General Class and Course Information

Course ID: EAP1620  
Course Subject: EAP  
Course Number: 1620  
Course Title: Advanced Reading (AA)  
Reference Number: 259462  
Credits/ Clock Hours: 3.00  
Term/Date: Fall 2019; 2019-08-22 - 2019-12-18  
Days: R  
Time: 11:00 AM - 12:15 PM  
Room: HT 00311

Course Description: This course is designed for students whose primary language is not English and whose placement test scores indicate a need for the development of critical thinking skills through academic readings. Students will have the opportunity to read short, authentic English/ American works. Exercises and class discussions develop listening and speaking skills. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

Prerequisite/Corequisite: Prerequisite: LOEP Composite test score of 106-115 or EAP1520 (with a grade of C or higher); Corequisite: SLS1501

Instructor's Information

Name: Lourdes Marx  
Office Location: HT 0303  
Office Hours: Mondays 10:30am-2:00pm, Tuesdays 8:00am-11:00am, Thursdays 9:30-11:00am, Wednesdays and Fridays by appointment.  
Telephone: (561) 862-4666  
Faculty Webpage: https://www.palmbeachstate.edu/pf/Faculty.aspx?id=marxl  
Email: marxl@palmbeachstate.edu

Information on REQUIRED textbooks

The Effective Reader  
9780321845658  
DJ Henry  
FOURTH (4th) Edition  
Your Campus bookstore offers a Price Match guarantee. If you find our class texts or access codes cheaper at Booksmart, Barnes & Noble, or Amazon the campus bookstore will match the price at the time of purchase, or for up to 7 days after purchase. Search your course materials by the ISBN provided in this syllabus to assure that your price match is acceptable.

Other Information on Textbooks and Materials Needed for Class

Our required textbook looks like this:
Please have an English-English paper dictionary or English-English dictionary app installed on your smartphone. Also, you will need to purchase a scantron sheet from the bookstore for the final exam. It looks like this:

Course Learning Outcomes

- Demonstrate the ability to compose grammatically correct short essays from main ideas, controlling ideas, and supporting details from Readings with implied main ideas.
- Demonstrate the ability to infer meanings on the basis of context.
- Demonstrate the ability to recognize implied and stated main ideas.
- Determine meanings of words on the basis of context.
- Distinguish between statements of fact and statements of opinion.
- Draw logical inferences and conclusions.
- Formulate inferences and conclusions and integrate such inferences and conclusions into their short essays.
- Identify implicit as well as explicit relationships between and within words, sentences, and ideas.
- Identify supporting details, bias, purpose of passage, and tone correctly.
- Identify various types of readings such as academic, pleasure, and technical.
- Recognize main ideas in a given passage.
- Recognize stated and implied main ideas in short stories.
- Recognize stated relationship between words, sentences, and ideas.
- Recognize within time constraints supporting details, author's purpose, organizational patterns, fact versus opinion, bias, tone, explicit and implicit relationships between sentences, valid arguments as well as inferences and conclusions.
- Select, read, and deliver short oral summaries of literary works.
- Use Library sources, including Palm Beach State College's online library tools to locate texts and to provide supporting details for short essays.
- Utilize dictionaries, thesauruses, and internet search engines to determine the meaning of academic vocabulary and compose grammatically correct sentences with such vocabulary.

**Class Information**

EAP 1620 is a hybrid class that will have Blackboard quizzes roughly once a week that solidify the reading skills learned in class and through Blackboard. Students will also be graded on reading discussions, a class presentation, the SLC lab work, a midterm exam, and a final exam.

**Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade**

<table>
<thead>
<tr>
<th>Grading</th>
<th>Value</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekly Quizzes and Article Discussions</strong></td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td><strong>Exams- 2 (a midterm and a final)</strong></td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td><strong>SLC Lab Assignments</strong></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td><strong>Class Presentation</strong></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td><strong>Class Participation</strong></td>
<td>5%</td>
<td></td>
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</tbody>
</table>

NOTE: To pass this class, you must have at least a 70% overall average and receive at least a 70% on your midterm and final exams.

**Grading**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Value</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>450-500 points</td>
<td>≥90 %</td>
</tr>
<tr>
<td>B</td>
<td>400-449 points</td>
<td>≥80 %</td>
</tr>
<tr>
<td>C</td>
<td>350-399 points</td>
<td>≥70 %</td>
</tr>
<tr>
<td>D</td>
<td>300-349 points</td>
<td>≥60 %</td>
</tr>
<tr>
<td>F</td>
<td>0-299</td>
<td>&lt;60 %</td>
</tr>
</tbody>
</table>
**Attendance Policy**

Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student’s achievement in the course. Students are required to attend at least 90% of the class meetings in order to receive credit for the course. If a student misses one third or more of a class session, that student will be marked absent. In a hybrid class, not signing on to BB during the course of one week will also result in an absence. If a student has more than three (3) unexcused absences (counting in-class and online absences), that student will automatically fail this course.

