

**Midland College  
Syllabus  
ESL 0372  
Grammar and Writing  
Semester Year  
SCH (3-1)  
Instructor Name**

## **COURSE DESCRIPTION**

A course designed to offer assistance to second language learners requiring more proficiency in grammar, mechanics, expository writing, vocabulary, and critical reading. ESL 0371 may be taken as a developmental credit class or through continuing education. At the end of the semester, students may challenge the Midland College developmental reading/writing exam or the TSI. If the student does not pass, he will be placed an appropriate IRWD class. This course may be taken as a developmental credit class or through continuing education.

## **STUDENT LEARNING OUTCOMES**

Students successfully completing this course will be able to:

1. Improvement in developing competence in use of basic grammar and mechanics.
2. Understanding of and an improved use of rules of standard English usage.
3. Developing a sense of sentence structure and sentence combining.
4. Ability to structure a paragraph and an awareness of the role of a paragraph within the multi-paragraph essay.
5. Ability to read and respond to written texts, recognizing main ideas and responding critically.

Increased understanding of and use of vocabulary from a prescribed program.

## **REQUIRED TEXTS AND MATERIALS**

Broukal, M. (2010). *Grammar: Form and function* (3<sup>rd</sup> ed.). New York, NY: McGraw-Hill ESL/ELT. ISBN: 0-07-719223-0

Notebook for taking notes, pens and/or pencils, access to a computer.

## **POLICIES**

**Student Expectations**—Students are responsible for regular and prompt attendance. Students are responsible for completing in-class and homework assignments.

**Attendance**—Three or more unexcused absences may result in a drop of a letter grade for the course. It is the student's responsibility to notify the instructor of an absence prior

to the missed class. In the event that the student cannot notify the instructor of an absence prior to the missed class, the student should make all efforts to notify the instructor as soon as is reasonably possible to avoid any grade deductions.

## **LAB**

Work in the lab is to be arranged with the instructor.

## **EVALUATION OF STUDENTS**

Attendance: 25%  
Participation: 50%  
Assignments: 25%

## **INSTITUTIONAL ACCESSIBILITY STATEMENT**

**ADA Statement--** The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

**Phone, Midland College Special Needs Counselor: 432-685-5598**

## **ATTENDANCE IN IVC CLASSES**

Early College High School and Dual Credit students must show themselves on camera at least once AND turn in that day's classtime tasks to be counted presented.

## PROHIBITION OF AUDIO/VIDEO RECORDING OF INSTRUCTOR AND CLASS ACTIVITIES

Students may not make audio or visual recordings of any face-to-face or electronic class activities, including, for example, discussions, conferences, and lectures. **The only exception is for students with a disability documented according to Midland College ADA Statement and Midland College-ordered accommodations specifically authorizing such recording.**

## DROP / WITHDRAWAL

The student is responsible for initiating a drop or withdrawal, not the instructor.

**Withdrawal from course:** The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the **withdrawal form in MyMCPortal**.

### 2021-2022 WITHDRAWAL DATES

Fall	November 11
Fall First 8-Week Session	September 30
Fall Second 8-Week Session	November 29
December Mini-Semester	December 27
Spring	April 14
Spring First 8-Week Session	February 24
Spring Second 8-Week Session	April 28
May Mini-Semester	May 26
Summer I	June 30
Summer II	August 4

## ACADEMIC RESEARCH

For Research information, tutorials, library information, web links and more, access the **Distance Learning Webpage for the [Midland College Fasken Learning Resource Center](#)** (Links to an external site).

**Academic Database Access**

1. Go to [Midland College Fasken Learning Resource Center](#) (Links to an external site).
2. Click on big green box labeled "A-Z Databases."
3. Click on "EBSCO"
4. Then click on "EBSCO" database. **You will be taken to the Midland College Microsoft 365 site, and from there you will be taken directly to EBSCO.**
5. **Sign in to Microsoft 365.**

**Username:** Use your MC student email address as the username.

**Password:** Put in your password as follows.

**If you have a 9-digit MC Student ID**

1st initial of your first name + 1st three initials of your last name + your complete Midland College student ID

**Example:**

Student: John Smith

MC ID: 123004567

Password = **jsmi123004567**

**If you have a 5-digit MC Student ID**

1st initial of your first name + 1st three initials of your last name + 0000 + your complete Midland College student ID

**Example:**

Student: John Smith

MC ID: 12345

Password = **jsmi000012345**

After you log in you will have the option to change your Microsoft 365 password. Hint: You may want to simplify your life by changing your MC email and Canvas accounts to have the same password as Microsoft 365.

**TECHNICAL SUPPORT**

If you experience technical difficulties with Canvas, click the **Help** link at the bottom of the [Canvas login page](#) (Links to an external site), or at the bottom of the green toolbar on the left while in Canvas. Select Report a Problem, provide details, and submit the ticket. Your request will automatically be sent to the Midland College information technology support center. Check your email for support updates.

**Americans with Disabilities Act (ADA) Statement:**

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit [www.midland.edu/accommodation](http://www.midland.edu/accommodation) and

complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations.

**Phone, Midland College Special Needs Counselor: 432-685-5598**

[Midland College Disability Services](#) (Links to an external site)

[Microsoft Accessibility](#) (Links to an external site)

[Canvas Accessibility](#) (Links to an external site)

[Turnitin Accessibility](#) (Links to an external site)

[Adobe Reader Accessibility](#) (Links to an external site)

[Google Reader Accessibility](#) (Links to an external site)

## ACADEMIC SUPPORT SERVICES

[Academics and Student Services](#) (Links to an external site)

**Phone, Midland College Testing Center: 432-685-4735**

**Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811, 182 TC Language Hub Online (available to all students in Canvas)**

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS

[Midland College Student Rights and Responsibilities](#) (Links to an external site)

## PRIVACY POLICIES

The below privacy policies apply to this course, as they are applicable to your conduct on this online platform.

[Midland College Website Privacy Policy](#) (Links to an external site)

[Canvas Privacy Policy](#) (Links to an external site)

[YouTube Privacy Policy](#) (Links to an external site)

[Canvas Student Guide](#) (Links to an external site)

[Turnitin Privacy Policy](#) (Links to an external site)

## Instructor Information:

Instructor Name:

Email:

Office Location:

Office Phone:

Office Hours:

Department Chair: Dr. Pamela Howell, Dr. Christopher Brown

Fine Arts and Communications

Division Dean: Dr. William Feeler

Secretary: Ms. Lula Lee

Division Office: 135 AFA

Phone: 432-685-4624

Division Office hours: 8-5, Monday-Friday

## **Non-Discrimination Statement**

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies:

**Tana Baker**

Title IX Coordinator/Compliance Officer

3600 N. Garfield, SSC 131

Midland, Texas 79705

(432) 685-4781

[tbaker@midland.edu](mailto:tbaker@midland.edu)

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

**UPDATED AUGUST 2021**