

BERGEN COMMUNITY COLLEGE
ENGLISH DIVISION
ENGLISH BASIC SKILLS DEPARTMENT

COURSE SYLLABUS
[Semester]

English Skills EBS-021
5 Hours, 5 Non-degree Credits

Instructor:

TEXTBOOK:

Anker, Susan. *Real Essays with Readings*, Fourth Edition. New York: Bedford/St. Martins, 2012.

COURSE DESCRIPTION:

English Skills is a one-semester course designed to improve fundamental academic skills in reading, writing, and critical thinking. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

STUDENT LEARNING OBJECTIVES (SLO's):

Students who successfully complete the work of this class will be able to:

1. Use and evaluate active reading strategies (i.e., annotation, journal writing, vocabulary development, paraphrase, and summary).
2. Use critical thinking strategies to improve reading (i.e., identify the main idea, topic sentences, transitions, and supporting details, recognize the difference between facts and opinions, and recognize organization strategies in sample texts).
3. Use computers to enhance writing skills and to synthesize reading and writing skills.
4. Find, evaluate, and use outside sources in written assignments (i.e., use MLA format for internal documentation of sources, avoid plagiarism, and use college library.).
5. Write multi-paragraph essays with unity, support, coherence and sentence skills.
6. Use organizational strategies for narration, description, illustration, comparison, and argument in paragraphs and essays.
7. Write error-free sentences and find and edit sentence-level errors in sample paragraphs and essays with developing proficiency.
8. Use the stages of the writing process.
9. Demonstrate academic survival skills (i.e., time management, planning, memory strategies, note taking, test taking, and utilization of college resources).

GRADING and ASSESSMENT:

A student's final grade in EBS-021 is determined by how successfully he/she fulfills the student learning outcomes. Students will show their achievement of these outcomes through the following:

Assignment Type	(Recommended) Percentage
Assignments (including paragraphs, essays, journal writing, textbook exercises)	40%
Tests and quizzes (including department exit tests in reading and writing)	20%
Daily class work and participation	20%
Research project	20%
Total	100%

(Recommended) Grading Scale	
100 - 90	A
89 - 85	B+
84 - 80	B
79 - 75	C+
74 - 70	C
69 - 60	D
59 and below	F

It should also be noted here that while EBS-021 carries five credits that will not count towards graduation status, these credits DO count in the overall cumulative average. A high grade in an EBS course can help raise a student's average, while a low grade can bring it down. Students receiving an E or F in EBS-021 are required to repeat the course. An "E" grade is an unofficial withdrawal, given to students who stop attending a class. An "E" grade carries the same consequences as an "F" because it awards no credit and it is calculated into a student's cumulative average. Students receiving a grade of D, C, C+, B, B+, or A and who pass the Departmental Exit Exams will move to WRT 101 (English Composition 1)

EBS EXIT TEST:

Upon successful completion of English Skills, students will be required to demonstrate their proficiency in reading, writing, and critical thinking on a departmental skills assessment test. For this test, students will be required to write a multi-paragraph essay in response to one of three specific topic statements provided and to write a summary of one of two reading selections provided. The tests will be evaluated in a group reading session by all faculty teaching English Basic Skills courses. Tests will be evaluated on the basis of reading comprehension, paragraph/essay structure, sentence structure, and grammar and punctuation. Tests will be scored on a scale of 1-6 by two readers with a combined score of 7 or better as passing. A student must pass the course and pass the Exit Test to move on to WRT 101 (English Composition 1).

ATTENDANCE POLICY:

The Bergen Community College attendance policy will apply to this course:

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes. *Bergen Community College Catalog, 2012-2013 (63)* <http://www.bergen.edu/documents/academics/pdf/Catalog%202009-2010.pdf>

PLAGIARISM POLICY:

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

Sanctions Against a Student for a Classroom Violation

1. The faculty member must report all incidents to the Chair of the Department.
2. The faculty member in consultation with the Chair will determine the course of action to be followed. This may include:
 - assigning a failing grade on the assignment
 - assigning a lower final course grade
 - failing the student in the course
 - other penalties appropriate to the violation
3. The faculty member, after making a decision, must notify the Director of Student Life and Judicial Affairs and Vice President of Student Services of the violation and the penalty imposed.
4. The student has the right to appeal the decision of the faculty member by writing to the appropriate Department Head and then to the Academic Vice President.

