Elite
LANGUAGE ACADEMY

Course Syllabus
AE 490
Grammar & Composition III
(8 Weeks)

Faculty Contact and Course Information

Professor:	Dr. Katya Pizarro/TBA
Office Phone:	954-315-3677
Administration:	754-307-0985
Email:	**info@elitelanguageacademy.org** (All communication should be through Elite Language Academy. Use this email only if you have an emergency.)
Course Schedule:	This Class meets twice a week, either in person or virtually. You will coordinate with administration additional meeting days and times based on your request and availability. You will both create your Blended Collaborative Agenda to meet the course requirements (Language Lab). As a student, you have **8 weeks** to complete this online course. ELA **suggests** to work online at least 14 hours a week or more.

Course Description

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A high intermediate mixed skills course for speakers of other languages
constructed principally to facilitate students to the mastery of
complex grammar and sentence structures, and basic paragraph writing.
The requirement to move to the next level (AE1550) is a C or higher.
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General Course Outcomes

- **Course Units:**
  - Sentence Construction
  - Question Formation
  - Paragraph Development
  - Verbs & Modal Verbs
  - Modifiers
  - Nouns, Articles, and Quantifiers
 - Pronouns
  - Prepositions
  - Mechanics

Upon completion of this course, the student will be able to:
1. Construct and use three major types of sentences containing grammatical forms covered in this and previous levels in written and oral forms.
2. Construct questions in written and oral forms.
3. Construct and use active voice verb forms in written and oral forms.
4. Identify and use modifiers in appropriate word order and context in written and oral forms.
5. Identify and use nouns, articles, and quantifiers in appropriate word order and context in written and oral forms.
6. Identify and use pronouns correctly in written and oral forms.

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7. Identify and use basic prepositions in appropriate word order and context in written and oral forms.
8. Capitalize and punctuate sentences correctly.
9. Identify and use common modals and modal-like structures in questions, affirmative and negative forms for present and future actions in written and oral forms.
10. Write a coherent series of sentences that addresses everyday topics

E- Course Materials

- **E-Course Books and Resources (for Online Instruction):**
  - **Student Grammar E-Textbook:** Azar's Understanding & Using English Grammar, (5th Ed.) by Betty S. Azar & Stacy A. Hagen, Pearson Education ESL.
  - MyEnglishLab Writing II (Second Part)& Grammar E-Book access codes for MyEnglishLab are sent with the registration confirmation E-mail and E- Instructions for this E-Course.
  - **English Dictionary:** Oxford American Dictionary for Learners of English (or student's preferred dictionary as long as it is English only)

MyEnglishLab

AZAR Understanding and Using English Grammar, 5th Edition, MEL Expires

MyEnglishLab

MyEnglishLab Writing Level 2
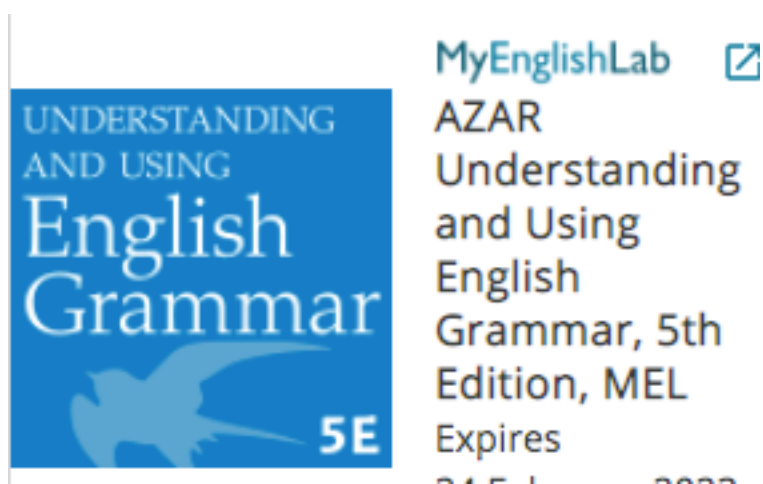
- **Additional Course Materials (for lab and class work):**
  Computer, tablet, and mobile phones (As your preference)

https://www.pearson.com/english/login-register.html

https://english-dashboard.pearson.com/register

https://english-dashboard.pearson.com/login

Course Prerequisites

To maximize your chances for success in this course, make sure that you meet the following course prerequisites:

- **Course Prerequisites and Co-requisites:** Through placement by entrance English Assessment and/or Administration recommendation.
- **Computer Knowledge and Skills:**
  - You should be familiar with the following computer skills:
    - **File Management** - You should be familiar with finding and saving files on your computer and/or flash drive.
    - **The Internet** - You should be familiar with connecting to the Internet through an Internet Service Provider or Network Connection.
    - **Web Browser Software** - You should be familiar with using web browser software to navigate the Internet and locate information (Internet Explorer, Mozilla Firefox, Chrome, or Safari).
    - **Email** - You should be familiar with sending and receiving email messages.
    - **Attachments** - You should be familiar with sending email messages with attached files.
    - **Google Docs or Word Processing** - You should be familiar with creating, editing, saving, and printing documents using Microsoft Word.
- **Important Requirements:**
  - You need to know your ELA e-mail to access the online portion of this course. Your ELA email address can serve as your username when you create MyEnglishLab Account.
  - https://www.pearson.com/english/login-register.html
- **E-Learning Tutorials and Resources:**
  - Use ELA Tech Tools to Create E- Artifacts, ELA's Learn Tutorials, Pearson /MyEnglishLAb Tutorials and Additional resources. Do not ignore them, please!

Course Policy

- **Syllabus:**
  - Your syllabus is a legal binding contract between you and your instructor. The syllabus and course calendar is flexible and subject to change according to the needs and dynamics of the e-class. The purpose of the course outline is to give you an idea how to handle your e-grammar/composition course. You will need to sign a syllabus agreement after reading and understanding the course syllabus terms, policies, and expectations.
  - The instructor reserves the right to make changes to this syllabus. In the event that changes become necessary, students will be notified through **ELA e-mail/ personal E-mail.**
- **Student Attendance**:

- o You are expected to be on time for each in person or synchronous meeting. Your instructor's time and yours are valuable. You need to notify at least 24 hours before class for your absence. There will be a class cancelation penalty if you don't.
- **Student Participation:**
  - o Regular, active, and meaningful participation in all virtual class meetings is a critically important component of this course and is essential to your success. It's your chance to clarify lessons and expand your learning. You take control over your learning!!
  - o It is very important for you to actively perform in this class. *You should remain an active learner in this class and always communicate extenuating circumstances. Ongoing communication with the instructor is critical to your course success. Completion of tests, assignments, and other class activities are used as indicators of your participation in order to satisfy this reporting requirement.* Program your agenda to complete this course in **8 weeks**!
  - o It is recommended that you check your ELA email or the course's online page several times during the week to check for updates. Frequency and quality of participation will affect your academic performance.

Computer Requirements – Useful Instructional Support Links

This course requires the use of computers/tablets out of class. As a result, you must have reliable access to a computer outside of class to complete your coursework, which includes access to Google Docs and using Google Chrome Extensions.

If you are experiencing difficulty logging in ELA's site or Pearson/ MyEnglishLab, you must notify the instructor immediately.

- **ELA Online– Logging In:**
  - o **Note:** You are responsible for your username and password for ELA Online at all times. Do not forget this important information.
  - o Your username and your password will be given to you upon registration.
- **ELA's Tech Resources:**

  http://site-2466225-6911-7600.mystrikingly.com/

  https://docs.google.com/document/d/1mi3XoPUExVKJytVtMBzFM6gBApLSmZ_xrU4X5e5Aku0/edit?ts=5f19a795

Online Lessons- My English Lab – AZAR Understanding of English Grammar 5th Edition & My EnglishLab Writing Level 2

- **Mandatory Tutorials:**
  - o Watch ELA'S introduction videos to your E-Language Course. It's in your first Module.

