

Revised Spring 2016

Bergen Community College
Division of Humanities
Department of ESL and World Languages

Course Syllabus

ALP 007: Foundations Writing

Semester and year:

Course and Section Number: (e.g. ALP 007- xxx)

Meeting Times and Locations:

Instructor:

Office Location:

Phone:

Departmental Secretary: (optional)

Office Hours:

E-mail Address:

Course Description

ALP-007 American Language Foundations: Writing is a course in writing for academic purposes for English language learners with little or no prior exposure to English. It provides students with instruction in the spelling of English and practice in writing sentences and paragraphs.

3 lec., 3 non-degree credits. Pre-requisite or Co-requisite: ALP-004/005

Course Texts and/or Other Study Materials:

1. Longman Academic Writing Series 1 (2nd edition) by Linda Butler
ISBN: 0-13-199557-X (Pearson Longman)

AND

2. Word by Word Picture Dictionary (2nd edition)

by Steven Molinsky and Bill Bliss

ISBN: 0-13-189227-4 (Pearson Longman)

AND

3. Word by Word (Beginning Vocabulary Workbook with Audio CD)

by Steven Molinsky and Bill Bliss

ISBN: 0-13-189229-0

Student Learning Outcomes:

As a result of meeting the requirements in this course, students will:

- Use pre-writing techniques: discussion, diagramming.
- Use a combination of simple and compound sentences in narrative, descriptive, and process paragraphs.
- Write paragraphs with topic sentence, supporting sentences and concluding sentence.
- Demonstrate beginning competence in using grammatical structures: simple present, past and future tenses and verb forms; subject pronouns, possessive adjectives, and object pronouns; adjectives and adverbs; word order.
- Demonstrate beginning competence with mechanics: format, punctuation and capitalization.
- Use vocabulary from the General Service List.

Means of Assessment

To determine whether students have achieved course goals, teachers will evaluate:

In-class and at-home writing assignments in sentence form and paragraph form;
Pre-writing strategies and editing.

At the end of the course, all students take a course-wide final examination. The final exam is a **level wide** in-class essay. Students will write one of the following essay types: process, description, or narration. **The final exam counts toward 30% of the final grade.** Practice final exams are made available to acquaint the students with test format and content.

Special Features of the Course (if any) [to be designated by the instructor]:

E.g. the use of learning technologies in the course (Internet, PowerPoint, Moodle, etc.)

Grading Policy (to be designated by the instructor)

A student's final grade for the course is based primarily on his/her **performance** on the required work for the course (homework, writing assignments, and tests), class participation, group work and on his/her overall **mastery** of the material covered in the course. *Sample grading policy:*

Homework and Class participation:	20%
Chapter Tests:	50%
Level-wide Final Exam:	30%

Grade Breakdown:	A	90-100
	B+	86-89
	B	80-85
	C+	76-79
	C	70-75
	D	65-69
	F	64-below

Attendance Policy: (to be designated by the instructor) Sample:

Students are expected to attend class regularly and punctually. Attendance will be taken at each class session. If students occasionally arrive late, they should enter quietly, and not disturb the class. If students miss class, they should find out what they missed. It is probably a good idea for students to exchange telephone numbers with other students as a way to find out about missed classes.

Poor attendance will affect a student's grade. If a student's absence exceeds one and a half times the number of weekly meetings, the student's grade will be lowered by one full letter grade. If a student is absent excessively, the student can expect to fail the course. Lateness counts, too. Two late arrivals will equal one absence.

Statement on Accommodations for Disabilities

Bergen Community College aims to create inclusive learning environments where all students have maximum opportunities for success. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Specialized Services at 201-612-5269 or via email at ossinfo@bergen.edu for assistance.

Student and Faculty Support Services

ELRC (English Language Resource Center)	Room E-156	201- 612-5292 http://www.bergen.edu/elrc
The Sidney Silverman Library – Reference Desk	Room L-226	201-447-7436 http://www.bergen.edu/library

Sample Course Outline & Calendar (to be designated by the instructor)

Note to Students: The following Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.

Week(s)	Topic/Activity/Assignments
1	Introducing Yourself What is a sentence? What is a paragraph? The Writing Process
2 & 3	Describing a Morning Routine Basic Sentence Patterns The Simple Present Adverbs of Frequency/ Prepositions of Time Rules for Capitalization
4 & 5	Writing About People Introducing the Topic Sentence Adjectives Rules for Capitalization
6 & 7	What is going on? Topic Sentence and Supporting Sentence The Present Progressive: Action and Non-Action Verbs

8 & 9	Writing about a Place There is/ There are A, An, The Prepositions for Describing Location Prepositional Phrases in Sentences Topic Sentence and Supporting Sentences
10 & 11	Remembering an Important Day Organizing Ideas Compound Sentences Using Commas The Simple Past Past Time Expressions Supporting Sentences and Concluding Sentences
12 & 13	Memories of a Trip Concluding Sentences Before and After as Prepositions Past time clauses
14	Looking Ahead Expressing Future Time with future time expressions
15	Final Writing Test