Bergen Community College Catalog, 2012-2013 (60-61)
<http://www.bergen.edu/documents/academics/pdf/Catalog%202009-2010.pdf>

SUPPORT SERVICES:

Distance Learning Office	Room C 334	201-612-5581 psimms@bergen.edu
English Language Resource Center	Room E-156	201-612-5292 http://www.bergen.edu/pages/2182.asp
Writing Center	Room L 125	201-447- 7489 http://www.bergen.edu/pages/1795.asp
Online Writing Lab (OWL)	Online at:	www.bergen.edu/owl
Office of Specialized Services	Room L 116	201-612-5270 www.bergen.edu/oss
Sidney Silverman Library	Room L-226	201-447-7131 www.bergen.edu/library

SAMPLE COURSE OUTLINE

Week	Reading Assignment	Classroom Activities	Writing Assignment	SLO's
1	<p>Ch 1, "Succeeding in College: What you Need to Know"</p> <p>Ch 2, "Thinking Critically: Developing Your Power of Mind"</p> <p>Assigned reading passage</p>	<p>Introduction to the Course</p> <p>Review Journal Writing</p> <p>In-class Diagnostic Test</p> <p>Introduction to Computer Lab</p>	<p>In-class diagnostic writing.</p> <p>Journal Writing on assigned reading passage</p>	1, 2, 9
2	<p>Ch 3, "Reading Critically: Developing Your Understanding"</p> <p>Ch 4, "Writing Basics: Audience, Purpose, and Process"</p> <p>Ch 5, "Finding and Exploring Your Topic: Choosing Something to Write About"</p> <p>Assigned reading passage</p>	<p>Review the Reading and Annotation Process.</p> <p>Review the Writing Process</p> <p>Prewriting Practice on computers</p> <p>Review sentences; group work on effective thesis sentences</p> <p>Vocabulary building—based on assigned reading passage. Continue with reading throughout the semester.</p> <p>Use outlining with assigned reading passage.</p>	<p>Practice choosing topics</p> <p>Writing Assignments for Ch 5—use essay level.</p> <p>Journal writing on assigned reading passage</p>	1,2,5,8
3	<p>Ch 6, "Making a Point: Writing Your Thesis Statement"</p> <p>Ch 10: "Narration: Writing That Tells Stories"</p> <p>Assigned reading passage from Ch 41: "Narration"</p> <p>Ch 22, "The Basic Sentence: An Overview"</p> <p>Ch 23, "Fragments: Incomplete Sentences"</p>	<p>Review major concepts of thesis and narrative writing.</p> <p>Continue vocabulary building</p> <p>Discussion of main ideas and supporting details in assigned reading passage.</p> <p>Review concept of the basic sentence and basic sentence patterns.</p>	<p>Writing exercises in chapters</p> <p>Brainstorm ideas and examples for Narrative essay</p> <p>Grammar exercises in chapter.</p>	1,2,5,6,7
4	<p>Ch 7, "Supporting Your Point: Finding Details, Examples, and Facts"</p> <p>Ch 8, "Writing a Draft: Putting Your Ideas Together"</p> <p>Assigned reading passage from Ch 41: "Narration"</p> <p>Ch 24 "Run-Ons: Two Sentences Joined Incorrectly"</p>	<p>Review concepts of support, paragraph and essay organization.</p> <p>Review drafting process.</p> <p>Continue vocabulary building.</p> <p>Discuss facts and opinions in assigned reading passage.</p> <p>Group work on editing run-on sentences.</p>	<p>Plan and Draft Narrative Essay</p> <p>Evaluating and organizing supporting details</p> <p>Writing exercises in chapter—emphasize parallels between essay and paragraph structure. Essay level.</p> <p>Grammar exercises in chapter</p>	1,2,5,6,7, 8