  - o MyEnglishLab – Student Help & Training

    https://mypearsonhelp.com/helpconsole7/kb_student_mel_en/

- Successful completion of the AE 490 Grammar & Composition II is defined as the completion of the following by **WEEK 8**:

  - Skills Test (Diagnostic Pre-Test)
  - ALL Chapter – Grammar Activities in each module (Chapters 1-7)
  - Mastery Assessment (Post-Test)

AZAR'S E-Course Components for AE490 Grammar & Composition III:

1. **Diagnostic Assessment**
2. **Chapter Grammar Practice**
3. **Grammar and Writing**
4. **Chapter Review Activities**
5. **Chapter Formative Tests**
6. **Chapter Student Book Audio**
7. **Chapter Vocabulary**

- E-Text
- Diagnostic Pre-Test
- Introduction
- Chapter 1 Present and past: Simple and Progressive
- Chapter 2 Perfect and Perfect Progressive Tenses
- Chapter 3 Future Time
- Chapter 5 Subject- Verb Agreement
- Chapter 8 Pronouns
- Chapter 11 The Passive
- Mid Term Test
- Chapter 12 Noun Clauses
- Chapter 13 Adjective Clauses
- Chapter 14 & 15 Gerunds and Infinitives
- Chapter 16 Coordinating Conjunctions
- Chapter 17 Adverb Clauses
- Chapter 20 Conditional Sentences
- Final Exam

MyEnglishLab Writing Level 2 Components for AE490 Grammar & Composition III (2nd Part):

3. **Sentence Structure**
   - Simple Sentences
   - Compound Sentences
   - Complex Sentences

o The Complete Sentence
4. **Paragraph Organization**
    a. Topic Sentence
    b. Ordering
    c. Cause and Effect
    d. Comparison and Contrast
    e. Supporting Sentences
    f. The Conclusion
    g. Unity
5. **Writing Assignments**

    a. **Paragraphs**
    ▪ Describing People, an event, and a place
    ▪ Comparing & Contrasting
    ▪ Explaining causes and Effects

    b. **Special Writing Skills**

    NOTE: The completion of this online course also requires Attendance of your Virtual – Live Sessions and a final tech artifact.

Grading and Completion Policy

The following information details the grading and examination policies. This information is subject to change at the professor's discretion.

- **Late Submissions/Make-up Tests Policy**
    o You have exactly **8 weeks** to complete **ALL the course components** including Post Tests and final artifact. The system will grant LATE Submission based on a tentative weekly schedule, but it only serves as a student support to finish the course **ON TIME!**
- **Viewing Your Grades:**
    o Grades will always be posted on the course's GradeBook based on your progress.
    o Grades for tests and assignments will be posted in a timely manner. Instant Feedback!
- **How Your Grade Will Be Determined:**

Assignments, Lessons, Practices and Tests	Total Points; % of Final Grade	Grading Scale	
Online Grammar Chapter Tests	25%	Grade = A	(90-100%)
Online Class Grammar	60%	Grade = B	(80-89%)

Practice & Activities & Review Writing Online Lessons & Practice			
Participation – **Synchronous Sessions**	5%		
		Grade = C	(70-79%)
Final Artifact	10%	Grade = D	(60-69%
		Grade = F	(59% and below)
Total : Final Grade	**100%**		

Communication Policy

- **ELA Email:**
  - Use ELA's email address to keep up communication with your Instructor and institution.
  - Check ELA's website & Academic Platform for Updates.

- **Faculty Response Policy:**
  - Course emails will be answered within 48 hours. Emails sent on Saturday or Sunday may not be answered until Monday. If you need info related to a test or assignment, plan ahead and submit your questions well ahead of the due date (Week 8). Your instructor is **not** online 24 hours per day, so please allow time for response.