Attending class on-time ensures the student will benefit from all of the course material. Excessive tardiness will negatively impact the participation grade, and every three tardies will result in one unexcused absence. Leaving early is the same as being tardy. Students are urged to communicate to Professor Marx if they will miss class via Blackboard email.

**Electronic Device Policy**

Cell phones and laptops may only be used in class when they are being utilized for course work such as dictionary usage or interactive lessons. Inappropriate (or personal) use of cell phones will not be tolerated. A warning will be given the first time. After that, the student will be dismissed from class and counted as an unexcused absence.

Students may email the instructor at any time. Homework should NOT be emailed to the instructor but rather handed in during class. Students may request permission to email assignments directly to the instructor on a case by case basis.

**PBSC email and Blackboard Email:** All communications to and from the student and professor will be completed by (1) using your PBSC email address. Your email address may be found on your PantherWeb page. It will need to be activated. Please follow instructions given the first time you sign in or (2) the email system within Blackboard.

**Late Assignment Policy**

There is no excuse for late assignments in this class. All work and assignments are posted on Blackboard with plenty of notice of deadlines, so even if a student misses the in-person class, she/he is still responsible for all work on Blackboard.

**Make-up Exam Policy**

Students must contact the instructor as soon as possible before or after missing an in-class quiz, test, or exam (all of which count toward the final grade) to make necessary arrangements with the instructor. Only in the event of an excused absence, the instructor may provide makeup quizzes, tests, and exams at her own discretion, may provide a different version of the test, and may require its completion outside of class.

**Academic Dishonesty Policy**

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance: (1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the
rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other that the student under whose name the work is submitted or performed, (5) Plagiarism.

Plagiarism is using another person's words/thoughts as your own and submitting them as an assignment. If a student submits an assignment he or she previously did for another class in another semester, it also counts as plagiarism. This is a serious academic offense. Professor Marx has a zero tolerance policy on plagiarism.

Academic Dishonesty Penalty for Violation

Any evidence of plagiarism in a class assignment or paper will automatically result in a zero for that assignment/paper. The professor will then conference with the student. A second instance of plagiarism will result in an automatic F in the course. Evidence of cheating or plagiarism on the final exam will result in an automatic F for the course.

Other Policy

Professor’s Expectations:

Students must take responsibility for their own learning. Students must come to class prepared, completing all reading assignments and related exercises prior to the corresponding lecture. Students must participate in class discussion and in-class exercises, observing appropriate behavior at all times. Students must comply with attendance requirements. Students must complete all lab assignments and out of class assignments on time. Students must seek additional help from the instructor and/or lab personnel when needed. Students must use the BB component site to increase their knowledge of the class material.

Withdrawal Policy

A student will be withdrawn by the professor for excessive absences after missing four consecutive classes. Students will be automatically withdrawn if they do not show up for the first week of classes and make no attempt to contact the instructor. Later in the semester, a student may be withdrawn for nonattendance.

Hybrid (WH) Class Information

This course is a combination (Hybrid) of classroom and online instruction. Most Hybrid courses will meet on an alternating schedule – one class session followed by an online set of activities in lieu of the second class meeting, then classroom meeting again, and so on. However, there are some exceptions in some Hybrid course schedules. It is essential for you to obtain/understand the classroom meetings / online activities schedule to know when to meet in class and what online activities are due in-between the classroom meetings.

Some courses may require students to take examination(s) in a proctored lab setting. Before you decide to take the course via Hybrid delivery, it is recommended
that you carefully review the:

**Hybrid Course Syllabus Supplement**
[http://edtech.palmbeachstate.edu/elearn/resources/student/syllabus-supplement.htm](http://edtech.palmbeachstate.edu/elearn/resources/student/syllabus-supplement.htm)
to obtain Detailed Facts & Information about:

**Blackboard Access**
- Access to your Hybrid Course Site is AVAILABLE each term on the FIRST DAY OF CLASSES

**Blackboard Orientation and Assistance**
- How to Register for the Free Online Orientation Course: ELO1000
- How to obtain Blackboard assistance from the Online Student Support Center

**Blackboard Tips & Tutorials**
- How to Ensure your Computer is Compatible
- Ensure you Understand Examination and Assignment Rules
- Learn the Functions of Blackboard

*Then proceed to* [https://palmbeachstate.blackboard.com](https://palmbeachstate.blackboard.com)* to Login to your Hybrid Course (not available before the first day of class) using the same USERNAME and PASSWORD you used to register for classes.*

**For Additional Information and Obtaining Assistance visit the eLearning Student Support Center**
[https://www.palmbeachstate.edu/elearning/students/default.aspx](https://www.palmbeachstate.edu/elearning/students/default.aspx)

**Distance Learning Requirements**

**Computer Systems**
Your computer system resources must be compatible with the Learning Management System (LMS) used to deliver/manage course content. System Check (analysis) is provided on the course login page at [https://palmbeachstate.blackboard.com](https://palmbeachstate.blackboard.com). Your computer needs to be configured per recommended settings. Failure to do so generally results in test submission and other participative action errors. These types of errors are generally not accepted as an excuse for missed submissions.