Week	Reading Assignment	Classroom Activities	Writing Assignment	SLO's
5	<p>Ch 9, "Revising Your Draft: Improving your Essay" Ch 12 "Description: Writing That Creates Pictures in Words" Assigned reading passage in 42 or 43</p> <p>Ch 30, "Coordination and Subordination: Joining Ideas"</p>	<p>Review concepts of drafting and revising writing. Continue vocabulary building In computer lab, practice drawing conclusions from facts and agreeing or disagreeing with opinions in assigned reading passage.</p>	<p>Revise and Edit or Narrative Essay—Emphasize using description.</p> <p>Writing exercises in chapter.</p> <p>Grammar exercises in chapter.</p>	1,2,3,5,6,7,8
6	<p>Ch. 21, (352-356) "Writing the Research Essay: Use, Outside Sources" Assigned reading passage in Ch 42 or 43</p> <p>Ch 30, "Subordination: Joining Ideas"</p>	<p>Review writing a Research Essay (Continue work on Research Essay Through Week 14) Review concepts involved in summary writing</p> <p>Continue vocabulary building Review concept of subordination. Practice sentence combining in small groups</p>	<p>Begin to explore, scan, and annotate sources for research essay with focus on finding a topic.</p> <p>Write journal entries about assigned reading passage.</p> <p>Write a summary of assignment reading passage.</p>	1,4, 7,9
7	<p>Ch 11: "Illustration: Writing That Shows Examples" Ch 42, Reading Illustration Essays Ch 25: "Problems with Subject Verb Agreement:: When Subjects and Verbs Do Not Match" Ch 37, Apostrophes</p>	<p>Discuss and plan illustration essay. Compare and Contrast Narrative and Illustrative strategies of organization. Continue vocabulary building Drawing inferences from examples in illustration essay. Transitions of exemplification</p>	<p>Use computers to draft illustration essay.</p> <p>Exercises in Ch 37 on Apostrophes</p>	1, 2,3,5,6,7,8
8	<p>Ch 20, "Finding and Evaluating Outside Sources: Preparing to write a Research Essay" Ch. 21, (356- 367) "Writing the Research Essay: Using Outside Sources" Ch 38, "Quotation Marks"</p>	<p>Review materials 340-350. Read sample sources and evaluate them</p> <p>Find and detect examples of plagiarism in sample passages.</p>	<p>Use computers to revise and edit illustration essay.</p> <p>Begin to find, evaluate, read, and keep track of sources for research essay</p> <p>Exercises in Ch 38 on Quotation Marks.</p>	1,3,4,5,6,7,8,9
9	<p>Ch 18: "Argument: Writing that Persuades" Ch 49, "Argument Casebook: Assisted Suicide" Ch 27: "Pronouns: Using Substitutes for Nouns"</p>	<p>Discuss and plan argumentative essay. Transitions of logic, conclusion, and argumentation Continue vocabulary building</p>	<p>Use computers to draft argumentative essay</p> <p>Exercises in Grammar</p>	1,2,3,5,6,7,8
10	<p>Ch 21 "Writing the Research Essay: Using Outside Sources" (Review 356-361)</p>	<p>Discuss paraphrase and summary in assigned reading passage.</p>	<p>Use computers to revise and edit argumentative essay. Pay special attention to pronoun agreement.</p>	1,2,3,5,6,7,8

Week	Reading Assignment	Classroom Activities	Writing Assignment	SLO's
	<p>Assigned reading passage from Ch 49. Ch 36: "Commas"</p>	<p>Examine logical and illogical arguments in sample argumentative passages. Review concept of pronoun reference and agreement.</p>	<p>Write a report based on reading of an Argumentative Essay from Ch. 49 Exercises in Ch 36 on using commas.</p>	
11	<p>Ch 16: "Comparison and Contrast: Writing that Shows Similarities and Differences"</p> <p>Ch 47: Reading Comparison/Contrast Essays</p> <p>Ch 31: "Parallelism: Balancing Ideas"</p>	<p>Discuss and plan Comparison/Contrast essay. Continue vocabulary building Transitions that indicate comparison and contrast Compare and contrast adjectives and adverbs.</p>	<p>Use computers to draft Comparison/Contrast essay</p>	1,2,3,5,6,7,8
12	<p>Ch 21: (358-361) "Writing the Research Essay: Using Outside Sources in Your Writing—Indirect Quotations, Direct Quotations, Cite and Document Sources"</p> <p>Ch 19: "Writing Under Pressure: Tests and Essay Exams" (330-339)</p>	<p>Practice: Introduce, cite and analyze sample quotations.</p> <p>Compare and contrast two different sources in one paragraph or essay.</p>	<p>Use computers to draft Research Essay.</p> <p>Use computers to revise and edit Comparison/Contrast essay (Pay special attention to Parallelism and Agreement).</p> <p>Grammar exercises in chapter</p>	1,2,3,4,6,7,8,9
13	<p>Exit Tests in Reading and Writing</p>			1,2,5,6,7,9
14	<p>Ch 21: (361-377) "Writing the Research Essay: Using Outside Sources in Your Writing—Use a Works Cited List at the End of Your Essay"</p>	<p>Create Works Cited page for research essay.</p> <p>Proofread and edit research essay</p>	<p>Research Essay due</p>	3,4,5,7,8
15		<p>PowerPoint Presentations of Research Essays Grading Conferences</p>	<p>PowerPoint Presentations of Research Essays Student Course Evaluation Assignment</p>	2,5,7,8,9