Academic Honesty and Other Course Policies and Procedures

- **Academic Honesty:**
  - Elite Language Academy (ELA) expects its students to be honest in all of their course work and activities. Breaches of academic honesty include cheating, plagiarism, and misrepresentation, bribery, and the unauthorized possession of examinations, papers or other class materials that have not been formally released by instructors. A student's academic work must be the result of his or her own thought, research or self-expression
  - Cheating includes, but is not limited to: copying the work of another person (plagiarism) or permitting your work to be copied by another person, discussing test answers or questions with people who have not completed the test, distributing assignment materials to other students, possessing course materials that have not been formally released to students in the course, and collaborating on the completion of assignments not specifically designated in the syllabus as being group projects.
  - Cheating will be considered a breach of ELA's Code of Conduct Policy: Breaches of Elite Language Academy's policy on academic honesty may result in academic penalties and/or disciplinary action. AT the discretion of the instructor, academic penalties may include, but are not limited to, a failing grade for a particular assignment (0 points; 0%) to a failing grade for the course, depending on the activity. In addition, the instructor or another BC employee may refer a student to the Dean of Student Affairs for student disciplinary action

in accordance with the [BC Student Handbook](). Such discipline may include suspension or expulsion from the College.

- **Critical Event Procedure:**
  - o If there is major event that might impact class schedules, the instructor will post an announcement indicating what changes, if any, the event will have on the course schedule and due dates.
- **Copyright:**
  - o The materials used on this course Web site may be protected by copyright and are only for the use of students enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.

Student Success Tips

In order to be successful in this course, you need to be organized and manage your time well so that you can complete all assignments, lessons, practices, and assessments **on time.** You will need to devote at least 14 hours per week to complete the learning activities required in this course. Make sure that you do not allow yourself to procrastinate, and that you communicate with the instructor or your classmates, via ELA Online/ email, if you have any questions on any course materials or need assistance completing any assignments.

- Practice, practice, practice! – Watch all e-classes and virtual meetings to complete all required assignments. You have control over your learning. You can redo all the academic work, as many times you need!
- Self -monitor – Listen to yourself when you speak. Also, edit and revise your writing during and after you've finished. Check for errors and make corrections. Go over the instant feedback!
- Ask for correction – If you're not sure about something, please ask the professor. Never be defensive or embarrassed about making mistakes. Complete your Writing I online lab for extra support.
- Write down new words – In your I-pad/I-Phone/notebook, you should have a section for new vocabulary terms (or a separate e-notebook/hard copy note pad just for vocabulary). When you encounter a new word, write it down. Practice spelling by writing/by typing each new word five times.
- Join the community – Language is not learned exclusively in a classroom. You must use the language outside of the classroom, either formally or informally. Have fun! Enjoy the learning process! Join a community organization, a study group, or find a job where you have to use English. This step is critical; you will not succeed without it!

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Week 1			
Dates	**AZAR**	**PRACTICE**	**MyEnglishLab Writing II**
MM/DD	Introduction to the course **Chapter 1** – Present Tenses	Chapter 1 (pg. 1 - 12)	

MM/DD	Orientation VIDEOS **Chapter 1** -	E-Workbook - Chapter 1	

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Week 2			
Dates	**AZAR**	**PRACTICE**	**MyEnglishLab Writing II**
MM/DD	**Chapter 2** – Perfect Tenses	Perfect Tenses E-Workbook - Chapter 2	**Unit 3-** Sentence Structure
MM/DD	**Chapter 2** -	E-Workbook - Chapter 2	**Unit 3** -

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Week 3			
Dates	**AZAR**	**PRACTICE**	**MyEnglishLab Writing II**
MM/DD	**Chapter 3** – Future Forms	Future Forms E-Workbook - Chapter 3	**Unit 3:** Sentence Structure
MM/DD	**Chapter 3**-	Simple PastTense E-Workbook - Chapter 3	**Unit 3** –Sentence Structure

