

Revised Spring 2016

Bergen Community College  
Division of Humanities  
Department of ESL and World Languages

Departmental Syllabus

### **ALP-043 American Language I: Writing**

Semester and year:

Course and Section Number: (e.g. ALP 043 - xxx)

Meeting Times and Locations:

Instructor:

Office Location:

Phone:

Departmental Secretary: (optional)

Office Hours:

E-mail Address:

#### **Course Description**

**ALP-043 American Language I: Writing** is a course in writing for academic purposes for high beginner English language learners. This course provides students with an introduction to academic writing including paragraphs and short essays.

3 lec., 3 non-degree credits. Prerequisite: ALP-007; Prerequisite or Co-requisite: ALP-041/042

#### **Course Texts and/or Other Study Materials:**

Ready to Write 3, 3<sup>rd</sup> edition, Blanchard & Root, Pearson Longman ISBN 978-0-13-136334-4

#### **Student Learning Outcomes:**

As a result of meeting the requirements in this course, students will:

- Use pre-writing techniques: listing, free writing, diagramming.
- Use a combination of simple and compound sentences and a developing use of complex sentences in narrative, descriptive, process and opinion paragraphs and short essays.
- Organize, develop and revise paragraphs
- Demonstrate developing competence in using grammatical structures: simple present, past and future tenses and verb forms; subject pronouns, possessive adjectives, and object pronouns; adjectives and adverbs; word order.
- Demonstrate competence with mechanics: format, punctuation and capitalization.
- Use vocabulary from the General Service List.

#### **Means of Assessment**

To determine whether students have achieved course goals, teachers will evaluate:

Portfolios showing pre-writing, drafting, revising and editing  
Six – eight in-class and at home writing assignments (paragraphs and essays)

At the end of the course, all students take a course-wide final examination. The final exam is a **level wide** in-class essay. Students will write one of the following essay types: process, description, narration, or opinion. **The final exam counts toward 30% of the final grade.** Practice final exams are made available to acquaint the students with test format and content.

### Course Content

The following Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.

Week(s)	Topic/Activities	Writing Assignment
1	Paragraph format/Simple Present Tense	Process Paragraph
2	Writing Process/ Simple Present Tense	Process Paragraph
3	Prewriting strategy; Capitalization Topic Sentence / Simple Past Tense	Narrative Paragraph
4	Supporting Details/Organization Compound Sentences/ Conclusion Summarizing/Restating	Narrative Paragraph
5	Using adjectives and Sensing Verbs Spatial Relationships/ Topic Sentence	Descriptive Paragraph
6	Supporting and Concluding Sentences	Descriptive Paragraph
7	Topic Sentence / Supporting Sentences	Opinion Paragraph
8	Concluding Sentence	Opinion Paragraph
9	Introduction with Thesis Statement Body Paragraphs / Explanations and Examples / Evidence	Opinion Essay
10	Conclusion/ Summarize /Restate Thesis	Opinion Essay
11	Introduction/Prewriting strategy	Narrative Essay
12	Organization / Body Paragraphs / Conclusion/ Chronological Order	Narrative Essay
13	Essay format/Prewriting strategy Introduction with Thesis	Opinion Essay
14	Body Paragraphs/ Supporting Details Examples/Explanations	Opinion Essay
15	Final Exam	

**Special Features of the Course** (if any) [to be designated by the instructor]:

E.g. the use of learning technologies in the course (Internet, PowerPoint, Moodle, etc.)

**Grading Policy** (to be designated by the instructor)

A student’s final grade for the course is based primarily on his/her **performance** on the required work for the course (homework, writing assignments, tests), class participation, group work and on his/her overall **mastery** of the material covered in the course. *Sample grading policy:*

Homework and Class participation: 20%  
Chapter Tests: 50%  
Level-wide Final Exam: 30%

Grade Breakdown:

A	90-100
B+	86-89
B	80-85
C+	76-79
C	70-75
D	65-69
F	64-below

**Attendance Policy:** (to be designated by the instructor) Sample:

Students are expected to attend class regularly and punctually. Attendance will be taken at each class session. If students occasionally arrive late, they should enter quietly, and not disturb the class. If students miss class, they should find out what they missed. It is probably a good idea for students to exchange telephone numbers with other students as a way to find out about missed classes.

Poor attendance will affect a student’s grade. If a student’s absence exceeds one and a half times the number of weekly meetings, the student’s grade will be lowered by one full letter grade. If a student is absent excessively, the student can expect to fail the course. Lateness counts, too. Two late arrivals will equal one absence.

**Statement on Accommodations for Disabilities**

Bergen Community College aims to create inclusive learning environments where all students have maximum opportunities for success. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Specialized Services at 201-612-5269 or via email at [ossinfo@bergen.edu](mailto:ossinfo@bergen.edu) for assistance.

**Student and Faculty Support Services**

ELRC (English Language Resource Center)	Room E-156	201- 612-5292 <a href="http://www.bergen.edu/elrc">http://www.bergen.edu/elrc</a>
The Sidney Silverman Library – Reference Desk	Room L-226	201-447-7436 <a href="http://www.bergen.edu/library">http://www.bergen.edu/library</a>