# New York City College of Technology The City University of New York

# English Department/ESL Program Fall 2021

# CLASS SYLLABUS EL 021W – OL44 (16879) Second Language Writing

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**Monday and Wednesday 2:30 – 5:00 Synchronous-On line**

Main Zoom Link: https://us02web.zoom.us/j/83076105846?pwd=Z0Z5dnZUUHRnK2RmN24xNVp2c3ovZz09

Openlab site: Will be provided later

**INSTRUCTOR:** Rachel Gertzog **Email:** rgertzog@CityTech.Cuny.Edu

**OFFICE HOURS:** Mondays and Wednesdays 1:00- 2:00

**Required Materials**

The materials for this class will be posted on the Open Lab site.

You are not required to purchase the textbook. Our primary text will be **Final Draft 4** Asplin, Jacobe and Kennedy, Cambridge University Press ISBN 978-1-107-49557-9 –

All Citytech students are entitled to a free subscription to the New York Times. You will be asked to sign up.

Materials will also be taken from other readings including The Washington Post, Wall Street Journal and other sources.

Please try to have available:

The assignments on Open Lab

English-English dictionary

1 Three-subject notebook- You will need to divide this into Writing, Grammar and Vocabulary sections. If you would prefer to keep your entire notebook on your computer, please make sure that you have distinct sections for each of these areas.

**COURSE DESCRIPTION**

This course focuses on developing language, and academic reading and writing skills. Students will practice reading for comprehension, drafting, revising and summarizing skills. They will polish their grammar with a focus on creating academic level complex sentence structure while avoiding sentence fragments, run-ons and other errors in writing. Students will work extensively on paragraph and essay organization, and on writing multiple drafts of proofread, edited and reedited essays. Emphasis in reading will include the ability to read academic texts, identify main ideas, the writer’s purpose, tone and genre, detect various writing patterns and focus on inference.

**Welcome to Writing II**: In this class, by the end of the semester, students should be able to:

* Write a well-organized and coherent discussion essay in response to a college level text
* Write a narrative essay
* Develop effective thesis statements and topic sentences
* Identify key ideas from the reading and discuss them in essays
* Quote from the original text to support his/her own opinion or view
* Use general knowledge or personal examples to support that view
* Integrate his/her own ideas with those expressed by the authors in various texts
* Use brainstorming and outlining strategies in pre-writing practice
* Edit essays for content and organization
* Proofread essays for grammar and mechanics
* Broaden general knowledge base by doing extensive reading
* Develop successful discussion of issues from texts
* Refer to the text using supporting evidence by paraphrasing or using direct quotations
* Learn patterns of writing that can be used to respond to questions effectively
* Practice transition strategies that will assist in writing logical essays
* Acquire test-taking strategies geared to time allocation and organization

**What is expected of you:**

**Technological preparedness:** In order to be a fully participating member of this class, you will need to be on a computer (not a phone) during our class hours. You may use your phone for private office hours if you choose, however, this course requires that your cameras are on and that you are writing, reading, speaking and listening at the designated times. You must be in a location that allows communication as if you are unable to speak during class time, you cannot fully participate. (Please send me a private email if you think there may be a challenge with the above requirement).

**Punctuality:** Class begins at 2:30. Please be online by 2:25 at the Open lab post section so that you are ready to work when class begins. Tardiness is disruptive and unfair to your classmates. It will shorten our class time together. If you log on late, please listen carefully and catch up quickly. If you have questions, please write them in the text box.

**Attendance:** Each time you miss class, you diminish your ability to perform well in the course. Please try to attend **EVERY** class. If you are not able to attend, please make sure that you have advised your “friend” so that he/she can make sure you are made aware of what you have missed. If you are having any trouble getting into the class on zoom, Google classroom, Google Meets or on Open Lab, you may text me at 718-809 -3408. **Please use your name when you text me.** If you do not, I will not have any idea who you are and if you don’t send a name, I will not respond.

**Procedure:** Each night, before our class meets, a complete lesson plan for the course will be sent to you. It will include the materials we will need for that class, the step-by-step procedure for the class, the platforms and materials we will use that day and the homework. Before class begins, you will need to have read the lesson plan to make sure you understand what is required and that you are prepared for class.

**Participation:** Be prepared to discuss the material. Your contribution to the class discussion will make the class better for everyone and make you a better writer and reader. It will also improve your grade! This on line format may be difficult for everyone. We all have to work a little harder to make it feel that we’re in a classroom, rather than simply a virtual classroom. While you are in class, you will be responsible for responding.

**Homework Assignments:** You will be expected to prepare the readings and writing homework, and complete the related exercises at home, averaging 8 hours during the week and 4 hours on the weekends. Please plan your work and other schedule accordingly. Homework assignments may take several forms. In addition, you will be asked to share with your classmates what you have learned from the material.