**SLC Computer Lab**
If students do not have access to a computer at home, the SLC Computer Lab at a Palm Beach State campus can be used to complete course assignments. Visit the SLC Computer Lab webpage at [http://www.palmbeachstate.edu/slc](http://www.palmbeachstate.edu/slc) for location and hours.

**Student Computer & Learning Management System Skills**
Students need to possess basic web-browsing skills and need to learn the functions of the Learning Management System (LMS). Students can learn how to use the LMS by enrolling in a free ELO1000 Online Orientation Course. Online video tutorials are provided for all major LMS functions and can be accessed from the online classroom by clicking on the ‘Support’ tab on the right-hand side of the course window.

**Course Login**

Information on how to change your password and solving other login related issues is provided on the LMS Login Page: [https://palmbeachstate.blackboard.com](https://palmbeachstate.blackboard.com) – simply follow the link


Please keep in mind:

Username: Your PBSC Student ID
Password: Your PBSC Password (must be 6 characters)

**Online Textbook Purchase**

The textbook(s) can be purchased at the PBSC Campus Bookstore or online at [http://www.bkstr.com/palmbeachstcentralstore/home](http://www.bkstr.com/palmbeachstcentralstore/home).

For Hybrid Course Assistance, please contact your:
- Professor/Instructor -- with Course Instructional Content (classroom meeting schedule, assignment/test availability dates, course instructions, etc.) issues. Phone: 561-868-4000.
- Student Helpdesk -- with Username/Password & General Access issues: Phone: 561-868-4000.
- Online Student Success Specialist -- for all LMS (Blackboard) issues and assistance: Phone: 561.868.3303 Email: elearningsuccess@palmbeachstate.edu Web Form: [http://palmbeachstate.co1.qualtrics.com/SE/?SID=SV_etgXQrKPN7GX0Yl&Q_JFE=0](http://palmbeachstate.co1.qualtrics.com/SE/?SID=SV_etgXQrKPN7GX0Yl&Q_JFE=0)

**College Policies**

**Academic Dishonesty/Integrity**
Academic misconduct including, but not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments, as defined below:

**Plagiarism**
- Taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source.
- Submitting a term paper, examination or other work written by someone else.
• Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
• Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
• Similar and extended paraphrasing of another.

**Cheating**
Using unauthorized notes, study aids, or information from another student or student’s paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for regrading; and allowing another person to do one’s work and to submit the work under one’s own name or otherwise not following the rules or instruction to gain an advantage.

**Fabrication**
Presenting data in a piece of work that were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

**Aiding and Abetting Dishonesty**
Providing material or information to another person with knowledge that these materials or information will be used improperly pursuant to Florida Statutes 877.17 (1).

**Forgery**
Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

**Warning:** Students may not withdraw from a class to avoid a failing grade as a result of such a violation.

Please refer to the Palm Beach State College Student Handbook (www.palmbeachstate.edu/current for link to the student handbook).

**Classroom Etiquette and Student Behavior Guidelines**
Students will demonstrate respect for professors and fellow students. Behavior that is deemed disruptive to a positive learning environment will be addressed by the professor and may result in a warning. If the student's behavior is deemed extreme in nature, the student will be referred to the dean of students for disciplinary action in accordance with the Student Handbook. Consequences for such behavior may result in formal conduct charges and sanctions.

**Computer Competency Component**
Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

**Disability Support Services**
Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student’s responsibility to contact the Disability Support Services office and to submit appropriate documentation prior to receiving accommodations and/or services. Please see the website at www.palmbeachstate.edu/disability for additional information.
Eating, Drinking and Smoking
Eating and drinking are confined to areas designated on the campus. Smoking, including electronic cigarettes (also known as e-cigarettes, vapors, vaporizers, or nicotine vaporizers), is not permitted in any College building and only in areas designated at each campus.

Final Course Grade Appeal
The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be communicated to students in a course syllabus prior to the beginning of the course. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

Mid-Term Grade Reporting
Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

Student Responsibility Policy
When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog, and other College publications which may be related to specific program of study. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest
Please see this web page (www.palmbeachstate.edu/current) for a list of web addresses for students.

Withdrawal Policy for Individual Courses
The last day to withdraw from a College course with a "W" grade in this course is 2019-11-06. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class. Students may not withdraw from a class to avoid a failing grade as a result of a violation of the Academic Dishonesty/Integrity Policy.

Department Contact Information
Name: Dean Jyrece McClendon
Office Location: AD 411
Telephone: 561-862-4413
Email: mcclendj@palmbeachstate.edu
Job Title: Associate Dean