

ESL 273/473 ◇ Introduction to the Essay

Thursdays: 9:30 - 11:20 and Online ◇ 4 units

De Anza College ◇ Winter 2025

Tram Dang, Ph.D.	Office Location	Office Hours
dangtram@fhda.edu Canvas messaging (preferred)	L35	Thursdays, 8:00 - 9:30AM

Course Description

This is an advanced-level course for students whose native language is other than English. In the course, students will review paragraph writing and be introduced to the principles of the essay to prepare them for college level classes. This course requires a lot of readings and assignments. Please reserve sufficient time outside of class to complete all your assignments and to prepare for class adequately.

Prerequisite

ESL 261, 262 and 263 with a grade of C or better; or qualifying score on the ESL placement test.

Student Learning Outcomes (SLOs)

When you complete this course, you will be able to:

- Write well-developed essays that analyze and synthesize main ideas and differing viewpoints from a variety of academic reading materials.
- Demonstrate level-specific grammar, sentence structures and vocabulary in writing.
- Evaluate own writing for rhetorical structure and clarity by means of revision and editing.

REQUIRED MATERIALS

- Handouts will be available on Canvas. Students are responsible for printing or downloading them before class and ensuring that they have access to those handouts during class.

Attendance

You are expected to attend every class and arrive a few minutes before class begins. If you are going to be absent during the first 2 weeks of the quarter, you **MUST** notify the instructor. If not, I will assume that you are not interested in the class anymore and drop you. **You may be dropped from the course if you miss more than TWO CLASS SESSIONS** for any reason during the quarter. If you miss more than two classes, you will lose 10% of your grade (all your participation points). ***If for any reason you decide to withdraw from the course, please let the instructor know AND drop the course yourself online through My Portal to avoid getting a failing grade.***

Course Requirements

Participation, Collaboration & Preparedness: You will be required to participate in various activities and collaborate with other students in pairs and groups during class, all of which are designed to help improve your English skills. This means:

- Attending every class meeting.
- Bringing your textbook and the course packet to every class.

- Being actively engaged in what is going in class.
- Participating fully in pair and group assignments
- Listening respectfully when others are talking, allowing others to give answers and not dominating the discussion.
- Taking responsibility for your learning process in and out of this class.
- Asking for help when you do not understand something.
- Doing the assigned homework or reading before you come to class.

Essays: Throughout the quarter, you will write four essays. Two of them will be written during class (single drafted) and two will be written outside of class time (multi-drafted). **In-class essays cannot be made up. Plagiarized essays will receive an F.**

Quizzes: We will have several announced and unannounced quizzes.

Homework: Homework assignments will be posted in Canvas. There will be pop quizzes based on these assignments. Some assignments are built on one another and/or related to other in-class activities, so please be sure to do all your homework. **If you are absent, you will not receive credit for in-class activities. Late assignments will not be accepted. Please check the tentative calendar on Canvas for specific due dates.**

GRADING CRITERIA:

- Essay 1 (out of class)	15%
- Essay 2 (in class)	20%
- Essay 3 (in class)	15%
- Essay 4 (revised essay 3)	20%
- Reflection	5%
- Homework/Quizzes	15%
- Participation	<u>10%</u>
Total	100%

Academic Honesty

Except for pair and group assignments, all assignments must be done **BY YOURSELF**. Any form of cheating will **NOT** be tolerated. Cheating includes, but is not limited to:

- Copying from another student’s homework, quiz, exam or any other material. Students who help someone else cheat in any way will also receive an automatic 0.
- Having someone else do your assignment and submitting it as your own.
- Getting “too much help” from someone on an assignment where the work no longer looks like your own.
- Using any translating or AI device or program
- Copying from a published source, including books, magazines, and the Internet without giving credit to the original author. This is called **PLAGIARISM** and is considered a serious crime.

Any student caught cheating or plagiarizing will receive a 0 for the assignments, and may even be dropped from the course and/or reported to the Office of Student Development. If reported, the incident will remain as part of your permanent college record.

Disability

Any student who feels he/she may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. Please contact the Disability Support Services or the Educational Diagnostic Center to coordinate reasonable accommodations for students with documented disabilities.

Office Visits

Most successful students see their teachers outside their class to ask questions or get extra help on their assignments. I strongly encourage you to visit me during my office hours at least once during the quarter, even just to say hello. 😊

USEFUL CLASSES and ON-CAMPUS SUPPORT SERVICES: We are here to support you!

1. Take **ESL 274 Grammar and Proofreading for Academic Writing** to improve your grammar or **ESL 260 Accent Reduction** to improve your pronunciation.
2. Sign up for free English Conversation Workshops, tutoring, and Cross Cultural Partners (CCP) Program, and use computers in the **Listening and Speaking Center in AT313** (www.deanza.edu/studentsuccess/lsc/).
3. Drop in for help with reading and writing homework at the **Writing and Reading Center in AT309**. (www.deanza.edu/studentsuccess/wrc/)