

**Bergen Community College**  
Division of Humanities  
Department of ESL and World Languages  
**Course Syllabus**  
**ALP 043 American Language I Writing**

**Information About Course and Instructor:**

Semester and year:

Section Number:

Meeting Times:

Locations:

Instructor:

Office Location:

Phone:

Departmental Secretary:

Email Address:

**Course Description:**

ALP-043 American Language I: Writing is a course in writing for academic purposes for high beginner English language learners. This course provides students with an introduction to academic writing including paragraphs and short essays.

Credits: 3 non-degree credits; 3 lecture

Pre-requisite: ALP-007/Foundations Writing

Co-requisites or Pre-requisite: ALP-006 Foundations Reading; ALP-004 Foundations Grammar

**Student Learning Outcomes:** As a result of meeting the requirements in this course, students will be able to:

Student Learning Objective	Suggested Means of Assessment
1. Use pre-writing techniques: listing, free writing, diagramming.	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• In-Class Assignment</li> <li>• Homework Assignment</li> </ul>
2. Use a combination of simple and compound sentences and a developing use of complex sentences in narrative, descriptive, process and opinion paragraphs and short essays.	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• In-Class Assignment</li> <li>• Writing Assignments</li> </ul>
3. Organize, develop and revise paragraphs	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• In-Class Assignment</li> </ul>
4. Demonstrate developing 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.	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• In-Class Assignment</li> <li>• Homework Assignment</li> </ul>
5. Demonstrate competence with mechanics: format, punctuation and capitalization.	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• In-Class Assignment</li> <li>• Homework Assignment</li> </ul>
6. Use vocabulary from the General Service List.	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• In-Class Assignment</li> <li>• Homework Assignment</li> </ul>

**Means of Assessment:**

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

- In Class Paragraph Writing Tests
- Homework assignments
- Six to Eight in-class and at home paragraph writing assignments.
- Participation in class discussions
- Departmental final exam

**Course Texts and/or Other Study Materials:**

***Great Writing 2 with the Spark platform***

By Keith S. Folse

**Link to the BOOKSTORE**

For students: To buy the access code separately:  
<https://www.cengage.com/shop/>

**Grading Policy :**

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

***Sample grading policy (example):***

Homework 10%

Class participation: 10%

In-Class Writing 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:**

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 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.

**Departmental Policy Statements:****• Statement on Academic Integrity**

Academic Integrity is a standard of conduct in the BCC Student Code of

Conduct: [https://bergen.edu/wp-content/uploads/StudentCodeofConduct2016\\_EngVer12062016.pdf](https://bergen.edu/wp-content/uploads/StudentCodeofConduct2016_EngVer12062016.pdf)

The College defines academic integrity as "the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to encourage academic honesty".

Examples of behavior that demonstrate a lapse in academic integrity include:

copying another student's work, doing the work for someone else, sharing answers during an exam, plagiarism, and unethical use of technology for acquiring information from the Internet.

**• Statement on Plagiarism**

Students are responsible for their own work. Bergen Community College is

committed to academic integrity-the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. Behavior that demonstrates a lapse in Academic integrity includes Plagiarism.

Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own. Examples of plagiarism include instances in which a student:

- knowingly represents the work of others as his/her own
- represents previously completed academic work as current
- submits a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source
- uses another author's exact words without enclosing them in quotation marks and citing them appropriately
- paraphrases or summarizes another author's words without citing the source appropriately

**Source:** [Bergen Community College Catalog, 2016](#)

## **Student and Faculty Support Services:**

### **Accessibility Statement**

Bergen Community College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class, complete course requirements, or benefit from the College's programs or services, contact the Office of Special Services (OSS) as soon as possible at 201-612-5270 or [www.bergen.edu/oss](http://www.bergen.edu/oss). To receive any academic accommodation, you must be appropriately registered with OSS. The OSS works with students confidentially and does not disclose any disability-related information without their permission. The OSS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student service offices.

### **Student Support Services**

Bergen Community College provides exemplary support to its students and offers a broad variety of opportunities and services. A comprehensive array of student support services including advising, tutoring, academic coaching, and more are available online at <https://bergen.edu/currentstudents/>.

