

EAS 1040 Spring 2021 Syllabus

Grammar & Editing Skills | BIPPES



1. COURSE INFORMATION

Instructor: Professor Brandy Bippes
Office: U708
Office Hours: MWF 11-noon & by appointment, in person or on Zoom
Zoom Office Hours: [984 0013 9106](tel:98400139106)
Phone: +82 32.626.6205
Email: brandy.bippes@utah.edu

Class Time:
Sec 301: MWF 9-9:50 am, U304 & Canvas
Sec 302: MWF 2:00-2:50, U304 & Canvas
Meeting Location:
This course is planned to meet in person. If the pandemic changes our schedule to online, our Zoom meeting ID is:
Sec 301: [960 9077 5569](tel:96090775569)
Sec 302: [962 6059 0372](tel:96260590372)

2. COURSE OVERVIEW

Strong academic communication skills require competence in reading, writing, listening, and speaking. EAS 1040 will help you develop your university-level English skills in an intensive course that will prepare you for your university-level courses. In this class, we will focus on the most problematic grammatical structures for international students, the components of well-written paragraphs and essays, and clear academic articulation. We will practice skills that will lead to your academic success in the American university.

Learning Objectives

Throughout this course, you will practice and improve the following skills:

- (L.01) Write grammatically correct and correctly-punctuated sentences
- (L.02) Develop well-constructed paragraphs
- (L.03) Assess the quality of paragraph length college-level compositions and edit them
- (L.04) Read and respond to college-level academic texts
- (PL.05) Exhibit increased competence and confidence in:
 - (PL.05a) Listening and note-taking skills
 - (PL.05b) Interacting with English speakers in and out of class
 - (PL.05c) Improving pronunciation and intelligibility
 - (PL.05d) Understanding cultural and historical information to help you navigate your experiences and interactions with U.S. higher education

3. REQUIRED TEXTS AND MATERIALS

Textbooks

- Grammar in Context 3, 7th Ed. 978-0357140253 (GiC)
- Longman Academic Writing Series 4: Essays, 5th Ed. 978-0-13-466331-9
- Rhetorical Grammar, 8th Ed.

Other Required Materials & Resources

- One college-ruled perforated notebook or loose-leaf paper
- 3-ring binder or zipper case for organizing your work
- A small notebook for keeping vocabulary
- Pencil
- Pen/s: black and/or blue
- Access to Canvas
- Access to cloud storage

Suggested Materials & Resources

- Pen/s: Multiple colors
- Highlighters: Multiple colors
- Canvas student app
- TED app
- Kahoot app

4. ENGLISH IN AND OUT OF THE CLASSROOM

The medium of instruction at the University of Utah and UAC is English. **You are expected to use only English while in the classroom and for related homework activities.** This includes all communication with fellow students both for personal communication and during group activities. This policy starts from the moment you walk into the classroom. This will help your fluency as you begin to *think in English*. Using a language other than English will earn a “tardy” for the day. (See attendance requirements.) **(PL.05d)**

You will be assigned individual and group homework in reading, writing, speaking, and listening to English outside the classroom. You will be assigned homework requiring you to converse and interact with English speakers outside the classroom. **(PL.05a) (PL.05b) (PL.05c)**

5. ASSIGNMENTS

Course Learning Opportunities

This course includes the following learning opportunities:

- 40 Attendance Opportunities with in-class workshops
- Daily Journals and online writing
- 11 watch/listen/audio/video with reflection on watching American TV, Movies, Videos, etc.
- 40+ “3X Readings” w/ follow-up Exercises and Comprehension Check
- 1 Quiz
- 4 Unit Tests
- 3-4 Timed Writing Tests
- 5+ Tutor & lab visits
- Multiple types of Essays (with revisions and edits)
- Workbook practices
- Peer Reviews
- Revising & Editing
- Oral presentations
- Individual & Small-Group Conferences with your instructor throughout the term

Readings **(L.04) (PL.05a)**

Assigned readings must be completed before class the day they are due. For example, if Lesson 1 is assigned for September 1st, you should have it read (and annotated) *before* class starts on Sept. 1.

Tests, Quizzes, and Exams **(PL.05d)**

If you miss a class, that day’s in-class assignments/quizzes/exams cannot be made up.

In-Class Writing **(L.01) (L.02) (L.03) (PL.05d)**

Plan to write every day in class.

Journal Writing **(PL.05d)**

Your attendance will be recorded from your daily journal submissions. Submit your writing to me before you leave class each day. Make sure *every* assignment, including your journal writing, has:

- Your Name (as it appears in Canvas)
- Date (using U.S. conventions)
- Assignment Title (e.g. J 1.3)
- Word count (unless I specify otherwise)

Participation (L.01) (L.02) (L.03) (L.04) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

This course focuses on the 4 aspects of language learning (reading, writing, speaking, and listening).

