

## Course Syllabus

AE 550

Essay I

(4 Weeks)

### Faculty Contact and Course Information

**Professor:** Dr. Katya Pizarro/TBA  
**Office Phone:** 954-315-3677  
**Main phone:** 754-307-0985  
**Email:** [info@elitelanguageacademy.org](mailto:info@elitelanguageacademy.org) (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 **4 weeks** to complete this online course. ELA **suggests** working online at least 14 hours a week or more.

### Course Description

AE 550 Essay I is a writing course in English for speakers of other languages. Developed to guide the student to master paragraph structure using various paragraph types and the multi- paragraph essay. Grammar reinforces linguistic elements related to academic compositions, e.g. connectors and sentence combining.

### General Course Outcomes

- **Course Units:**
  - Paragraph Development
  - The Writing Process
  - Effective Use of Grammar and Mechanics
  - Effective Editing
  - Introduction to Essay Development

**Upon completion of this course, the student will be able to:**

- a. Demonstrate rhetorical principles in

- expository writing.
- b. Apply all the steps in the writing process when creating a formal composition.
  - c. Apply grammatical concepts covered in previous EAP courses in their academic compositions.
  - d. Apply grammar and writing concepts studied in previous AE courses to effectively edit their academic compositions
  - e. Develop an illustration paragraph

## E- Course Materials

- **E-Course Books and Resources (for Online Instruction):**
  - MyEnglishLab Writing III - 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)



- **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:**
  - 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:**
  - 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!!
  - 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 **4 weeks!***

- 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:**
  - **Note:** You are responsible for your username and password for ELA Online at all times. Do not forget this important information.
  - 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](https://docs.google.com/document/d/1mi3XoPUExVKJytVtMBzFM6gBApLSmZ_xrU4X5e5Aku0/edit?ts=5f19a795)

## Online Lessons- My English Lab – My EnglishLab Writing Level 3

- **Mandatory Tutorials:**
  - Watch ELA'S introduction videos to your E-Language Course. It's in your first Module.
  - MyEnglishLab – Student Help & Training

[https://mypearsonhelp.com/helpconsole7/kb\\_student\\_mel\\_en/](https://mypearsonhelp.com/helpconsole7/kb_student_mel_en/)

- Successful completion of the AE 550 ESSAY I is defined as the completion of the following by **WEEK 4:**
  - Skills Test (Diagnostic Pre-Test)
  - ALL Chapter Writing Assignments
  - Mastery Assessment (Post-Test)

### MyEnglishLab Writing Level 3 Components for AE 550 ESSAY I

## 1. Pre- Test

## 2. Punctuation and Mechanics

- Periods and Question Marks
- Apostrophes
- Capitalization
- Colons
- Parentheses
- Semicolons
- Commas
- Quotations
- Paragraph Format

## 3. Grammar

- . Simple Future
- . Articles
- . Comparative and Superlative Adjectives
- . Comparisons with as...as
- . Direct and Indirect Objects
- . Gerunds and Infinitives
- . Modals
- . Phrasal Verbs
- . The Past
- . The Present Perfect
- . Subject Verb Agreement
- . The Passive Voice
- . Reported Speech
- . Pronoun Agreement
- . Quantifiers

## 4. Sentence Structure

- . Simple Sentences
- . Compound Sentences and Coordinating
- . Complex Sentences
- . Word Forms
- . Appositives
- . Fragments
- . Run-on-Sentences and Comma Splices
- . Transition Signals

## 5. Paragraph Organization

- . Paragraph Structure
- . Topic Sentence and Controlling Idea
- . Concluding Sentences
- . Supporting Sentences
- . Coherence

- . Unity
  - . Essay Structure
  - . Body Paragraph Organization
- 6. Writing Assignments**
- . Paragraph
  - . Essays
  - . Special Writing Skills
- 7. Post- Test**

**NOTE: The completion of this English course also requires Attendance to your in person or synchronous meetings 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**
  - You have exactly **4 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:**
  - Grades will always be posted on the course’s GradeBook based on your progress.
  - 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 Practice & Activities & Review<br>Writing Online Lessons & Practice | 60%                            | Grade = B     | (80-89%)        |
| Participation – <b>Synchronous Sessions</b>  | 5%                             |               |                 |
|  |                                | Grade = C     | (70-79%)        |
| Final Artifact   | 10%                            | Grade = D     | (60-69%)        |
|  |                                | Grade = F     | (59% and below) |
| <b>Total : Final Grade</b>   | <b>100%</b>                    |               |                 |

## Communication Policy

- **ELA Email:**
  - Use email 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 4). Your instructor is **not** available 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:**
  - 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:**
  - 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 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!

| Week 1 |  |                        |                      |
|--------|--|------------------------|----------------------|
| Dates  | MyEnglishLab Writing III                 | PRACTICE               |                      |
| MM/DD  | Introduction to the course<br>– PRE-TEST | Chapter 1              | First class practice |
| MM/DD  | <b>Orientation VIDEOS</b>                | E-Workbook - Chapter 1 |                      |

