChatGPT, Google Bard, Microsoft Bing, or any other generative AI tools unless the assignment specifically calls for their use. You are not building your own skills by having an algorithm write for you. That said, in the future, research may show that generative AI tools help improve writing skills if used ethically. So, for specific assignments, you will experiment with generative AI tools and analyze the results. Caution! The use of a generative AI tool outside of these specific assignments will be considered cheating.

Turnitin (TII) is a part of Canvas and will be used to check most assignments for the originality of your work. You should check your match rate score on Turnitin and revise your work where you have inappropriate matches before the due date. If used in this way, TII can identify where your paraphrasing needs to be improved and will help you avoid plagiarism. **TII scans for generative AI use** and other AI detection software may also be used. If cheating or plagiarism is found one time, the student and any helpers will get a "zero" grade for the assignment and a warning. Repeated use will likely result in an incident report (a report of cheating) being sent to the Office of Student Judicial Affairs and will remain a part of your permanent record. For more info, see DeAnza's Academic Integrity policy at [https://www.deanza.edu/policies/academic\\_integrity.html](https://www.deanza.edu/policies/academic_integrity.html)

**How to get the most out of this class.** You will have the opportunity to participate in various activities and collaborate with other students in pairs and groups during class, all of which are designed to help improve your English skills. This means:

- ❖ **Come to class on time:** You will be doing lots of group work in this class, so coming late means you can't participate fully and are you're impacting the class's learning experience. Let me know if you have a responsibility that regularly prevents you from coming on time.
- ❖ **Ask questions:** If you have a question, there's a good chance someone else in the class is wondering the same thing. Be engaged and involved in your own learning.
- ❖ **Contribute to our learning community:** Each of you have something to contribute. Share your knowledge, friendship, support, and enthusiasm with your classmates.

**Preliminary Schedule of Key Dates (see Canvas for final schedule)**

<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Introduction to class expectations, metacognition, and responsibilities. Get acquainted.</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Essay #1- Logical Division Intro, brainstorming, Outline</li> <li>• Quick Write #1</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>• Essay #1-Logical Division Peer Review</li> <li>• Essay #1-Logical Division Instructor Review</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Quick Write #2</li> <li>• Essay #1-Logical Division Final</li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>• Essay #2-Cause and Effect (in-class) No revision of grade.</li> </ul>
<b>Week 6</b>	<ul style="list-style-type: none"> <li>• Essay #3-Argumentative Intro. Research Workshop.</li> </ul>
<b>Week 7</b>	<ul style="list-style-type: none"> <li>• Essay #3 Argumentative Draft Works Cited and Outline for Peer Review</li> <li>• Essay #3 Argumentative Draft Works Cited and Outline for Instructor Review</li> <li>• Quick Write #3</li> </ul>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>• Essay #3 Argumentative Peer Review</li> <li>• Essay #3 Argumentative Instructor Review</li> </ul>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>• Quick Write #4</li> </ul>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Essay #4 – Compare and Contrast (in-class). No revisions.</li> <li>• Essay #3 Argumentative Final</li> </ul>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• Essay #5- Reflective Peer Review</li> <li>• Quick Write #5</li> </ul>
<b>Week 12</b> Finals week	<ul style="list-style-type: none"> <li>• Final Exam: Portfolio with Reflective Essay due Dec. 13 @ 9:15 a.m. on Canvas. No class meeting.</li> </ul>