Plan to talk A LOT in and out of this class!

Group Activities (L.03)

Equal participation is required for group activities, and you will be graded accordingly.

Homework (L.01) (L.02) (L.03) (L.04) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

This is a 3-credit intensive English class. **Be prepared to complete 6 hours of homework per week for just this class.** If you are not able to complete the assigned homework in less than 9 hours in one week, you must speak with your instructor so that she can help you achieve balance.

Composition Assignments (L.01) (L.02) (L.04)

You will be required to use the information from the readings and lectures to complete three paragraph-level compositions by the end of the semester.

Vocabulary & Parts of Speech Notebook (L.01) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

You will keep a notebook of vocabulary and parts of speech. We will discuss several organizational strategies in class.

Oral Presentations (L.01) (L.02) (PL.05c)

You will present at least two prepared oral presentations and several informal presentations in this class.

6. LATE WORK (PL.05d)

All assignments must be submitted by the due date. For major assignments, late work will be graded down 15% for each day late. After 2 days, you will automatically be given a 0 for the assignment. Minor assignments should be submitted on time to receive credit. No late work will be accepted for minor assignments.

7. GRADE WEIGHTS (PL.05d)

Homework & in-class assignments	20%
Composition Assignments & Final Project	20%
Attendance & Participation	20%
Tests, Quizzes, & Exams	15%
Daily Journals	10%

8. CLASSROOM TECHNOLOGIES (L.01) (L.02) (L.03) (L.04) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

Canvas

We will use Canvas regularly in this class: <http://canvas.utah.edu>

Phones

Phones are welcome during approved activities only.

Writing activities must be completed with a pen/pencil and paper or using desktop publishing software (e.g. Word), as assigned. **You may not complete academic-level writing activities on your cell phone** such as drafting paragraphs and papers.

Computer Labs

UAC computer labs are equipped with the software required for this course.

TV / Podcasts / Radio / Audio Files

Your homework will include watching American TV or movies, YouTube, TED talks, and other audio-visual texts. You will listen to texts such as podcasts, online radio, and other audio files that accompany some of your assigned readings. **You will write about every text you read, watch, or listen to.**

9. CONFERENCES W/ INSTRUCTOR (L.01) (L.02) (L.03) (L.04) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

You will conference with your instructor as often as once per week as part of your required coursework.

10. SOCIAL NORMS & U.S. EDUCATION (PL.05b) (PL.05d)

We will discuss many social norms of U.S. education throughout this class so that you will be fully prepared for U.S. education.

You will be asked to talk A LOT in class. You will be asked to share your opinion and to discuss topics such as current events and politics.

If you have any questions about an assignment or class, the appropriate action is to speak to your instructor right away. It is respectful to resolve issues with the classroom instructor before approaching higher authorities. (See Conflict Resolution below.)

11. EMAIL COMMUNICATION (L.01) (L.02) (L.03) (L.04) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

When sending an email to the instructor, you must use your university Umail account or Canvas. Your instructor will not respond to email outside the Umail or Canvas system.

12. CLASS PARTICIPATION (L.01) (L.02) (L.03) (L.04) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

You must complete the assigned homework and come to class prepared to participate. Arrive on time, contribute to general class discussions, contribute to small group discussions, seek feedback from other class members on work in progress, and provide thoughtful feedback to other class members.

13. ATTENDANCE (L.01) (L.02) (L.03) (L.04) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

Attendance counts toward your grade (see Grade Weights below). Assignments, tests, quizzes, and exams given in class cannot be made up if you miss class.

14. ABSENCES & TARDIES (PL.05d)

After you miss three classes, your grade will be reduced by 1/3 of a letter grade for each subsequent absence. For example, if you have a B+ and you miss a fourth class, your grade will be reduced to a B. If you miss a fifth class, your grade will be reduced to a B-. If you miss seven classes or more, you will automatically receive an E for the semester and will be required to take the course again.

If you miss a class, you should talk to one of your peers to get the information you missed. You are responsible for the material and information you missed in a class.

Tardiness (coming to class late)

If you arrive after class begins, you are late. It is polite to arrive a few minutes early.▪

Four "tardies" = 1 absence. More than 10 minutes late = absent.