•

| Week 2 |   |                        |                  |
|--------|---|------------------------|------------------|
| Dates  | MyEnglishLab Writing III                  | PRACTICE               |                  |
| MM/DD  | <b>Chapter 2</b> –Punctuation & Mechanics | E-Workbook - Chapter 2 | <b>Chapter 2</b> |
| MM/DD  | <b>Chapter 2</b> -                        | E-Workbook - Chapter 2 |                  |



| Week 3 |  |                        |          |
|--------|--|------------------------|----------|
| Dates  |  | PRACTICE               |          |
| MM/DD  | <b>Chapter 2</b> – Punctuation & Mechanics | E-Workbook -           | Practice |
| MM/DD  | <b>Chapter 2</b> -                         | E-Workbook - Chapter 2 |          |

| Week 4 |  |                         |                      |
|--------|--|-------------------------|----------------------|
| Dates  | MyEnglishLab Writing III                                       | PRACTICE                |                      |
| MM/DD  | Focus on MyEnglishLab Practice – Lessons<br>Chapter 3- Grammar | Subject Verb Agreements | –Vocabulary Building |
| MM/DD  | Focus on Online lessons and practices.<br>Word Parts           | Class practice          | –Vocabulary Building |

| Dates | MyEnglishLab Writing III      | PRACTICE       |           |
|-------|-------------------------------|----------------|-----------|
| MM/DD | Chapter 4– Sentence Structure | Timed Practice | Chapter 4 |
| MM/DD | Chapter 4-Sentence Structure  |                | Chapter 4 |

| Week 5 |                               |                               |          |
|--------|-------------------------------|-------------------------------|----------|
| Dates  | MyEnglishLab Writing III      | PRACTICE                      |          |
|        | Chapter 4 –Sentence Structure | Strategies for Faster Reading | Practice |

|              |                                   |              |  |
|--------------|-----------------------------------|--------------|--|
| <b>MM/DD</b> | Chapter 5- Paragraph Organization | Study Skills |  |
|--------------|-----------------------------------|--------------|--|

Choose an item.

| <b>Dates</b> | <b>MyEnglishLab Writing III</b>          | <b>PRACTICE</b> |  |
|--------------|--|-----------------|--|
| <b>MM/DD</b> | <b>Chapter 5-</b> Paragraph Organization | E-Workbook -    | Writing Assignments                          |
| <b>MM/DD</b> | <b>Chapter 6 -Writing Assignments</b>    | E-Workbook -    | Writing Practice - (Instructor's discretion) |

**Week 6**

| <b>Dates</b> | <b>MyEnglishLab Writing III</b>      | <b>PRACTICE</b>          |                     |
|--------------|--------------------------------------|--------------------------|---------------------|
| <b>MM/DD</b> | <b>Chapter6-</b> Writing Assignments | E-Workbook - Chapters 13 | Writing Assignments |
| <b>MM/DD</b> | Language in Context                  | Chapter 6                | - Practice          |

Choose an item.

| <b>Dates</b> | <b>MyEnglishLab Writing III</b>        | <b>PRACTICE</b>               |  |
|--------------|--|-------------------------------|--|
| <b>MM/DD</b> | <b>Chapter 6 - Writing Assignments</b> | E- Workbook -<br>Practice 1-5 | Writing Practice - (Instructor's discretion) |

Choose an item.

| <b>Dates</b> | <b>MyEnglishLab Writing III</b> | <b>PRACTICE</b>        |                             |
|--------------|---------------------------------|------------------------|-----------------------------|
| <b>MM/DD</b> | Chapter Review                  | E-Workbook - Chapter 6 | Unit 5: Writing Assignments |

|              |  |              |  |
|--------------|--|--------------|--|
|              |  |              |  |
| <b>MM/DD</b> |  | E-Workbook - |  |

•

| <b>Week 7</b> |  |                 |                       |
|---------------|--|-----------------|-----------------------|
| <b>Dates</b>  | <b>MyEnglishLab Writing III</b>                    | <b>PRACTICE</b> |                       |
| <b>MM/DD</b>  | Review Chapters 1-6<br>GETTING READY FOR POST-TEST | E-Workbook-     | <b>Catch Up Week!</b> |

•

•

| Choose an item. |  |                 |                |
|-----------------|--|-----------------|----------------|
| <b>Dates</b>    | <b>MyEnglishLab Writing III</b>                    | <b>PRACTICE</b> |                |
| <b>MM/DD</b>    | <b>Begin Tech Artifact</b><br><b>Catch Up Day!</b> |                 | Catch Up Week! |

•

| Choose an item. |                                 |                       |                       |
|-----------------|---------------------------------|-----------------------|-----------------------|
| <b>Dates</b>    | <b>MyEnglishLab Writing III</b> | <b>PRACTICE</b>       |                       |
| <b>MM/DD</b>    |                                 | MyEnglishLab Catch-Up | <b>Catch Up Units</b> |

•

| <b>Week 8</b> |   |                 |   |
|---------------|---|-----------------|---|
| <b>Dates</b>  | <b>MyEnglishLab Writing III</b>                             | <b>PRACTICE</b> |   |
| <b>MM/DD</b>  | <b>CATCH UP DAY!</b><br><b>FINAL REVIEW &amp; POST-TEST</b> | Finish Artifact | Writing Final Practice -<br>(Instructor's discretion) |

•

•

| Choose an item. |  |  |  |
|-----------------|--|--|--|
|-----------------|--|--|--|

| Dates | MyEnglishLab Writing III  | PRACTICE             |  |
|-------|---|----------------------|--|
| MM/DD | Catch-up/Review Lessons   | Final class practice | Paragraph Extra Writing Practice - (Instructor's discretion) |
| MM/DD | <p style="color: red;">END OF COURSE</p> <p style="color: red;">COMPLETE END OF COURSE SURVEY!!</p> |                      |  |

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, and understood the Syllabus and lab assignment sheet for AE 550 ESSAY I. I also agree to abide by the rules and assignments in the syllabus.

NAME \_\_\_\_\_  
Print name clearly

SIGNATURE \_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_