

**Bergen Community College**  
**Division of Humanities**  
**Department of English as a Second language**  
**Departmental Syllabus**  
**ALP 065: American Language III: Directed Studies**

**Semester and year:**

**Course and Section Number: (e.g. ALP 065 - xxx)**

**Meeting Times and Locations:**

**Instructor:**

**Office Location:**

**Phone:**

**Departmental Secretary: (optional)**

**Office Hours:**

**E-mail Address:**

**Course Description:** ALP 065 is designated for students in the American Language Program, or ESL students in EBS who need intensive, supplemental instruction in reading and/or writing skills. This tutor-assisted learning program is provided on an individual, prescriptive basis. Lecture [1.00].

1 lec., 1 non-degree credit. Pre- or Co-requisite: ALP-063, ALP-064, or permission of the ESL Department Chair

Department signature required for registration

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

Longman Dictionary of Contemporary English. Fifth Edition. Pearson Education ESL, 2015

**Student Learning Outcomes:**

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

Writing:

1. Write organized, well-developed and cohesive multi-paragraph essays
2. Use cause/effect, compare/contrast, argumentation in essays
3. Compose grammatically correct compound and complex sentences
4. Use varied academic and idiomatic vocabulary
5. Use mechanics (punctuation, spelling, format) correctly

Reading:

1. Use reading strategies and critical thinking to understand academic texts that contain college-level vocabulary
2. Analyze and answer all types of questions about academic texts

**Means of Assessment:**

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

Writing: First and second drafts of selected essays from eight homework essays with tutor session corrections

Errors and corrections of focus assignments

Midterm and final in-class essays

Reading: Errors and corrections of all reading assignments

Midterm and final in-class reading tests

**Requirements:**

1. Portfolio of *all* work. Each assignment *must be dated*.
2. Regular attendance
3. Five (5) consultations with the teacher
4. **Midterm exam**
5. **Final exam**

Writing:

1. Eight essays on topics from the assigned writing topic list.
2. Work with a tutor to review each essay assignment and then recopy each corrected essay. Keep all work in the portfolio folder.
3. Focus assignments: These are assignments based on the grammar or punctuation points that the student needs to work on.

Reading:

1. Work with a tutor to review each assignment.
2. Readings with multiple choice, true/false, and short answer questions.

**Special Features of the Course**

1. Guided analysis of personal learning styles and exploration of strategies each student can use to improve
2. Individualized assignments that focus on specific difficulties
3. Tutor assistance with assignments
4. Portfolio and records of all activities and assignments
5. Scheduled reviews of activities and assignments with the teacher

**Grading Policy**

The grade will be determined by portfolio content, based on the following criteria:

1. Completion of assignments. Assignments are due the day of the tutoring appointment. Points may be deducted for late work.
2. All attendance—this includes the following:
  - a. Weekly tutoring
  - b. Teacher conferences
3. Effort: to be determined by the instructor
4. Skill level of independent work.
5. Final Average. Students must have:
  - a. An average of 65 or better AND one of the following:
  - b. A score of 65 or better on the final OR
  - c. An average of 65 or better between the midterm and the final

**Grade Breakdown:**

All Attendance (see below)	10%
Homework	40%
Midterm	20%
Final	30%

A	90-100
B+	86-89
B	80-85
C+	76-79
C	70-74
D	65-69
F	below 65

Note: If any of your work, all or in part, is plagiarized, that is copied from any source, or there is any reason to suspect that it is not your own, it will not be accepted and you will receive 0% for that assignment.

**Attendance Policy:**

Students are expected to attend class for the introduction, evaluation test, midterm and final. They must also come to weekly tutoring sessions with the completed assignment or assignments for that week. Missed sessions must be rescheduled for another week. Two or more absences that are not rescheduled will be deducted from the attendance points. Absences cannot be rescheduled for the final weeks of the semester.

**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.

**Course Outlines & Calendars****Writing**

<b>Week Due</b>	<b>Activities</b>	<b>Meet In</b>
<b>Week 1</b>	<b>Introduction</b>	<b>Classroom</b>
<b>Week 2</b>	<b>Evaluation Test</b>	<b>Classroom</b>
Week 3	<i>Consultation</i> ; tutoring; 1 <sup>st</sup> essay due	C-212
Week 4	Tutoring; 2 <sup>nd</sup> essay due	C-212
Week 5	Tutoring; 1 <sup>st</sup> set of <i>Focus Assignments</i> due	C-212
Week 6	<i>Consultation</i> ; tutoring; 3 <sup>rd</sup> essay due	C-212
Week 7	Tutoring; 4 <sup>th</sup> essay due	C-212
<b>Week 8</b>	<b>Midterm</b>	<b>Classroom</b>
Week 9	<i>Consultation</i> ; tutoring; 5 <sup>th</sup> essay due	C-212
Week 10	Tutoring; 6 <sup>th</sup> essay due	C-212
Week 11	Tutoring; 2 <sup>nd</sup> set of <i>Focus Assignments</i> due	C-212
Week 12	<i>Consultation</i> ; Tutoring; 7 <sup>th</sup> essay due	C-212
Week 13	Tutoring; 8 <sup>th</sup> essay due	C-212
<b>Week 14</b>	<b>Final Test</b>	<b>Classroom</b>
Week 15	Grade Conferences	C-212

**Reading**

<b>Week Due</b>	<b>Activities</b>	<b>Meet In</b>
<b>Week 1</b>	<b>Introduction</b>	<b>Classroom</b>
<b>Week 2</b>	<b>Evaluation Test</b>	<b>Classroom</b>
Week 3	<i>Consultation</i> ; tutoring; 1 <sup>st</sup> assignment due	C-212
Week 4	Tutoring; 2 <sup>nd</sup> assignment due	C-212
Week 5	Tutoring; 3 <sup>rd</sup> assignment due	C-212
Week 6	<i>Consultation</i> ; tutoring; 4 <sup>th</sup> assignment due	C-212
Week 7	Tutoring; 5 <sup>th</sup> assignment due	C-212
<b>Week 8</b>	<b>Midterm</b>	<b>Classroom</b>
Week 9	<i>Consultation</i> ; tutoring; 6 <sup>th</sup> assignment due	C-212
Week 10	Tutoring; 7 <sup>th</sup> assignment due	C-212
Week 11	Tutoring; 8 <sup>th</sup> assignment due	C-212
Week 12	<i>Consultation</i> ; Tutoring; 9 <sup>th</sup> assignment due	C-212
Week 13	Tutoring; 10 <sup>th</sup> assignment due	C-212
<b>Week 14</b>	<b>Final Test</b>	<b>Classroom</b>
Week 15	Grade Conferences	C-212