▪ *Students will also be counted late for any of the following reasons:*

1. Speaking any language other than English during class
2. Leaving class for more than 3 minutes
3. Coming to class without the main textbook, a pen or pencil, and a notebook to take notes.
4. Using any technology during class without permission (e.g. looking at your phone)
5. Not participating in group activities, discussions, or being unprepared for class
6. Sleeping during class time

There are no excused absences. If you have an emergency, Assistant Dean of Students Kevin D'Arco kevin.darco@utah.edu may permit an excused absence in very rare circumstances. **Before you contact Kevin,** read the following carefully to determine if your situation qualifies for an excused absence:

- Activities such as work, internships, visiting an embassy, and participation in a student club are not excused absences.

- Not feeling well on the day of the exam, including having a headache, stomach ache, or a cold is not sufficient to be allowed a make-up exam. In order to be excused from an exam due to medical condition, a student's illness must be severe and require hospitalization.
- In addition, a scheduled or unscheduled doctor appointment is not an excused absence. A note from the IGC medical clinic does not qualify a student for an excused absence. Emergencies that arise on the day of the exam will also need official documentation, including:
 - auto accidents (police report)
 - health emergencies which require hospitalization (note from the attending physician)
 - death in the family (copy of the obituary)

15. TUTORING & eTUTORING (L.01) (L.02) (L.03) (L.04) (PL.05a) (PL.05b) (PL.05c) (PL.05d)

You must work with the Writing Center, eTutoring, or the language lab at least five (5) times this term. Failure to do so will result in an overall reduction of your course grade by a full grade letter.

eTutoring

Online/eTutoring is available at <https://www.etutoring.org/login.cfm?institutionid=416>

17. ASSIGNMENT AND FINAL COURSE GRADES

A: 94-100; **A-:** 90-93 | **B+:** 87-89; **B:** 84-86; **B-:** 80-83 | **C+:** 77-79; **C:** 74-76; **C-:** 70-73 | **D+:** 67-69; **D:** 64-76; **D-:** 60-63 | **E:** <60

Note: Students whose final grade is below a C- will be required to retake EAS 1040.

18. SPRING HOLIDAYS

The following days, this class will not meet Spring Semester 2020. It is your responsibility to know these dates and check them on the [UAC Academic Calendar](#) this and every term:

- Independence Movement Day: Sunday, March 1
- Spring Recess: Wed Mar 31-Fri Apr 2
- Reading Day: M-W May 3-5
- Buddha's Birthday: Wed, May 19

19. CONFLICT RESOLUTION (PL.05d)

Building professional relationships with your instructors and peers is important for your university success.

It is professional to address any issues you have with a class or an instructor, directly with the instructor herself before you escalate them with other authorities. The best way to resolve issues is to build a relationship with mutual respect:

1. First, **talk to your instructor in person**. You can talk to your instructor before or after class or during office hours (listed above).
2. If you are unable to meet with your instructor in person, **send her an email**. This is easiest using the Canvas Inbox.
3. Your instructor will **make a plan together** with you to resolve the issue.
4. If you're not satisfied with the resolution, **talk to your instructor again**.
5. Never escalate an issue to higher authorities until you have worked with your instructor.

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20. UNIVERSITY POLICIES

1. The Americans with Disabilities Act. The University of Utah Asia Campus seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the UAC Office of the Dean of Students – randy.mccrillis@utah.edu. The UAC Office of the Dean of Students will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the UAC Office of the Dean of Students.

2. Sexual Misconduct. Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the UAC Office of the Dean of Students – randy.mccrillis@utah.edu. For support and confidential consultation, contact the UAC Mental Health Counseling, 3052 Multi-complex Building, 032-626-6142.

3. Student Code of Conduct. All students are expected to maintain professional behavior in the classroom setting as outlined in the Code of Student Rights and Responsibilities, Policy 6-400 of the University Regulations Library (<http://www.regulations.utah.edu/academics/6-400.html>).

4. Wellness Statement. Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah Asia Campus. For helpful resources, contact the UAC Mental Health Counseling Center; asiacampus.utah.edu/mental-health-counseling-center/; 0326266142. You can make an appointment using this link: <https://appointmentwithjan.as.me/schedule.php>

5. Language Policy. The University of Utah Asia campus is committed to providing and fostering an environment that is safe and free from prohibited discrimination. The following language policy applies to all academic and administrative units of the University and to all members of the University community, including faculty, staff, and students. English is recognized as the official language of instruction, assessment, and curriculum. In addition, English is the official language for all administrative and business related matters of the University.

Finally, you must make sure you that you are addressing this policy in your syllabus, "The University expects regular attendance at all class meetings. Instructors must

communicate any particular attendance requirements of the course to students in writing on or before the first class meeting. Students are responsible for acquainting themselves with and satisfying the entire range of academic objectives and requirements as defined by the instructor."