**Note taking:** Note taking is a basic and necessary skill for college students. The quality of the notes you take will have an impact on your overall work and grades. You are responsible for all material written on the shared screen, in the text box on Open Lab and discussed in class. There are terms and concepts for which you will be responsible. You must understand and be able to use them in essays, on exams/quizzes and in class discussions

Your textbook and other reading: We will be using materials on Open Lab or from journals, newspapers and other on line resources. We will also be recycling your essays. **Please keep all of your essays from this class in one Google file on your compute**r so that you can find something easily. We will also be going back to readings depending on plans for drafting etc. Please remember to date all of your work.

**E-Mail:** The most effective way to contact me is through email: **rgertzog@CityTech.Cuny.edu** You can use email to send questions or comments, or to schedule an appointment. You can also send texts to 718-809-3408; however, you must give me time to respond. Remember, just like you have a life outside of Citytech, so do I. Let’s all try to respect each other’s boundaries. All informational emails should be sent to my Citytech email and I will send informational emails to yours.

**Essay Assignments:** The best way to share essays with me is through Google Docs/Sharing. My Gmail address is: rgertzog@gmail.com Please try to keep this information straight. I could lose your files if they are not sent to the right place.

**Consultation:** Please take advantage of my office hours. Mondays and Wednesdays 1:00- 2:00 PM to speak to me privately about issues of interest or challenges you are facing related to this course. If my office hours are not convenient, please email me and we can try to set up a time that is more suitable for you. We can meet on Google meets or on the phone, depending on what’s most effective for you.

**Make a friend/become a friend:** It is important for you to select at least one student in the class with whom you can exchange a phone number/email address in order to share information about the course. If you miss a class, that classmate will know to send you notes from class or describe the material that was discussed. I am not a classroom “friend.” You will need to ask your friend “What was the homework?” Please do not ask me. By the end of our first day of class, you must have at least on classmate’s contact information. In addition, I will be selected a class partner for you so that you will not be without a partner.

**Grammatical Competence** - Students will work on grammar units as required. There will be regular grammar homework using grammar exercises on Open Lab or other online resources. When you complete grammar homework, you will be required to type complete sentences. Do not simply fill in the blanks.

**Academic Vocabulary -**We will work on expanding your academic *and* general vocabulary by reading extensively in and out of class. There will be frequent vocabulary exercises and quizzes. Students will keep a **Vocabulary Log** based on class and other extensive out of class readings. In-class readings will come with vocabulary lists. We will discuss what will be expected in your vocabulary log.

**Reading Log –**Students will be required to submit 20 reading logs during the course of the semester. In some cases, the logs will be developed from material we read together. In others, each student will research a topic, find a reading and develop a reading log based on that material. You may be asked to share that information with your classmates. A description of a reading log will be provided to you.

**Midterm Exam:** This test will include material covered from the beginning of the semester through the week of October 18th It will be comprised of short answer, vocabulary, grammar and essay questions and will include both reading and writing skills evaluation.

**Final Exam:** This final test, the week of December 13th is cumulative. Questions will be drawn from all material covered from the beginning of the course and will be comprised of both reading and writing.

**Tutoring:**  Tutoring will be available throughout the semester. We will provide you with a complete schedule one it has been established.

**Study groups outside of class:** Research shows that when students work together on their class work outside of class, in addition to what they do in class, they are much more successful at learning and using new vocabulary, understanding texts and improving general English language skills. No one is obligated to meet outside of class, but if you do, you will have a much more enjoyable and productive experience. I will be partnering/grouping you to work together during class time. Please be prepared to work with your partner and groups.

**Thematic focus:** During our 15 weeks together, we will focus on the following: themes:

**Generation Gap/Life Stages/Human Development**

**Societal issues/ problems**

**Social groups/ communities/ equality**

**Environment (US and global)/sustainability**

**World economies/global and local financial issues**

**Academic Integrity Policy:** Students and all others who work with information, ideas, texts, images, music inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.

**Accessibility Statement -** City Tech is committed to supporting the educational goals of enrolled students with disabilities in the areas of enrollment, academic advisement, tutoring, assistive technologies and testing accommodations. If you have or think you may have a disability, you may be eligible for reasonable accommodations or academic adjustments as provided under applicable federal, state and city laws. You may also request services for temporary conditions or medical issues under certain circumstances. If you have questions about your eligibility or would like to seek accommodation services or academic adjustments, you can leave a voicemail at 718 260 5143, send an email to Accessibility@citytech.cuny.edu or visit the Center’s website at http://www.citytech.cuny.edu/accessibility/ for more information.

