

De Anza College
ESL D273.01Y CRN37160: Introduction to the Essay and ESL D473.01Y
(Non- Credit option) CRN 37581

Winter 2024 (may change)

Instructor: Ann Thistlethwaite

Time: Hybrid: Tuesdays in Room L36 and asynchronous online during the week. 4 credits for 273.

Email: Thistlethwaiteann@fhda.edu **Office Hours:** Reading /Writing Center 12;30-

1:30pm Tuesday or by appointment. Use Inbox in Canvas to email any time. I will respond within 24 hours or less.

Prerequisites:

ESL EWRT 200 and Reading, 200, or 261, 262 and 263 with a grade of C or better or qualifying score on the ESL placement test. Corequisite: Students taking ESL 273 may also take ESL 272 concurrently.

Course Description

This class emphasizes the development of skills for writing clear, organized, well-developed, multiple paragraph compositions that demonstrate analytical thinking and level-appropriate grammar, sentence structure and vocabulary. Students will be given the opportunity to read models of good expository and argumentative prose and learn the techniques of good writing. These include choosing appropriate subjects, developing restricted, unified, and precise theses and presenting supporting evidence in a logical, lucid, and effective manner.

NON-CREDIT Option (For students who are registered for this section)

Please note that if you are taking **the non-credit option**, you will get a grade but not a formal one. You can take the class Pass / No pass. If you complete the course and ESL 272 you get a certificate of Completion. **You will not receive course credit.** This does not affect your overall course grades in other courses in any way. However, to receive a completion certificate, you will need to do all the course work prescribed for the credit students, participate in all the course activities and receive grades and comments from the instructor on your work. In other words, you will be treated exactly the same as if you were a credit student with the exception that you will not receive a recorded grade or pay a fee for the course. In short, the course requirements, grading, and participation are exactly the same as the requirements for Credit students.

Student Learning Outcomes

At the end of this course, students will be able to:

- Write well-developed essays that analyze and synthesize main ideas and differing viewpoints from a variety of academic reading materials.
- Demonstrate strong competence in grammar, advanced sentence structure, vocabulary, spelling, punctuation, and other mechanics.

- Demonstrate ability to write effective college-level essays of **1000-1250** words for revised essays and **800-1000 words** for first draft essays on a variety of academic topics in response to texts that use critical thinking and support for ideas with evidence.
- Recognize and practice steps in the writing process.
- Employ basic MLA citation and format style.

Materials

Required texts: *Final Draft 4*, by Asplin, Jacobe and Kennedy (Paper book)
OR E-Book: *Final Draft 4*

https://shopusa.blinklearning.com/en/buscar?controller=search&orderby=position&orderway=desc&search_query=Final+Draft+4

Other Materials: A good monolingual dictionary, e.g. (Longman Advanced, Collins Cobuild, Merriam Webster) Your electronic dictionaries may not be good enough for checking complex vocabulary. A thesaurus (**dictionary.com or thesaurus.com online**).

Homework

There will be homework related to the essay topics and in-class work every week. The assignments can be done on your own time except that there will be deadlines for posting. I usually like to see certain shorter assignments such as Discussions, quizzes or paragraphs etc. posted midweek as well as at the end of the week, but the deadlines will be posted. **In general, you will have until Sunday night to post long writing assignments such as essays.** In class **Timed** writing assignments will be assigned a time frame of **one and a half hours** You may not turn in timed assignments after the due date except in documented situations. **Essays will be returned to you within two weeks and most likely within ONE week depending on circumstances. Late papers will be returned after all others are graded.** Papers more than one week late may not be accepted. In Class essays **MUST be completed on the day and time assigned: (Tuesday).**

Essay Schedule

Revisions are due according to the schedule below, generally **ONE** week after your essay is returned to you. For the in- class **Timed** essays, you must submit **ONLY** the first draft to the portfolio. You may not use any essay as both an in and out of class essay.

All Take home or revised essay assignments due by Tuesday 11:30 p.m. Assignments are posted in the Modules.

DUE DATES:

Essay #1 Week 2 Consumerism and Shopping **first draft (comments, no grade)**

Essay #1 Week 3 *Consumerism and Shopping* **(out of class (revised)**

Essay #2 Week 5 *Migration: (Cause / Effect)* **INCLASS first draft**

Essay #2 Week 7 *Revised In class Migration* **(revised)**

Essay #3 Week 9 *TBA (In CLASS Argument)* No revision

Essay #4 Week 11 *Reflective essay* **(out of Class no revision)**

PORTFOLIO DUE **TUESDAY March 26, by 11:15 a.m. Email papers in a zip file to my email:**
Thistlethwaiteann@fhda.edu

PORTFOLIO REQUIREMENT (3 essays)

One take-home essay (**MUST** be the **revised** version with appropriate MLA citation)

One in-class essay (**Must** be the **first draft version** if it is revised)

One reflective essay (instructor may not assist. This essay will not be revised)

Please note that you must pass the portfolio to pass the class. If you have a 'C' overall in the class you may be able to present your portfolio. If you do not, you may assume that you will not pass the class. **It may be possible to get 70% overall while not achieving a 'C' on the essays, but if that is the case, you will not be able to submit your portfolio. You must also achieve a 'C' overall for the essays.** If you are eligible to present a portfolio, you will write the Reflective essay and turn in the **portfolio** containing all the required essays by **Tuesday week 12. 11:30 pm**. Please make sure your name is on every page. The portfolio is assessed by me and other instructors who also teach this level. This is to allow for the fairest possible assessment of your work and ability to progress to the next level.