If you are requiring that students obtain an official excuse for their absences please note this in your syllabus, you do not have to require this from students. In order for a student to receive an official excused absence, they must complete a request form in the Office of the Assistant Dean of Students (kevin.darco@utah.edu) and provide any accompanying documentation with the request. If their request is approved, the Assistant Dean of Students will email all appropriate faculty with this notification.

If a student will be absent from an exam, they must email the Assistant Dean of Students at kevin.darco@utah.edu prior to the exam.

COVID Related Absences:

If you have COVID-19 symptoms, including fever or respiratory symptoms such as cough, phlegm, sore throat, and nasal congestion, you should notify your instructor immediately, call the KCDC for testing guidance, and stay home based on the KCDC's directive. You can return to class if you are clear from COVID-19 symptoms. In order to be excused from your courses, you will need an official medical certification.

Self-quarantine Statement

The University of Utah Asia Campus expects regular attendance at all class meetings. Given the current situation with COVID-19, we have created the following guidelines.

1. If a student has completed less than 50% of the course and is required to self-quarantine, we suggest that the student withdraw from the course. In this situation, all tuition will be refunded with appropriate medical documentation

2. If a student has completed 50-75% of the course and is required to self-quarantine, the Assistant Dean of Students Office will work with the faculty and student to determine the best scenario. If the decision is to withdraw from a course, all tuition will be refunded with appropriate medical documentation.

3. If a student has completed over 75% of the course and is required to self-quarantine, the student and faculty will work together to ensure that the student is able to complete the course. If the student is unable to finish all coursework during the course, a student may receive the mark "I" (incomplete) and work to complete all remaining coursework in consultation with the instructor. 1. The Americans with Disabilities Act.

21. SPRING 2021 EAS 1040 TENTATIVE SCHEDULE

TENTATIVE. Exact due dates and times will be given in class.

DATES	LONGMAN	GRAMMAR IN CONTEXT (GiC)	RHETORICAL GRAMMAR	TOPICS	DAILY JOURNAL	DISCUSSIONS & WRITINGS
WEEK 1 Feb 22-28	Ch 1: Paragraph Structure +Bippes visual	UNIT 1: LANGUAGE. Verb Tense Review. • M1: The Amazing Timothy Doner • W2: Texas Silesian • F3: An Unusual Orphan Exam FRI pm	1. A Review of Words and Phrases • Nouns and Verbs • The Noun Phrase • The Verb Phrase • NP + VP = S • Adjectives and Adverbs • Prepositional Phrases • Key Terms	Present to be, simple present, present continuous, action vs. nonaction verbs Identifying parts of speech	M: W: F:	WRITING 1: Due by Mar 1 Summarize this week's learning in a complete paragraph Other writing assignments in class and as homework, intros, etc.
WEEK 2 Mar 1-7	Ch 2: Unity & Coherence	UNIT 2: RISK. Present Perfect & Present Perfect Continuous • M1: Risky Behavior • W2: Climbing Mt. Everest • F3: Exploring the Ocean • HW4: Ice Investigator Exam SAT pm	2. Sentence Patterns		M: W: F:	WRITING 2: Due by Mar 8, Revision due by Mar 15. Risk or The Movies. A risk not worth taking, a risk worth taking. Revision Note: Visit the Writing Center after receiving instructor feedback on Mar 8. (Make appointment in advance.)
WEEK 3 Mar 8-14	Ch 3: Using Outside Sources, paraphrasing & summaries	UNIT 3: THE MOVIES. Passive & Active Voice • M1: Based on a True Story • W2: The History of Animation • F3: Charlie Chaplin Exam FRI pm	3. Our Versatile Verbs • The Expanded Verb • Using the Expanded Verbs • Special Uses of the Present Tense • Other Auxiliaries • Do-Support • Modal Auxiliaries • The Passive Voice • Forms of the Passive Voice • Using the Passive Voice • The Missing Agent • Well-Chosen Verbs: Showing, Not Telling		M: W: F:	
WEEK 4 Mar 15-21	Ch 4: From Paragraph to Essay	UNIT 4: TRAVEL BY LAND, SEA, AND AIR. The past continuous, past perfect, and past perfect continuous • M1: The Lewis & Clark Expedition • W2: Titanic • F3: The DC3 Exam FRI pm		Present Perfect, Present Perfect Continuous Topic Sentences, supporting sentences, adj/adv, detailed outlines to structure paragraphs	M: W: F:	WRITING 3: due by Apr 5 Travel or High Tech--and cite it (APA-style)!
WEEK 5 Mar 22-28		UNIT 5: HIGH-TECH WORLD. Modals and related expressions • M1: Updating your Password • W2: Taking a Break from Technology			M: W: F:	