



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Combined Skills

COURSE NUMBER:

EAP 1180

COURSE DESCRIPTION (with prerequisites):

This integrated course is designed for non-native speakers of English with varying levels of English proficiency. It is designed to assist students with academic studies and to develop skills in vocabulary, reading, grammar, speaking, and writing. In this course, students develop skills that promote the use of language in oral and written form through the context of guided discourse on personal topics. Students develop the ability to understand frequently used words in oral and written contexts. They also learn to control basic, high frequency grammatical structures and statement/question patterns. 3 semester-hours credit.

NAME(S) OF INSTRUCTORS:

Dr. Mackenzie Johnson
johnsonm@chipola.edu

EFFECTIVE ACADEMIC YEAR:

2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

No textbook or course materials are required to purchase for this course. 

GRADING POLICY:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students and for all instructors to record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor

First Day Handout whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code, which is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college in regards to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Pippin, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippinw@chipola.edu.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books, and electronic databases can be accessed through the Library Resources link within your course in Canvas or by using the *Search* icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage, consult the "How to Use the Chipola Databases" on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The college's learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student's responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of Learning Resources. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

- C-1 Demonstrate the writing process through various formats using the conventions of Standard American English.
- C-2 Use rhetorical modes effectively in written and oral communication.
- C-3 Illustrate critical thinking in writing or oral communication.
- C-4 Construct a documented essay using research and technology skills.
- C-5 Analyze universal human experiences in essays and literature.

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts		
COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR EAP 1180	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)
<ul style="list-style-type: none"> • The student will increase English vocabulary. • The student will read and comprehend the meaning of sentences. • The student will develop control of basic grammatical structures and statement/question patterns. • The student will use auxiliary verbs correctly in interrogative and negative sentences. • The student will develop skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics. • The student will apply language learned to real-life situations. • Students will express basic oral skills. 	<p>C-1</p> <p>C-3, C-5</p> <p>C-1</p> <p>C-1</p> <p>C-1, C-3, C-5</p> <p>C-1, C-2, C-3, C-5</p> <p>C-1, C-3</p>	<p>W</p> <p>R</p> <p>OBS</p> <p>RPT</p> <p>t</p>

Notes: Assessment Codes

BO - Behavioral Observation
Cap Proj - Capstone Course
CF - Cumulative Final
Clin - Clinicals
CP - Case Plan
CS - Case Study
DB - Discussion Board
DE - Documented Essays
E - Essays

EX - Dept Exam
Exp - Experiments
F - Final Exam
H - Homework
Intern - Internship
J - Jury
JP - Judged Perf/Exh
Obs - Teacher Observ
OT - Objective Tests

Port - Portfolio
Prac - Practicum
Pre/ Post - Pre-/Post-Tests
Proj - Projects
PS - Problem Solving
Q - Quizzes
R - Recital
RP - Research Papers
RPT - Report/Presentation

SD - Skills Demonstration
SE - Natl or State Standardized
Sk - Ck Skills Check-Off
SP - Skills Performance
T - Tests
UT - Unit Tests
W - Writing Assignments

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

The student will

1. Attend class with consistency
2. Learn the material presented and assigned
3. Make up any work missed during an excused absence within one week after returning to school.
4. Complete all assignments with promptness and accuracy.
5. Participate in classroom activities.

The instructor will

1. Explain clearly all material to be covered
2. Provide instruction and activities
3. Administer and score assignments and return within a reasonable amount of time

4. Maintain a pleasant and respectful environment.

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.