Summary

In order to pass the class, you will need the following:

- 1) a grade of 'C' or better for all class work,
- 2) a passing 'C' overall score on the essays,
- 3) a Passing score on the portfolio. The Portfolio is either 100% passing or '0,' not passing. **The portfolio MUST pass in order to pass the class regardless of the grades for assignments.**

Writing Assignments

You will have several writing assignments throughout the quarter including **three essays**. Two essays will be written **in-class on Tuesdays**. These essays will take the whole period and will permit textbook and notes. No electronic devices of any kind are allowed for these. Some essays except the Reflective essay and one timed essay must be revised for more points. **Timed essays may not be made up** except in a documented emergency. Your overall grade **for the essays** will be the average of all the essay submissions.

All Take-Homepapers should be typed using 12 point font, black ink, Times New Roman with your name and class in the top left hand corner, and my name and the date underneath. Please double space. I do not accept anything single-spaced because it is difficult to make comments on it. It is also one of the rules of the MLA format that everything needs to be double-spaced.

Grading A= 90-100, B=80-89, C=70-79, D=60-69, F=below 60

Total: 100%

Portfolio (Must pass to pass the class)	10
Essays	65
Discussion / Homework	15
Quizzes	10

(CANVAS)

Please note that this is a Hybrid learning class. This means you come to class every Tuesday in person and complete the rest of your work at home asynchronously online. Your major homework assignments will be posted on our CANVAS site along with your grades, messages, and other communications. If you are a registered student, you are automatically in CANVAS. You just sign in with your student I.D and password. and you will find your class on the screen. Click on it and you will get to the home page which will have the syllabus on it. The homework assignments will be in **MODULES**. I usually don't post everything at the beginning of the quarter, so you can expect to find just one or two weeks posted at first. Always go directly to the Modules to see what is required for the week. **IN Class** meetings will involve a variety of work to include: group discussion, instructor information, small group or individual writing or projects and **IN CLASS** essays. There will be two of these.

Honesty Policy

You are expected to write your own papers yourself. You must credit **all your sources of information. This includes any sources you find on the Internet including material obtained from AI sources such as ChatGpt.** If you are caught copying another person's work, or having others write your papers or helping you write to the extent that the writing is no longer yours, you will receive an 'F' for the assignment. While I encourage you to seek help from tutorials such as **NetTutor, if available on Canvas** and from the Reading and Writing Center online help. <https://www.deanza.edu/online-ed/> or in-person help at the Writing Center, You should not expect tutors to write your essays for you. If I determine that the writing is not yours, you will receive an 'F' for the paper, which will affect your grade. The burden of proof is on you. If it happens again, you will most likely be unable to pass the class because you won't have enough points or you won't have a suitable essay to submit to the portfolio. You will have the opportunity to check your work and fix any copied material before you turn it in. It is normal for there to be some similarity due to the repetition of common expressions or citations. However, more than 10 - 15% could be a problem.

Important Dates

- Jan. 8** **First Day of Winter Quarter**
- Jan. 15.** **Martin Luther King Holiday. No classes**
- Jan. 20.** **Last Day to ADD**
- Jan. 21** **Last Day to drop with no 'W' and full refund or credit**
- Feb. 16-19** **Presidents' Holiday -No classes**
- Mar. 1** **Last Day to drop with a W**

March 26 Final Exam (Portfolio only required, no exam) post between 9:15 -11-15 am.

(Portfolio submission)

Final. You do not have an actual exam. Your final is your Reflective essay contained in the portfolio of essays to be submitted on Monday, **March 26 by 11:30 p.m.** The Faculty will assess your portfolio during Finals week.

Helpful Sites

Online Education Center (Student Resources for Online Learning.)

<https://www.deanza.edu/online-ed/>

Help with your classes: Zoom Tutoring, skills workshops etc.

Website: <http://www.deanza.edu/studentsuccess>

Health Services

Location: Hinson campus center Lower Level

Website: <https://www.deanza.edu/healthservices/>

Disability Support Services

Location: LCW 110

Website: <https://www.deanza.edu/dss>

Counseling and Advising Center

Library Location: Library Building Website: <https://www.deanza.edu/library/> De Anza

Associated Student Body (DASB) Senate Location: Hinson Campus Center,

Lower Level Website: <https://www.deanza.edu/dasb>