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Week 3			
Dates	**AZAR**	**PRACTICE**	**MyEnglishLab Writing II**
MM/DD	Focus on MyEnglishLab Practice – Lessons Chapter 3	Future Forms	**Unit 3** – Sentence Structure
MM/DD	Focus on Online lessons and practices. Chapter 5	Subject Verb Agreements	**Unit 3** – Sentence Structure

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Dates	AZAR	PRACTICE	MyEnglishLab Writing II
MM/DD	Chapter 5 – Subject Verb Agreements	Chapter 5	**Unit 4** – Paragraph Organization
MM/DD	Chapters 6 & 8	Nouns and Pronouns	**Unit 4** – Paragraph Organization

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Week 4			
Dates	AZAR	PRACTICE	MyEnglishLab Writing II
MM/DD	Chapter 6 & 8	Using Nouns & Pronouns	**Unit 4** – Paragraph Organization

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Week 5			
Dates	AZAR	PRACTICE	MyEnglishLab Writing II

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Choose an item.			
Dates	AZAR	PRACTICE	MyEnglishLab Writing II
MM/DD	**Chapter 11**- Passive Forms	E-Workbook – Chapter 11	**Unit 4** – Paragraph Organization
MM/DD	**Chapter 11 – The Passive**	Passive Forms E-Workbook - Chapter 11	Writing Practice - (Instructor's discretion)

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Week 6			
Dates	AZAR	PRACTICE	MyEnglishLab Writing II
	Chapter 11 – The Passive	E-Workbook – Chapters 11	**Unit 4** – Paragraph Organization

MM/DD			
MM/DD	Midterm Exam	Midterm Exam	**Unit 4** – Paragraph Organization

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Week 7			
Dates	AZAR	PRACTICE	MyEnglishLab Writing II
MM/DD	**Chapter 12** – Noun Clauses	E- Workbook - Chapter 12	Writing Practice - (Instructor's discretion)

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Week 8			
Dates	AZAR	PRACTICE	MyEnglishLab Writing II
MM/DD	**Chapter 12 – Nouns Clauses**	E-Workbook - Chapter 12	Unit 5: Writing Assignments
MM/DD	**Chapter 13** – Adjective Clauses	E-Workbook - Chapter 13	Writing Assignments

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Week 9			
Dates	AZAR	PRACTICE	MyEnglishLab Writing II
MM/DD	**Chapter 14 & 15 Gerunds & Infinitives**	E-Workbook- Adjective Clauses	**Writing Assignments**

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Week 10			
Dates	AZAR	PRACTICE	MyEnglishLab Writing II
	Begin Tech Artifact Chapter 14 & 15	Sentence Structure E-Workbook - Chapters 14	Writing Assignments

MM/DD	Gerunds & Infinitives	& 15	

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Week 11			
Dates	**AZAR**	**PRACTICE**	**MyEnglishLab Writing II**
MM/DD	**Chapters 16 & 17 – Coordinating Conjunctions –** Adverb Clauses	MyEnglishLab Catch-Up	**Catch Up Units**

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Week 12			
Dates	**AZAR**	**PRACTICE**	**MyEnglishLab Writing II**
MM/DD	**CATCH UP DAY!** **FINAL REVIEW /FINALTEST**	Finish Artifact	Writing Final Practice - (Instructor's discretion)

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Choose an item.			
Dates	**AZAR**	**PRACTICE**	**MyEnglishLab Writing II**
MM/DD	Catch-up/Review Lessons		Paragraph Writing Practice - (Instructor's discretion)
MM/DD	END OF COURSE COMPLETE END OF COURSE SURVEY!!		

Please sign this form and e-mail it to the professor by the end of the first week of your course.

Syllabus Receipt
2023 – 2024 Academic Year

I, _____ have received, read,
                (Print name)   and understood the Syllabus and lab assignment sheet
for AE 490 Grammar & Composition III
. I also agree to abide by the rules and assignments in the syllabus.

NAME _____
                                    Print name clearly

SIGNATURE

_____

DATE _____ / _____ / _____