**GRADING POLICY:** In accordance with College policy, a minimum average of 70% is required for an (S)atisfactory course grade (C). New guidelines have been established for the writing classes. In the past, passing of the CATW was the most important criteria for passing out of remedial writing. Going forward, course grades will be determined follows:

**Grading Policy ESOL021W**

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| ASSIGNMENTS | Grade | Value | Total |
| Personal/Creative Narrative Essay #1  (500-750 words) |  | 10% |  |
| Text-based Response Essay #2   * (650-1000 words) |  | 10% |  |
| Research Project: Text-based with at least three long articles  Response Essay #3 (final paper)   * (650-1000 words)   Text based responses will summarize and respond to texts using evidence and citation) |  | 10% |  |
| Midterm Reading and Writing Exam (3rd week in October )  Includes text based writing, reading test, vocabulary test and some applied grammar |  | 20% |  |
| 2 large reading and vocabulary comprehension tests (total words for the semester 400) |  | 10% |  |
| **Online Participation according to the rubric**  **Reading Logs ( total of 20,each worth .5) and vocabulary quizzes.** |  | 10%  10% |  |
| Final writing, vocabulary, reading and grammar test |  | 20% |  |
| TOTAL |  | 100% |  |
| **70 or above: Becomes “Writing Certified” (can take ENG1101 if reading certified)**  **65-69% ENG 1101 CO ML**  **64-50% Repeat EL 021W**  Spring 2022 You should register in **: TBA** | | | |
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**Writing Guidelines**

1.Please make sure that your name, the date, the course name, the title of the paper and the draft number appear at the top of every paper you hand in.

2. Please double-space throughout, even between paragraphs.

3. Please indent paragraphs.

4. All essays are to be shared on Gmail. Mine is rgertzg@gmail.com

**Schedule for Fall 2021**

**Important Dates:**

Tues, August 24 Last day to drop for 100% tuition refund

**Wed. August 25 First day of fall term**

Tues. August 31 Last day to add a course and

Last day to drop for 75% tuition refund

**Fri-Wed Sept. 3-8 College is closed. No classes will be held.**

**Wed-Th Sept 15-16 College is closed. NO classes will be held.**

**Fri** Sept. 24 WA grade for Immunization non-compliance

Mon Oct. 11 **College is closed. No classes will be held**.

Th/Fri Nov. 25-26 **College is closed. No classes will be held.**

Wed-Tues Dec 15-21 Final Examinations

**Tentative schedule of classes and homework assignments**

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| **Date** | **In Class Work** | **Homework** |
| Wed, August 25 | Diagnostic exam  Class introduction  How we find each other  Introduction to Open lab  Setting up | Make sure your course requirement checklist is complete  Read, summarize and respond to questions about “**What you Read.**” Send by Saturday at 8:00. |
| Mon, August 31 | Syllabus Review  Course Introduction  Parts of Speech  Introduction to Prefix/Suffix usage  Working to develop and use new vocabulary  Joining Quizlet  Introduction to Vocabulary Logs  Introduction to verb tenses | Join Quizlet and practice vocabulary set#1 – From **“What you Read.”**  Join the Cuny Alert System  Complete parts of speech worksheet and be prepared to review in class  Review Quizlet Vocabulary list #1 |
| Wed. September 1 | Continue Parts of Speech  Diagramming a piece of reading.  Introduction to summarizing  Identifying and Expressing Main Ideas  Viewing Descriptive Writing  Working in the present tense | Read “**From Diary of a Young Girl,”** Answer questions about the writing and be prepared to discuss your answers from the chart regarding conclusions about the person, the lifestyle and the culture.  Practice Vocabulary sets #1 and #2 on Quizlet  Present tense grammar homework assignments |
| **Mon. September 6** | **No classes** | Please continue to complete the work assigned on September 1. |
| **Wed. September 8** | **No classes** | Please continue to complete the work assigned on September 1. |
| Mon September 13 | Homework review  Vocabulary Quiz Lists #1 and #2 |  |
| **Wed. September 15** | **No classes** |  |
| Mon. September 20 |  |  |
| Wed. September 22 |  |  |
| Mon. September 27 |  |  |
| Wed. September 29 |  |  |
| Mon. October 4 |  |  |
| Wed. October 6 |  |  |
| **Mon October 11** | **No classes** |  |
| Wed October 13 |  |  |
| Mon October 16 |  |  |
| Wed October 20 |  |  |
| Mon October 25 |  |  |
| Wed October 27 |  |  |
| Mon November 1 |  |  |
| Wed November 3 |  |  |
| Mon November 8 |  |  |
| Wed November 10 |  |  |
| Mon November 15 |  |  |
| Wed November 17 |  |  |
| Mon November 22 |  |  |
| Wed November 24 |  |  |
| Mon November 29 |  |  |
| Wed December 1 |  |  |
| Mon December 6 |  |  |
| Wed December 8 |  |  |
| Mon December 13 |  |  |
| Wed December 15 |  |  |
| **Mon December 20** | **Last day of class Have a wonderful holiday.** |  |

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